



passport

Inside Lane

In this issue, we're focusing on the Highways Common Induction (HCI) and looking at the different advantages it offers across the entire supply chain.

Thousands of highways workers have completed the HCI so far, and that number is increasing rapidly.

This saves time by reducing duplication, improving site safety across the strategic network, and introducing a common industry standard.

Teresa Moss,
Passport Project
Lead, Highways
England.



Welcome to the summer edition of Inside Lane. Coming up:

- Mark Byard, Health, Safety and Wellbeing Director for Highways England, shares his vision for the Highways Common Induction
- Skanska's Liz Brathwaite overviews their Passport show and tell session
- Graham Boanas, Managing Director of the PowerPlus Group, gives his take on the Highways Common Induction
- Jennie Reid, Health & Safety Administrator for Major Highways, Balfour Beatty, overviews their Passport rollout
- Tanya Morris, Company Director at Reference Point, shares updates about Passport's rollout and a reminder about subscription renewals
- Niamh and Maxine from Mitie answer this month's most important questions.

The **Enormous Value** of The Highways Common Induction

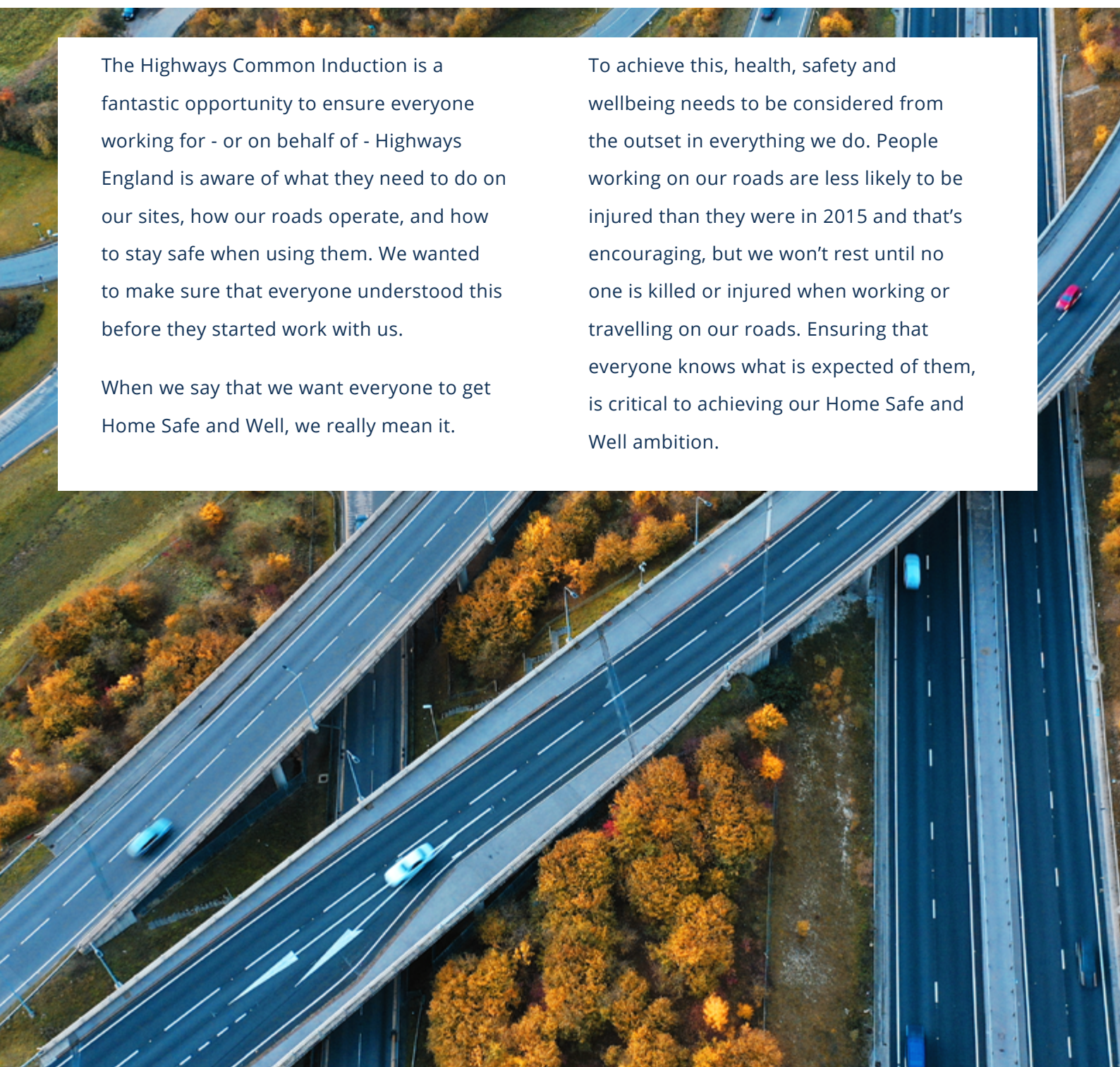
**Mark Byard, Health,
Safety and Wellbeing
Director, Highways
England.**



The Highways Common Induction is a fantastic opportunity to ensure everyone working for - or on behalf of - Highways England is aware of what they need to do on our sites, how our roads operate, and how to stay safe when using them. We wanted to make sure that everyone understood this before they started work with us.

When we say that we want everyone to get Home Safe and Well, we really mean it.

To achieve this, health, safety and wellbeing needs to be considered from the outset in everything we do. People working on our roads are less likely to be injured than they were in 2015 and that's encouraging, but we won't rest until no one is killed or injured when working or travelling on our roads. Ensuring that everyone knows what is expected of them, is critical to achieving our Home Safe and Well ambition.



Skanska's Passport Show and Tell Session

Liz Brathwaite,
Sector Health &
Safety Manager,
Skanska.



Skanska have adopted the Passport Scheme and the Highways Common Induction (HCI) when working on Highways England projects and contracts.

At the M42 junction 6, this is becoming a pre-requisite for all contractors - including labour agencies. Letters have been sent out to the supply chain and, as the project progresses, Passport and the HCI will be incorporated into the standard terms and conditions.

It helps us evidence specific health and safety training and other competencies through our supply chain, and provides a single source for recording competencies awarded on site.

The HCI provides a baseline understanding of the most common hazards on the Highways England network and allows Skanska to focus our site induction process on site-specific hazards and controls.



As part of our journey to achieving 100% compliance with Passport, we have run an "Introduction to Passport" session with our suppliers, which was really well attended. The key messages we wanted to be clear about were:

- Anyone working on the strategic road network under the control of a Principal Contractor, who would normally attend a site safety induction, needs a Passport. This includes lots of different job roles – all operatives and trades, supervisors, managers, contracts managers, surveyors, SHE advisors, water jetters, road sweepers, scaffolders, banksmen and gatemen, site cleaners, plant operators etc
- We talked about some of the common exemptions – delivery drivers, fitters, maintenance personnel, recovery operators, Statutory Undertakers, escorted visitors, Highways England Traffic Officers, pre-construction activities such as archaeology
- And most importantly, we covered how to sign up to the Passport and how to log on to the video link and book an induction.

Reference Point helped us host the meeting and presented on the benefits of the system and how it can be used to add value. If you would like to host a similar event on your project or contract, please contact Kris Martin at Reference Point via email to organise a session.

Email: Kris.Martin@referencepoint.co.uk

The Skanska logo is displayed in white, bold, sans-serif capital letters on a dark blue rectangular background.

"It's Fair to Say Everyone Did a Really Good Job"



We had a conversation with Graham Boanas, the CEO of PowerPlus Group, to learn more about PowerPlus' involvement in Passport.

PowerPlus created the software for the Highways Common Induction and they host its delivery.

How did Powerplus come to get Involved with the Passport Scheme?

Graham: We were approached by the Passport steering group way back in June 2019. As a company, we were already leaders in the field of creating site induction videos, including scripting, filming and final production. We'd come up on their radar as specialists in what we do, so we were invited to take part.

Whenever we're asked to integrate into another company's software, it can be a little daunting at first as you don't know their level of expertise, their work practices, or work ethics. However, with Reference Point, this just wasn't a worry as they were great to work with and shared the same customer service values as we do.

Their speed and attention to a smooth delivery is one of the best we've known. (And no, I'm not getting paid to say that!)

What were some of the biggest challenges?

Graham: One of the biggest problems of creating such a safety-specific video is the input required from many different people, companies and organisations to ensure everything is included and planned out. It's really important to make sure you have everything covered, and all parties are happy before you start the filming process.

It's fair to say that everyone did a really good job of getting the HCI as concise as we possibly could, while making it as informative as needed by the Passport steering group.

Another potential challenge was the integration of the test results within the delivery and management software produced by Reference Point.



So is that it? Will the training change?

Graham: I don't think it will change as much as develop. You see, quality control is paramount to what we do, which is why you'll always see a quality report on every induction that's delivered. These reports aren't just filed away, but studied to see where things can be improved for the end-user. On top of this, we work with the team at Passport steering group to include any change requests they make.

So do you ever have any problems?

Graham: I think I'd be lying if I said we never have any problems. Sometimes, a user is unsure about the registration process, or perhaps they have connection problems, but the support staff here are always on hand. Whatever problem comes up, we usually have them sorted in a few minutes.

So what is the future of Powerplus?

Graham: It's really exciting to see how Powerplus has grown over the years. The team here all share the same vision and excitement to keep us at the forefront of what we do. This includes researching different ways of delivering training through better interactivity and virtual reality. Let's see what next year brings, but whatever happens, it will be an exciting ride, I'm sure!

**Click here to book the
Highways Common
Induction for your workers.**



Annual Passport Subscription Renewals Coming Up



Tanya Morris,
Company Director,
Reference Point.

Increased Project Roll-Out

We are now working with a large number of Highways England's Principal Contractors in relation to Passport use on their projects. These include: Kier Highways, Balfour Beatty, Galliford Try and Skanska, but there are many more. Some contractors are already requiring any worker to present their Passport smartcard for verification to get onto their projects. Others are working with us right now to implement this, so please make sure that your workforce is fully Passport carded, has attended the HCI and has a valid Passport subscription.

Passport Annual Subscription Renewals

Time flies! As Passport was upgraded last summer with new subscription periods starting from the 1st of October last year, employer admins might well be noticing subscription renewal reminders for their workforce. This is because Passport generates renewal reminders 12 weeks before expiry to ensure that companies have plenty of time to renew.

There is no need to delay subscription renewals. No employer is disadvantaged by renewing within 12 weeks of the subscription expiry date - you will always be credited with the entire year.

E.g. if a worker's subscription is due by 1st October and the employer renews it earlier, the worker's subscription will still be valid up to the 30th of September 2022.

With more and more projects now requiring Passport for everyone working on site, do make sure you renew subscriptions well in time. So, please don't delay. Log in and check your worker records by clicking on the "Forthcoming Worker Subscriptions" shortcut on your user dashboard.

Balfour Beatty **Rolling Out Passport** Across All Highways Projects Since 2020

Jennie Reid, Health & Safety Administrator for Major Highways, Balfour Beatty.



Balfour Beatty has been rolling out the Passport scheme across all our highways projects since 2020, and we are now well on the way to using it on site for compliance checks and briefing attendance purposes.

Highways Passport Administrators (HPAs) have been trained in:

1. Managing our colleagues' data to understand the progress for each individual at each project and at each stage of the Passport process
2. Creating profiles for Balfour Beatty employed staff who access a Highways site as part of their role, including photos and role competencies
3. Ensuring competency evidence is suitable to roles, adding more to meet requirements as necessary
4. Issuing links for our colleagues to undertake the Highways Common Induction (HCI)
5. Issuing Passport cards to those whose Passport profiles are compliant and have completed the HCI.

This stage by stage process ensures that we have the correct compliance information for our people and that all those who have been issued a Passport card meet the requirements.

This process also enables us to encourage those who have not progressed through the stages to do so. It also means we can produce real-time progress reports that we can give to project leads.

We are now beginning the on-site roll-out on our projects, starting with the DBFO projects, with other projects following shortly.

The Balfour Beatty logo, featuring the company name in a bold, white, sans-serif font against a solid blue rectangular background.

Feedback From Workers Who Have Completed the HCI

We asked workers who had completed the HCI how they found it.

Here are their responses:

"It was easy to follow."

"It outlined all relevant information."

"The induction is very informative and a good pace."

"Very comprehensive and clearly presented."

"It was good that they included clips of recent construction schemes."

"I found it simple and engaging."

"Very good!"

"The video was very well laid out and informative. The videos and illustrations helped to reinforce the main points."

"It covered all the necessary areas in a clear manner."

"The HCI was a brilliant way of refreshing the rules and safety processes of working on the highways and highlighting issues like mental health.

The interactive elements kept you engaged through the induction. The videos were relevant to what actually occurs on highways jobs. Overall, it was useful to remind myself of some key points when working on the highways, especially the health, safety and wellbeing aspects."

Jack Gorbett, BAM Nuttal.



Answers to Your Questions About Visitor Passes

Kris Martin,
Implementation
Manager,
Reference Point



1. What is a Passport visitor pass?

Visitor passes are permits printed in the Passport system that enable visitors to gain access to a project or contract using Passport. These passes contain a QR code that an access controller or card checker can scan in the same way as a Passport smartcard. The swipe data from a visitor pass is automatically uploaded to the Passport database, and the number of times an individual has visited each project is securely logged in the system.

2. Who requires a visitor pass?

A visitor to a contract or project is defined as anybody who requires access to the work location but will not be undertaking any physical work activity other than observing or inspecting work activity. This can include Highways England personnel, off-site designers, certification body auditors or Members of Parliament. A member of the project team must escort visitors at all times.

3. Who does not require a visitor pass?

Anyone who is visiting a Highways England office, supply chain office, major project site office or motorway maintenance compound and not going on to the construction site or strategic road network does not require a Passport, the HCI or a visitor pass.

4. Who is responsible for printing a visitor pass?

It is the responsibility of the Principal Contractors for a project to print visitor passes. The visitors themselves cannot do this. To register a visitor, you must have an employer admin, subdirector manager or project manager account for the project.

5. How long is a visitor pass valid for?

Visitor passes are valid for up to 48 hours.

6. How many times can an individual be issued a visitor pass?

A limit of ten times a year has been set for visitor passes to ensure that this system isn't abused. Anyone who visits a project or scheme work site more than ten times per year should ideally hold a full Passport record.

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Practical information on how to register visitors and manage visitor passes in the Passport system can be found in the user guide (linked below), once you have logged into the Passport system.

Want to find out more? [Click here to read the managing visitors guide.](#)

Mitie's Questions of the Month

Each month, Niamh and Maxine from the Mitie helpdesk answer the questions everyone's been asking.

Question 1: How do I renew a worker's subscription?

From the Home page, select 'Forthcoming Worker Subscriptions'. Check the select box for all subscriptions you wish to renew, then select the 'Renew Subscription' button. Then follow the on-screen instructions.

Question 2: As an employer how do I set up so my employees can complete the new HCI?

As an employer administrator you will need a Passport worker record yourself to book your staff on the new induction. However you can be exempted from paying the annual charge if the only reason you have a worker record is to book inductions for your staff and you don't need the Passport smartcard either. Please contact the Mitie helpdesk to arrange your exemption.

Once you have done this, just make sure each worker has been added to Passport (and their first year's subscription paid). Then, you will need to visit the [HCI site](#) to commence the registration process.

Question 3: How do I book the HCI?

[Click here](#) for a full runthrough of how you can book the HCI. If you're having any problems please get in touch using the details below.

Get in Touch With the Mitie Helpdesk:

Tel: 0330 726 0225

Email: he.validate@mitie.com

Useful Links:

- <https://www.highwayssafetyhub.com/Passport-scheme.html>
- highwaysPassport.co.uk
- <https://highwaysPassport.co.uk/resources/frequently-asked-questions/>
- <https://highwaysPassport.co.uk/resources/how-to-use-Passport/>



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