

MINUTES OF WORKING GROUP 1
MEETING HELD ON 23RD SEPTEMBER 2015

Present: STEVE IVES (AA)
 SUE JONES (AA)
 CHRIS WILTSHIRE (AA)
 ANDY EADE (HIGHWAYS ENGLAND)
 ROBIN DONEY – REPRESENTING RECOVERY OPERATORS
 MALCOLM PALMER (TRL)

Apologies: DAMON JOWETT (GREEN FLAG)
 GARY WEBB (HIGHWAYS ENGLAND)
 CHRIS HOARE (IVR)
 PAUL HARRISON (HOME OFFICE)
 NICK FRISBY (MET POLICE REPRESENTING NPCC)
 STEVE ROBINSON (RAC)
 BEN JOHNSON (ALLIANZ ASSISTANCE)

		ACTION
1.0	BEST PRACTICE GUIDE V3 UPDATE	
1.1	Printing in progress, CW to send chasing e-mail to AE regarding payment from Highways England. Communication to go out from WG3 once document has been posted on the website.	CW
1.2	Addendum – An incident reported by the HSE brought attention to Shed Load Management. Guidelines are required from the Recovery Operators and IVR for best practice when dealing with shed loads. Sub group to meet to discuss a minimum standard of practical guidelines, suggested members: Robert Doney, Chris Hoare & CW.	CW
2.0	SMART MOTORWAYS	
2.1	A National Steering Group has advised it will sit until best practice for all smart motorways yet to be opened. Reverse flow procedures for recovery vehicles have been universally agreed for entering and exiting hard shoulders – AE to circulate when issued.	JS
2.2	A review of the M25 has taken place with operatives and HE Traffic Officers, a local procedure has been developed and is working well for communication through CCTV	

	and mobile phones for exiting out of ERAs	
2.3	SI recommended that other breakdown operators trial when a driver breaks down on a Smart motorway, a “flag” such as a flashing red button appears on the call handler’s screen to denote that there is no hard shoulder.	SR/BJ DJ
3.0	SURVIVE BEST PRACTICE FLAT TOWING GUIDE	
3.1	Update required from SR on the progress of the sub group. A suggestion was made that on the reverse, information is given on how to exit from an ERA.	SR
4.0	MARKER POST DATABASE	
4.1	The HE system is called AVIS and they are looking at making it available to all stakeholders. AE to set up a meeting at the Cube in Birmingham for anyone from WG1 to attend to see how it operates.	AE
5.0	ROAD SAFETY DESIGNS LTD – SAFETY TRIANGLE	
5.1	<p>A representative from the above company wished to show their idea to the group but was unable to attend. SI explained the device which is a red triangle that is lit around the edge with LED lights and encompasses an integral Keep Right arrow (about 6 inches long) with red flashing lights along its width. The triangle has magnetic feet for it to be displayed on a vehicle’s roof.</p> <p>The view from the group was that it was not compatible with lighting regulations, it was too small to be distinguished from a distance and that it added time to the broken down driver being in a dangerous position. If any WG1 member that was unable to attend today would like to see the device, please contact SJ.</p>	SR ALL APOLOGIES
6.0	SURVIVE EXECUTIVE MINUTES	
6.1	Use of Cones – All agreed that they come under Chapter 8 regulations ETM, they are suitable for putting out on A roads where breakdowns occur near humpback bridges or on bends or for trucks on motorways. NF has offered WG1 Members attending the Met Police Training course and AE offered the HE course. All to contact NF or AE if they wish to attend.	ALL

6.2	Review of the Highway Code – A reminder that WG1 needs to have input into the next version in 2017.	
6.3	All need to amend their system programmes to reflect the updated naming of “lane 1 and all other lanes”	ALL
7.0	AOB	
7.1	SR to give an update on the RAC trial with whistles.	SR