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Planning

SHE Risk Assessment

Transport for London

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-034266

Procurement identifier (OCID): ocds-h6vhtk-038a6e

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Section I: Contracting authority

I.1) Name and addresses

Transport for London

5 Endeavour Square

London

E20 1JN

Contact

Mr Nadeem Iftikhar

Email

v_NadeemIftikhar@tfl.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://tfl.gov.uk>

Buyer's address

<https://tfl.gov.uk>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Transport

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SHE Risk Assessment

Reference number

DN646161

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

We (TfL) are looking for a Safety Health and Environment (SHE) risk assessment system and are engaging the market to better understand solutions that can meet our needs. We are particularly interested in exploring the following themes:

- Supporting employees through SHE risk assessment
- Data management and reporting
- Integration with other SHE and business intelligence systems
- Commercial landscape of the SHE Risk Assessment tech marketplace
- Software license prices

This Prior Information Notice

This PIN is issued by Transport for London (TfL) and seeks to make a market request for supplier solution introductions and demonstrations. We aim to obtain market feedback in relation to what SHE Risk Assessment solutions can offer in relation to the themes listed above. These findings will inform our requirements should we proceed with formal market engagement, such as an Invitation to Tender (ITT). Further detail on the objectives of such a solution are set out in Section II.2.4) – Description of the procurement.

We would like those parties that may be interested in such an exercise to identify themselves and express interest in providing an introduction and a software demonstration. We will look to undertake meetings and software demonstrations with selected organisations. Please note that to do so, organisations will need to register as a supplier via the following link:

<https://procontract.due-north.com/Register>

Any party that is already registered should log onto TfL's e-procurement portal and express their interest.

<https://procontract.due-north.com/Advert?advertId=22b6e148-5e72-ed11-811c-005056b64545>

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

TfL's strategy for Safety, Health and Environment

The Mayor of London, Sadiq Khan, has an ambitious programme to deliver an affordable, accessible, and safe transport network for London. To support this, we (TfL) created a new Safety, Health and Environment (SHE) directorate in April 2020. This directorate has a key role to play in supporting our business to deliver on its Vision Zero target of nobody being killed or seriously injured on the transport network by 2041. The SHE directorate is also responsible for coordinating actions to deliver our Corporate Environment Plan and reach net zero carbon emissions across its operations by 2030.

TfL Safety Health and Environmental risk assessment

We are a complex organisation and have a number of roles as an:

- operator,
- employer,
- regulator,
- client, and
- Strategic Transport Authority.

We have varied required and desired SHE outcomes. These include:

- Achieving and maintaining legal/regulatory and voluntary standards compliance;
- Gaining confidence we have effective controls in place to prevent SHE incidents;

- Meeting mayoral commitments and targets within the Mayors Transport Strategy;
- Delivering in line with TfL's Vision and Values.

We take a Zero Harm Approach to managing risks to these SHE outcomes, which means we want to prevent harm. We do this by controlling our risks both at strategic and tactical levels. On a tactical level, risks to SHE outcomes are managed through our risk assessment and risk management processes. Responsibility for risk management is determined by role, and the hazard and/or threats that role is accountable for mitigating.

TfL as a Transport Operator

As a transport operator, we must follow key legislation and regulations, including the requirement to assess the risks posed by our activities and operation. We also have a duty to ensure the health, safety and wellbeing of customers and members of the public on the public transport network, and anyone else who is affected by our activities. The minimum requirement is to manage these risks to a level that is as low as reasonably practicable.

In our role as a transport operator, parts of our organisation and activities are regulated by the Office of Rail and Road (ORR). We must demonstrate annually to the ORR that we are a 'fit and proper' operator of railway assets and passenger services. Evidence of effective Safety, Health and Environment risk assessment and management, is one of the core components of securing our operating license.

TfL as an Employer

As an employer, we have a legal duty to identify, assess and control risks to our employees posed by TfL activities. We also have a duty to communicate those risks and controls to our employees. This is part of our broader duty to ensure the general safety, health and wellbeing of our employees. As an employer we can be subject to targeted inspections and investigations by enforcement authorities including the Health and Safety Executive, Environment Agency, and Local Authority Environmental teams. Failure to meet our statutory duties to assess and control SHE risks, could result in both harm to our employees, and prosecution.

TfL as a Client

As a Client, we procure and tender contracts to other organisations to build and operate transport on our behalf under the TfL roundel. The nature of responsibility for risk assessment and risk management may vary. In some context there is specific legislation in place to regulate client responsibilities. In other areas this is determined by contractual arrangements. We are currently undertaking a review to understand any requirements related to SHE risk assessment and risk management in areas where we are undertaking

the client role.

TfL as a Regulator

TfL is a licencing authority and regulator of some transport modes, such as taxis and private hire vehicles, setting regulatory requirements and expectations of what is required from others, and monitoring in accordance with these. We are currently undertaking a review to understand any requirements related to SHE risk assessment and risk management in areas where we are acting as a Regulator.

TfL as a Strategic Authority

We are a strategic transport authority, and part of the Greater London Authority, with a role and responsibility to improve a number of strategic outcomes. We do this for Londoners, on behalf of the Mayor of London, in accordance with the Mayor's Transport Strategy. In order to meet these outcomes we must assess and manage our strategic risks. We are currently undertaking a review to understand requirements related to SHE risk assessment and risk management in areas where we are acting as a Strategic Authority.

SHE Risk Assessment Systems Replacement Project

We rely on several systems to undertake SHE risk assessments, with some teams carrying out assessments in Microsoft Excel, and varying risk assessment and assessment methodologies used across the organisation. We also have a standalone system for COSHH/hazardous chemical risk assessments. Some of these solutions are at, or are nearing, end of life. Some areas still use paper-based risk assessments.

We are looking for SHE Risk Assessment systems which support the following themes:

Theme: Supporting employees

- availability of regulation specific risk assessments, including:
 - o COSHH/hazardous chemical risk management capabilities,
 - o manual handling
 - o vulnerable workers
- how easy it is to access and complete risk assessments from wherever users work, incl. definition of mitigating actions, controls and ownership
- how easy it is for mitigation owners to access records of mitigations assigned to them

- user interface that presents information relevant to the user
- risk assessment review scheduling, reminders and notifications
- environmental risk assessment maturity
- SHE risk management confidence scoring
- using tech to promote safety, health and environment culture
- evidence to support regulator, enforcement authority and other third part risk assessment requirements

Theme: Data management and reporting

- analytics, dashboard and self-serve reporting capabilities, including management-focussed consolidated risk “snapshots”
- risk visualisations e.g. 5x5 matrix
- support multiple risk methodologies and frameworks e.g. bow-tie, FMECA
- centralised:
 - o hazard creation and management
 - o template creation and management
 - o risk control creation and management, to enable risk knowledge sharing
 - o repository of COSHH chemical safety data sheets
- pre-defined:
 - o SHE controls and locations as reference data
 - o SHE hazards and locations/working environments as reference data
- configurability for different organisational contexts and for new hazards
- risk management framework compliance monitoring
- audit trail of risk assessments, including versioning

Theme: Integration

- relevant connectors than enable data to be used in third-party business intelligence tools, e.g. Power BI
- availability of an API that exposes SHE risk data to enable data feeds between systems e.g. incident reporting, investigation, digital assurance and any associated intellectual property implications

Theme: Commercial

- unique elements that suppliers in the market can bring over and above the standard offering
- whether the market offers solutions for both SHE risk assessment and COSHH assessment

Theme: Software prices

- market prices, both up front implementation costs (including hypercare) and BAU support, license, hosting costs
- licensing models

Solution Maturity:

While we are primarily interested in organisations providing risk assessment systems focussed on Safety, Health and Environment risk, we are interested to hear from suppliers in the wider risk assessment system marketplace.

II.2.14) Additional information

This Prior Information Notice (PIN) is issued solely for the purpose of conducting a market engagement exercise and does not constitute any commitment by TfL to undertake any public procurement exercise in the future.

TfL is not liable for any costs, fees or expenses incurred by any party participating in this market engagement exercise.

II.3) Estimated date of publication of contract notice

2 December 2022

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

Participation or non-participation in this Early Market Engagement exercise will not disadvantage or advantage any supplier's ability to participate in any future procurement activity, including in particular any subsequent procurement process undertaken to deliver the project.

Direct or indirect canvassing of any TfL employee or agent by any supplier concerning this requirement, (or any attempt to procure information from any TfL employee or agent concerning this PIN outside of the formal process described in this document) may result in the disqualification of the supplier from consideration of any future procurement activity.

TfL is under no obligation to follow up this market engagement exercise in any way or with any interested parties.