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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| Purpose |
| The purpose of this procedure is to define and monitor the health and safety controls associated with visitors (authorised and unauthorised) to projects, offices, depots and facilities, ensuring those accessing the facilities are not placed at risk.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |

Procedural Requirements

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|  | **GENERAL** | |
|  | The tendering process will identify the potential risks/hazards for trespassers and ensure control measures are incorporated within the bid. Specific measures for a Site Access Control System must be reviewed and the appropriate allowance also be incorporated within the bid. This information will be passed to the Site Lead at tender handover. | |
|  | This procedure must be read in conjunction with the Site Establishment procedure ([HSES-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6986)). | |
|  | The Site Lead/Facilities Manager must assess the risks to visitors and trespassers and implement security arrangements to restrict and control access to the premises outside normal working hours, so far as reasonably practicable e.g. provision of security personnel, CCTV, controlled lighting to deter trespassers, etc. | |
|  | Measures must be put in place for dealing with trespassers and reporting any incidents to the appropriate authority including in an emergency situation. These must be detailed in the Construction Phase Plan ([PRM-TF-0001b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9012) / [PRM-TF-0001b-IE](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11064)) or Office/Depot/Facility Plan ([HSES-TF-0007c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13715)). These measures must consider dealing with partially sighted or disabled personnel who may have unintentionally encroached into the premises. | |
|  | Children must not be brought onto the premises via pedestrian access or as passengers in vehicles. The only exemption to this requirement is for premises that are **offices only**, where the visit is agreed in advance with the employee’s Line Manager and the children are fully supervised at all times. | |
|  | The Site Lead/Facilities Manager will appoint a ’point of contact‘ or ’public liaison‘ person to oversee communication with the local community, where appropriate. | |
|  | Consultation may be held with the local community on public interface issues, where appropriate, and may be supplemented by other measures such as targeted publicity leaflets or letter drops. | |
|  | Reception areas must be physically manned or monitored by a responsible person to prohibit unauthorised entry and instruct any person wishing to enter the premises on the authorised entry procedures. | |
|  | The reception staff must be made aware of the Dawn Raids Guidance ([BIT-RM-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-799)). | |
|  | **AUTHORISED VISITORS** | |
|  | Site Leads/Facility Managers must consider an appointment system to manage visitors wishing to access the premises. | |
|  | All visitors must sign in and out of the premises on a register. The register should contain, as a minimum: -   * the visitor name and company, * the person they are visiting, * the date, time of arrival and departure and the visitor’s signature. | |
|  | Client requirements should also be taken into account and incorporated as required within the Register. A number of forms have been provided as examples for the register ([HSF-TF-0013a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5175), or [HSF-TF-0013b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5176)) or a suitable Sign-In book could also be used. | |
|  | All authorised visitors must be given a visitor’s induction in accordance with the Induction procedure ([HSES-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156)) and be accompanied by a fully inducted person at all times when on the premises and where appropriate be issued with a visitor’s pass. Balfour Beatty employees visiting other Balfour Beatty Offices do not need to be accompanied after receiving the appropriate visitor induction. | |
|  | Offices, projects, depots and facilities must maintain a supply of appropriate PPE for providing to visitors if required. Where visitors are provided with PPE for use the PPE must be clean and be in good condition. Visitors must be instructed on how and when to use PPE ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). | |
|  | Upon completion of the visit the visitor must sign out, return Company resources, such as PPE and visitors passes, and be escorted from the premises. | |
|  | **VISITORS REQUIRED TO GO ON OR NEAR THE LINE (NETWORK RAIL)** | |
|  | Where a Personal Track Safety (PTS) certificate is held by a visitor, it must be validated by the Controller of Site Safety (COSS) and a safe system of work set up, in accordance with the Rule Book, in order to meet the needs of the visit. | |
|  | Where a visitor does not hold PTS and the visitor will be required to go on or near the line, the visitor must complete a medical self-assessment and a Track Visitor Permit (TVP) must be obtained. | |
|  | Track Visitor Permits must be signed by the visitor and the COSS before going onto site. The visitor’s TVP and medical self-assessment will be retained by the COSS. | |
|  | The visitor must be escorted at all times until they leave the Company premises or the Network Rail Managed Infrastructure. | |
|  | Before going onto site the escort must check that the visitor has an acceptable photo identity (Company Identity Card, Driving Licence or Passport) and the correct PPE in accordance with the PPE procedure ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). | |
|  | **SIGNAGE** | |
|  | [Signage](https://home360.balfourbeatty.com/bbcsuk/home/OurEnablingFunctions/CommsPR/CorporateIdentity/Pages/SiteBranding.aspx) will be displayed at premises entrances advising visitors of the location of the reception/receiving area. | |
|  | Signage must direct visitors to any on-site designated parking area. | |
|  | Where appropriate, signage providing key contact names and phone numbers for the premises will be displayed. | |
|  | Signage must be appropriate to the locality and should take account of non-English speaking individuals (translation or pictograms may be required). | |
|  | Where applicable signage detailing PPE requirements will be displayed. | |
| Abbreviations / Definitions | | |
| **SITE LEAD** | | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **FACILITIES MANAGER** | | The senior person at the office, facility or depot responsible for the health, safety and wellbeing of all employees, subcontractors and third parties at the location. |
| **PREMISES** | | All Company projects, sites, offices, depots and facilities. |
| **VISITOR** | | A person who undertakes an authorised visit to the Company premises and does not normally work there. |
| **TRESPASSER** | | A person who makes an unauthorised visit to our premises. |
| **REASONABLY PRACTICABLE** | | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |
| **RED TEXT** | | Not yet available, use current BMS for relevant document |

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| **Reference** | **Type** | **Title** |
| [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083) | Procedure | PPE |
| [PRM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9010) | Procedure | Project Management Plan (incorporating Health, Safety, Quality and Sustainability Management Plan) |
| MSC-PR-0002 | Procedure | Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSES-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156) | Procedure | Induction |
| [HSES-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6986) | Procedure | Site Establishment |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
| [BIT-RM-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-799) | Reference Material | Dawn Raids |

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| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSF-TF-0013a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5175) | Visitor Log (if utilised) | 6/12 Years | Site Lead/Facilities Manager |
| [HSF-TF-0013b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5176) | Visitor Register (if utilised) | 6/12 Years | Site Lead/Facilities Manager |
|  | Sign-In Book (if utilised) | 6/12 Years | Site Lead/Facilities Manager |
| [PRM-TF-0001b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9012) / [PRM-TF-0001b-IE](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11064) | Construction Phase Plan / Construction Stage Health & Safety Plan | 6/12 Years | Site Lead |
| [HSES-TF-0007c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13715) | Facilities Management Plan | 6/12 Years | Facility Manager |