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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 |
| To explain the processes undertaken within Balfour Beatty to identify, assess and control the health, safety and environmental risks associated with setting people to work safely.  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)).  This procedure excludes Recruitment ([HRS-PL-0032](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-579)), Induction ([HSES-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156)) and Planning Safe Systems of Work On or Near the Line ([OPS-PR-6641](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8303)) processes. |

Procedural Requirements

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|  | training |
|  | The minimum training for Risk Assessments, Method Statements/Work Package Plans (RAMS) and Task Briefing Sheet (TBS) is: |
|  | |  |  |  | | --- | --- | --- | | **Produce** | A combination of suitable training, skills, experience and knowledge proportionate to the task and environment. | | | **Appraise / Authorise** | Site Managers Safety Training Scheme (SMSTS) or Company accepted equivalent. | Attendance of the Balfour Beatty ‘Setting People to Work’ internal training course. | | **Briefing & Supervision** | Supervisor / Manager CSCS card, Site Supervisor Safety Training Scheme (SSSTS) or Company accepted equivalent. | Attendance of the Balfour Beatty ‘Setting People to Work’ internal training course. | |
|  | Hazard Identification |
|  | A Hazard Identification Study Register ([HSES-TF-0011n](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14519)) is available for use as an operational planning management tool. This non-mandatory form is designed to be prepared at the project design stage then incrementally progressed by all the key stakeholders throughout the duration of the project and assist with the compilation of the Health & Safety File. It can be used to determine the identified hazards, evaluate the risks and the control measures required. The Hazard Identification study register should be prepared at the project design concept stage, developed continually as the project progresses and take account as appropriate of any operation, maintenance and decommissioning hazards to enable suitable operational planning and management. See [HSES-RM-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14520) Hazard Identification Study Guide and [HSES-RM-0011d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14521) Hazard Identification Study Register Guide. |
|  | PROject START HEALTH AND SAFETY MEETING |
|  | Unless agreed between Site Lead/Facility Manager and the HSES Advisor, an internal Project Start Health, Safety and Environmental Meeting ([HSES-TF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8081)) must be held prior to project commencement to establish the Schedule of Works and associated hazards.  If a project start health, safety and environmental meeting is not required the Site Lead/Facilities Manager must establish the Schedule of Works and associated hazards. |
|  | Where the Company is requested to use clients’ Risk Assessments and Method Statements/WPP (RAMS), the Site Lead must ensure that a review of the proposed documents is undertaken to determine their suitability. If these are deemed suitable and sufficient and are at least of an equivalent standard to that of the Company, the Clients’ documents may be adopted. The Work Package – Task Briefing Appraisal ([HSES-SF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7849)) or Method Statement Appraisal ([HSES-SF-0011c)](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11881) as appropriate, must be used to determine the suitability and sufficiency of the Clients’ RAMS. Briefings to be undertaken in accordance with Section 9.2 of the briefings section below. |
|  | Identification of RAMS |
|  | From the established Schedule of Works and associated hazards, a list of required RAMS must be produced for all direct and subcontractor activities. Where relevant, the list must be updated when the Construction Phase Plan (CPP) is reviewed or earlier if circumstances dictate. |
|  | Programme/schedule of works |
|  | The programme / schedule of works must allow sufficient time to produce / appraise the RAMS for all direct and subcontractor activities prior to the works commencing. |
|  | The Site Lead must produce and appraise all RAMS or appoint a suitable number of deputies to undertake this responsibility. The Site Lead will coordinate all work activities or appoint an individual deputy for this purpose. These appointments must be recorded. |
|  | Task REVIEW |
|  | The Site Lead must review the works to determine the most appropriate process for the RAMS and briefings as per Figure 1. Once a decision has been made arrangements must be in place to ensure consistency for the duration of the project. |
|  | Figure 1: Task review plan |
|  | Risk Assessments |
|  | Where the health and safety of any individual could be affected by our activities, a risk assessment ([HSES-TF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7851)) must be undertaken to identify hazards and to consider the likelihood and severity of the hazards being realised. |
|  | The environmental risks of our operational activities are assessed using the Environment Risks and Opportunities Tool ([ENV-SF-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7128)) to provide a site specific risk assessment that identifies the significant risks and the provides suggestions of control measures for adoption within work package plans and method statements. |
|  | Risks should be eliminated or reduced to the lowest reasonably practicable level. The list below sets out the hierarchy of control to be followed when planning to reduce risks: |
|  | * Elimination. Redesign the job or substitute a substance so that the hazard is removed or eliminated |
|  | * Substitution. Replace the material or process with a less hazardous one |
|  | * Engineering controls. For example, use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures |
|  | * Administrative Controls. These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments |
|  | * Personal protective equipment in addition to the minimum Company standard must only be provided after the need for such equipment has been identified via a risk assessment and all the above controls have been considered |
|  | Once the methodology has been agreed, the Site Lead or Subcontractor Lead will assess the risks to the health, safety and welfare of workers and third parties including any supplementary assessments resulting from the Schedule of Works |
|  | Appropriate members of the Project Team with knowledge of the task must be involved in the production of the risk assessment |
|  | The [Risk Assessment D](http://apps.bbesl.net/RAS/)atabase should be used to complete and record the findings of the Risk Assessment. Where the Risk Assessment Database is not available, a paper based system ([HSES-TF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7851) or [ENV-SF-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7128)) must be used. |
|  | If model RAMS are used see Section 10. |
|  | When carrying out a risk assessment, consideration must be given to relevant aspects of the task which could present a hazard. This must include but not be limited to the following: |
|  | * Company fatal risks |
|  | * Occupational health risks |
|  | * Human factors including skills, knowledge and experience |
|  | * Selection of products, plant, and equipment |
|  | * Any specific customer requirements or standards |
|  | * Environmental factors i.e. terrain, weather, location |
|  | * Members of the public ([HSES-TB-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14516)) |
|  | Risk assessments must be reviewed: |
|  | * If it is no longer valid |
|  | * If there has been a significant change |
|  | * When introducing new equipment, substances, procedures and technology |
|  | * Following an accident, incident or case of work related ill health |
|  | * A minimum of once every 2 years for model or ‘generic’ risk assessments and 8 weeks for site specific risk assessments |
|  | Where the risk assessment has identified amber residual risks Project Management must approve the risk assessments as evidence that they have reviewed to ensure that no viable alternative is available. |
|  | Method Statement / WORK PACKAGE PLAN (wpp) |
|  | Once the Risk Assessment process has been undertaken, a Method Statement or Work Package Plan (WPP) must be completed. |
|  | The Method Statement ([HSES-TF-0011h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7856))/Work Package Plan ([HSES-TF-0011d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7852)) must describe the sequence of work. This must also include details of control measures identified in the risk assessment and be relevant to the size and complexity of the project. |
|  | The reference material Completing and Reviewing Work Package Plans ([HSES-RM-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7846)) has been created to aid in the work package plan production process. |
|  | Method Statements/WPP must be reviewed: |
|  | * If it is no longer valid |
|  | * If there has been a significant change |
|  | * When introducing new equipment, substances, procedures and technology |
|  | * Following an accident, incident or case of work related ill health |
|  | * A minimum of every 3 years for model method statements and 3 months for site specific method statements |
|  | All Method Statements / WPP must be easily retrievable and accessible. A Method Statement-Work Package Plan Register ([HSES-TF-0011i](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7857)) is available for use. |
|  | All relevant members of the Project Team must be fully briefed on the safe system of work. |
|  | **WORK INSTRUCTIONS** |
|  | Where required for Safety or Quality purposes, Work Instructions must be used to provide detailed instructions on how to complete an activity. These can support a Method Statement/WPP, but must be referenced within them. |
|  | Work Instructions can include: |
|  | * Manufacturers Instruction Manuals |
|  | * Clients Procedures |
|  | * Operational Work Instructions from the BMS |
|  | New Work Instructions can be produced using the [BBUK Standard Document Template](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/UK%20BMS%20Templates/BBUK%20Standard%20Template%20%28Word%20-%20Portrait%29.docx) and uploaded to the BMS using the [Online submission process](https://home360.balfourbeatty.com/ghoreferencecentre/UKBMS/SitePages/BMS%20Requests.aspx) as Operational documents. |
|  | Briefings |
|  | Individuals must be briefed on the relevant task prior to commencement and this must be recorded on the Briefing Attendance Record ([HSES-SF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7848)). |
|  | The Site Lead or Appointed Competent Person will identify the briefings to be delivered for each task (minimum 1) and list these within the Method Statement / WPP. A task can be broken down into a number of activities that may require separate briefings using the Task Briefing Sheet ([HSES-TF-0011b).](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7850) Where a WPP has been produced for the task, a Task Briefing Sheet ([HSES-TF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7850)) must be used for the briefing. |
|  | The briefing(s) must contain information on the control measures for the significant hazards that are pertinent to the individuals carrying out the task. If there are significant changes to the task, the RAMS and briefings must be reviewed, revised if required and re-briefed. The briefing(s) must be short, concise and appropriate to the task. |
|  | The briefing(s) must contain details of: |
|  | * Duty Holders (e.g. Supervisor, Site Lead, First Aider, Confined Space Top-man / Top-person, Emergency Services etc.) |
|  | * Permits required |
|  | * Resources required |
|  | * Emergency arrangements specific to the task |
|  | * Instructions on what to do if work conditions or work methods change unexpectedly |
|  | The briefing(s) shall not contain any information that is not detailed within in the RAMS. |
|  | To ensure that a level of awareness and competence is maintained the Project Lead must decide how often briefings should be delivered based on the level of risk and complexity of the task. The frequency of briefings must be documented within the Construction Phase Plan. |
|  | Provision must be made to ensure employees and subcontractors can understand all the information necessary to carry out their duties in a safe manner. Examples include: |
|  | * Provision of English for Speakers of other languages |
|  | * Assignment of a buddy system, putting experienced workers with new or inexperienced workers |
|  | * Asking a member of the team who speaks good English to act as an interpreter or seek outside help (whose identity will be recorded in the briefing) |
|  | * Employ the services of an accredited interpreter. E.g. for training sessions |
|  | * Providing written information in relevant languages using a competent translator |
|  | * Using non-verbal communication to get important messages across e.g. DVD, recognised signs and symbols |
|  | Any control measures that are related to a “Balfour Beatty Fatal Risk” must be emphasised in the TBS. |
|  | Where a RAMS is reviewed and changed, the TBS shall be updated and personnel re-briefed on the whole of the briefing sheet not just the update/amendment ([HSES-SF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7848)). |
|  | model rams |
|  | Where a Model RAMS is used a Point Of Work Assessment (POWA) ([HSES-TF-0011j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7858)) must be undertaken by the Supervisor at the work site as a live evaluation of site specific risks not identified in the model RAMS. This is to ensure suitable control measures are in place at the location prior to work commencing, to record changes and additional control measures. |
|  | Changes and additional controls recorded within the POWA must be briefed to all relevant parties before work commences. |
|  | Where the changes are significant (see definitions section) the Site Lead must be consulted before work commences. The RAMS and the briefing must be reviewed, revised if required and re-briefed. |
|  | daily activity briefing |
|  | At the start of each shift a daily activity briefing ([HSES-RM-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7847)) must be delivered by the Site Supervisor to ensure that everyone involved in the work understands the activities that are taking place that day. It provides an opportunity to engage with the workforce, perform a live evaluation of the site and identify any additional hazards. |
|  | The content of daily activity briefings and attendance must be recorded. Briefing Attendance Record ([HSES-SF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7848)) is available for use if a local template is not available or required. |
|  | Subcontractor Works |
|  | The appointment of subcontractors must be in accordance with the ‘CDM Regulations’ procedure ([HSF-PR-0018](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7016)). |
|  | Risk Assessments, Method Statements/WPP (RAMS) and briefings must be prepared by the Subcontractor in line with their own internal procedures and legal requirements and submitted to Balfour Beatty for appraisal. |
|  | As a last resort, where the Subcontractor has no internal system for producing Risk Assessments, Method Statements / WPP (RAMS) they will either be required to work to existing Balfour Beatty Safe Systems of Work or will be provided with the procedure and the templates for their use. This must be documented in the Construction Phase Plan. Where any of these templates are used all relevant members of the supply chain must be trained and competent in line with Section 1. |
|  | Risk Assessments, Method Statements/WPP (RAMS) and briefings should be provided to Balfour Beatty for appraisal ([HSES-SF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7849) or [HSES-SF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11881)) by the Site Lead or Appointed Competent Person. Sufficient time must be provided and allowed within the programme/schedule of work for this to occur before the activity is planned to start. The amount of time should be agreed as part of a pre-start meeting with the Subcontractor, which should be a minimum of 2 weeks if possible. If the appraisal determines that the safe system of work is not suitable or sufficient it must be revised and re-submitted. |
|  | Subcontractor Supervisors should brief their own employees and anyone working on their behalf. A copy of the briefing and attendance record must be provided to Balfour Beatty. |
|  | Subcontractor Supervision\* |
|  | Subcontractors must provide suitable and sufficient supervision for their works at all times. See [HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880) ‘Supplier HSESQ Conditions’. |
|  | Specific supervisory responsibilities and competencies are required for lifting operations. Refer to Crane/Lift Supervisor details in [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) ‘Lifting Operations’ & [HSF-RM-0039d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8044) ‘A Suppliers Guide to Lifting Procedures for Lorry Loaders’. |
|  | The Balfour Beatty Project Lead must ensure suitable monitoring of subcontractor supervision is undertaken using site inspections relevant to the work. |
|  | \* A requirement of [2014-002-SLN-CSUK Langley Green](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/Resource%20Library/Health-Safety/2014-002-SLN-CSUK%20Langley%20Green.pdf). |

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| ACRONYMS and Definitions | |
| **APPOINTED COMPETENT PERSON** | An Individual(s) given designated responsibilities of this procedure as detailed in the CPP/Office/ Management Plan/Facilities Management Plan. |
| **CPP** | A Construction Phase Plan records the arrangements for managing the significant health and safety risks associated with the project / office / facility / factory. It is the basis for communicating these arrangements to all involved. |
| **DAB** | Daily Activity Briefing. Includes Nightly Activity Briefings and Setting to work briefings. |
| **WPP** | A Work Package Plan is similar in purpose to a method statement and encompasses a safe system of work for company activities. |
| **MODEL METHOD STATEMENT/ RISK ASSESSMENT** | Model method statements or risk assessments give a recommended set of control measures for routine or repetitive activities and avoid the need for undue repetition of completing new documentation. |
| **RAMS** | Risk Assessment, Method Statement, WPP |
| **SIGNIFICANT CHANGE** | A significant change can be defined as follows:   * If the change increases the severity or likelihood of a particular hazard * If there is a change to key personnel with in the supervisory or team structure where it is essential for a set number of supervisors & team members in the gang structure to complete the task safely. E.g. Foreman/Ganger, specialist plant operator or one of the essential team members does not come into work due to illness and there is no replacement for the day * A change where the engineering principles in the originally approved RAMS are compromised (e.g. If a piece of lifting equipment has to be re-sited changing the loading calculations) * If there was a period of heavy rainfall that invalidates the ‘temporary works’ ground conditions * If the originally approved safety clearances cannot be achieved |
| **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. |
| **TBS** | A Task Briefing Sheet is document derived from a Method Statement/Work Package Plan used to brief personnel on the risks, controls and emergency arrangements associated with a single task. |
| **WORK INSTRUCTION** | A document containing detailed instructions that specify the exact steps to follow to carry out an activity or task. |
|  | This highlights a requirement from a significant incident investigation and contains a link to the source material where available. |

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| INPUTS | | |
| **Reference** | **Type** | **Title** |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
| [HSES-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156) | Procedure | Inductions |
| [OPS-PR-6641](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8303) | Procedure | Planning Safe Systems of Work On or Near the Line |
| [HRS-PL-0032](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-579) | Policy | Recruitment |
| [1974 c.37](http://www.legislation.gov.uk/ukpga/1974/37/contents) | Legislation | The Health and Safety at Work Act 1974 |
| [No.10 of 2005](http://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/SI_No_10_of_2005.pdf) | Irish State Legislation | Safety, Health and Welfare at Work Act 2005 |
| [HSG65](http://www.hse.gov.uk/managing/index.htm) | External Guidance | The Management of Health and Safety at Work Regulations (1999) |
| SI [2015 No.51](http://www.legislation.gov.uk/uksi/2015/51/contents/made) | Legislation | The Construction (Design and Management) Regulations 2015 |
| [L153](http://www.hse.gov.uk/pubns/priced/l153.pdf) | External Guidance | HSE - Managing health and safety in construction |
| [INDG163](http://www.hse.gov.uk/pubns/indg163.pdf) | External Guidance | HSE - Risk Assessment – A brief guide to controlling risks in the workplace |
| [HSES-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5913) | Procedure | Legal Responsibilities |
| [HSES-RM-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7846) | Reference Material | Completing and Reviewing Work Package Plans |
| [HSES-RM-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7847) | Reference Material | Daily Activity Briefing |
| [ENV-SF-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7128) | Standard Form | Environmental Risks and Opportunities Tool |
| [HSES-TB-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14516) | Toolbox Talk | Dealing with Aggression |
| [HSES-RM-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14520) | Reference Material | Hazard Identification Study Guide |
| [HSES-RM-0011d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14521) | Reference Material | Hazard Identification Study Register Guide |

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| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSES-SF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7848) | Briefing Attendance Record | Duration of the project | Site Lead |
| [HSES-SF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7849) | Work Package Plan-Task Briefing Appraisal | Duration of the project | Site Lead |
| [HSES-SF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11881) | Method Statement Appraisal | Duration of the project | Site Lead |
| [HSES-TF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8081) | Project Start Health, Safety and Environmental Meeting | Duration of the project | Site Lead |
| [HSES-TF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7850) | Task Briefing Sheet | Duration of the project | Site Lead |
| [HSES-TF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7851) | Risk Assessment | Duration of the project | Site Lead |
| [HSES-TF-0011d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7852) | Work Package Plan | Duration of the project | Site Lead |
| [HSES-TF-0011e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7853) | Subcontractor Work Package Plan | Duration of the project | Site Lead |
| [HSES-TF-0011f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7854) | Subcontractor Task Briefing Sheet | Duration of the project | Site Lead |
| [HSES-TF-0011g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7855) | Subcontractor Risk Assessment | Duration of the project | Site Lead |
| [HSES-TF-0011h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7856) | Method Statement | Duration of the project | Site Lead |
| [HSES-TF-0011i](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7857) | Method Statement - Work Package Plan Register | Duration of the project | Site Lead |
| [HSES-TF-0011j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7858) | Point of Work Assessment | Duration of the project | Site Lead |
| [HSES-TF-0011k](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7860) | Subcontractor Method Statement | Duration of the project | Site Lead |
| [HSES-TF-0011l](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9390) | Network Rail Work Package Plan | Duration of the project | Site Lead |
| [HSES-TF-0011m](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9391) | Network Rail Task Briefing Sheet | Duration of the project | Site Lead |
| [HSES-TF-0011n](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14519) | Hazard identification Study Register | Duration of the project | Site Lead |