

Construction Services UK

Project:	
Date Assessed:	
Risk Assessor:	

Pre Mitigation

R	O	Y	G
0	0	0	0

Post Mitigation

R	O	Y	G
0	0	0	0

Ref.	Environmental Aspect	Activity	Environmental Impact	Pre Mitigation						All Options Considered to Mitigate Risk	Post Mitigation						Responsibility
				Severity			Likelihood	Risk Factor	Trigger		Severity			Likelihood	Risk Factor	Trigger	
				Corporate	HSEQ	Commercial					Corporate	HSEQ	Commercial				
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Construction Services UK

Project: _____
 Date Assessed: _____
 Risk Assessor: _____

Pre Mitigation

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Post Mitigation

R	O	Y	G
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Ref.	Environmental Aspect	Activity	Environmental Impact	Pre Mitigation					All Options Considered to Mitigate Risk	Post Mitigation					Responsibility		
				Severity			Likelihood	Risk Factor		Trigger	Severity			Likelihood		Risk Factor	Trigger
				Corporate	HSEQ	Commercial					Corporate	HSEQ	Commercial				
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Project:	
Date Assessed:	
Risk Assessor:	

Pre Mitigation

R	O	Y	G
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Post Mitigation

R	O	Y	G
0	0	0	0

Ref.	Environmental Aspect	Activity	Environmental Impact	Pre Mitigation						All Options Considered to Mitigate Risk	Post Mitigation						Responsibility
				Severity			Likelihood	Risk Factor	Trigger		Severity			Likelihood	Risk Factor	Trigger	
				Corporate	HSEQ	Commercial					Corporate	HSEQ	Commercial				
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Appendix 12:

Balfour Beatty Work Package Plan Proforma

17.23.23

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Work Package Plan (Method Statement)

Title	
Project Name	
Reference No	Company Name/WPP/Project No./Unique No.
Revision No	

General Guidance Notes for Completion of the Work Package Plan

Guidance text throughout this document is shown in blue.

Standard Abbreviations

WPP – Work Package Plan, TBS – Task Briefing Sheet, WI – Work Instruction

The number and content of the WPPs produced for a project should be logical and appropriate to the scope of the contract to allow sufficient planning of manageable sections of work. The ability of others to risk assess the entire WPP content must be considered as part of this process i.e. if the scope of the WPP is too great, the ability to adequately identify all of the associated hazards and risks may be hindered thus resulting in an inadequate Risk Assessment being completed.

The content and detail provided in the WPP must be sufficient to ensure that adequate Risk Assessments can be produced, but consideration to its flexibility and life span as a working document must also be considered e.g. reference to working at height is not sufficient enough to allow for completion of a suitably detailed Risk Assessment. Equally, detailing that only an MEWP's will be used may mean that the WPPs and Risk Assessment will need updating if podiums need to be used later in the project due to space restrictions.

The detail should be sufficient enough to satisfy not only Company requirements but also Customer requirements and provide the relevant supporting information.

The detail should be sufficient to allow the subsequent production of the associated Task Briefing Sheets identified within this document, which shall be briefed to the workforce.

NO reference should be made in this document to the statement "as per site induction" as the stage of the project, quality in delivery etc of the induction received by the operatives cannot be assumed as being standard.

Once completed, the Risk Assessments and COSHH Assessments are to be attached to this document in the respective appendices detailed on the Contents Page.

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Ref No: HSEN-RM-0136	Issue No: 1.2	Issue Date: 20/01/16	Page: 1 of 12

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WORK PACKAGE DETAILS			
Project Name:			
Project Number:			
Principal Contractor:			
Responsible Contractor:	Business Stream/BB Company Name/Subcontractor		
Programme Dates:	Start:		Finish:

DOCUMENT APPROVAL		
Prepared By: Company or Subcontractor Project Engineer	Name:	
	Title:	
	Signed:	
Checked By: Company Project Lead	Name:	
	Title:	
	Signed:	
Approved By: (If applicable) i.e. Customer or Principal Contractor	Name:	
	Title:	
	Signed:	
	Date:	

REVISION STATUS DETAILS		
Revision No	Date	Description

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PROJECT TEAM BRIEFING

The following members of the Project Management Team (including the Supervisor responsible for the works) have been fully briefed in the content of this document, in order to execute their respective roles and responsibilities in delivery of this Work Package Plan in a safe manner.

Job Title	Name (Print)	Signature	Date

Insert the names of the Project Management Team not involved in the preparation or checking of this document.

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1.0 Contents

A WORK PACKAGE DETAILS

- A.1 Description of Work
 - A.1.1 Task Briefing Sheets
- A.2 Control of Risks
- A.3 Resources
 - A.3.1 Personnel
 - A.3.2 Plant and Equipment
 - A.3.3 Materials and Tools
 - A.3.4 PPE
 - A.3.5 Design Documentation
- A.4 Permits
- A.5 Inspection and Test

B SITE DETAILS

- B.1 Access, Plant and Machinery Movements
- B.2 Site Constraints
- B.3 Protection and Exclusion
- B.4 Communication and Contact Details
- B.5 Emergency Arrangements
- B.6 Interfaces
- B.7 Welfare

C BRIEFING

- C.1 Briefing Arrangements
- C.2 Work Instructions (Delete if not applicable)

D MONITORING

- D.1 Monitoring of Work Package Plans

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Appendices (where applicable)

- Appendix 1 Risk Assessments * Mandatory
- Appendix 2 COSHH Assessments If applicable
- Appendix 3 Manufacturers' Information If applicable
- Appendix 4 Design Documentation If applicable
- Appendix 5 Additional Layout/Access Drawings If applicable

* Mandatory

A WORK PACKAGE DETAILS

A.1 Description and Sequence of Work

{Insert Text Here}

Define the scope of works covered by this WPP. Complete the schedule below of planned TBS required for executing the WPP.

Include the method of authorising the start of any work, shift handover arrangements where relevant and procedure to be followed on completion of the work (including handover, any specific security arrangements, etc).

This should not be a detailed description of how to do work for which workers are already competent e.g. the methodology of how to gland a cable or how to crimp a joint. It is sufficient to state the cable will be glanded, the joints will be crimped. There should be sufficient detail to be able to assess the risks associated with this package in the context of the work being planned. Details of exclusion zones with this package in the context of the work being planned and details of exclusion zones around plant and equipment should also be included if this will improve understanding. Reference can be provided to Work Instructions to be followed in section C2 (if appropriate).

A.1.1 Task Briefing Sheets

The specific Task Briefing Sheets required to deliver this Work Package are as follows:

The specific Task Briefing Sheets required to deliver this Work Package are as follows:

TBS Reference	Title	Responsibility for Production
		Job Title/Name of Subcontractor

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A.2 Control of Risks

A Risk Assessment must be completed at this stage using the Risk Assessment Database or Standard Form HSEN-SF-0163. The Risk Assessment should identify all the risks associated with this WPP to the health, safety and environment of not only Company employees, but others' employees and the public. All risks identified in the Risk Assessment should be included here.

Hazardous Activity	Associated Risks	TBS Reference									
		Complete with TBS References identified in Section A1									
Complete these columns from the associated Risk Assessment		Identify the appropriate tasks to which the hazards and risks apply by marking with an X.									

The Risk assessment database will give guidance on potential hazards, other sources of information on the hazards might be from information from Customers, principal contractors or subcontractors, tender handover documentation, think RISK, manufacturers' information, local or specialist knowledge, site inspections, bulletins etc.

A.3 Resources

Identify planned resources required to complete activities in terms of materials, tools and plant, manpower, PPE, skills and competencies. This section should also confirm if any resource is agreed to be provided by others and, if so, by whom and when. The capabilities (competencies) of personnel and specifications of the plant and machinery needed to execute the WPP should be included.

A.3.1 Personnel

Manpower to include the supervisors, agents or engineers etc as well as operatives plus operators of plant and machinery and also taking into account required competencies or speciality requirements and any restrictions on working hours.

Title	Specific Requirements

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A.3.2 Plant and Equipment

Sufficient detail of the types, models, manufacturer's equipment that will be used during the life of the WPP are to be made (e.g. you may begin using MEWPs at the start of a project but be aware that the task may then be completed using podiums) and ensure that any specific requirements associated with any of these pieces of plant or equipment are identified e.g. the use of a harness, the specific competencies of use etc.

Item	Specific Requirements

A.3.3 Materials and Tools

Specialist tools are also to be itemised here, this might include task lighting, generators, power tools, compressors etc.

The specialist tools and plant required over and above standard hand tools are as follows:

Item	Specific Requirements

A.3.4 PPE

Include detail of the specific PPE that is required including that associated with plant or equipment use or with COSHH assessments.

Site Mandatory PPE shall be worn at all times.

In addition, the following specific PPE shall also be worn when carrying out particular activities relevant to this Work Package Plan, as follows:

Item	Activity

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A.3.5 Design Documentation

Reference to the specifications, drawings, diagrams, sketches etc. relevant to the WPP are to be made.

Avoid making revision references to prevent unnecessary updates of this document, however significant changes may result in a risk change and therefore revision to the document will still be required.

The following design documentation are relevant to this Work Package Plan:

Document Reference	Title

A.4 Permits

Identify the Safe System of Work or procedures which will apply as part of this WPP e.g. ESSW, MSSW, Lifting Operations, Excavations etc in sufficient detail so as to allow the safe execution of the WPP.

Identify the safety documentation required in line with the above mentioned Safe System of Work or procedures or in line with Customer/Principal Contractor's requirements e.g. Sanctions to Test, Permits to Break Ground, Confined Spaces Entry Permits, Hot Work Permits etc.

Type of Permit	Issued by	Additional Information

A.5 Inspection and Test

Reference should be made to the Project Management Plan/Quality Plan when completing this section. Detail the specific installation inspection check lists and test certificates which will be completed for this Work Package Plan.

Operation	Inspection/Test	Responsibility	Document Reference

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B SITE DETAILS

B.1 Access, Plant and Machinery Movements

Identify any site specific arrangements for the movement of pedestrians around site. Traffic Management Plans can be used to visually display this.

The arrangements associated with the problematic movement or access of personnel is to be detailed here e.g. where access to an area may be via an alternative route to that with the majority of the site traffic traditionally uses.

Identify any site specific arrangements for the movement of vehicles, plant or machinery, including, where applicable, delivery vehicles. Traffic Management Plans can be used to visually display this.

Such details should include type, operator, speeds and sufficient detail to mitigate contact.

The arrangements associated with problematic movement or access of vehicles, plant/equipment are to be detailed here e.g. where loading bays are not available on each floor, how these floors are loaded with goods, where loading of certain machines cannot be accepted at points internal or external.

Arrangements for known plant movements which might impact on the whole of the site area also detailed here e.g. where an externally used MEWP might block an access or egress point, detail how this is to be communicated, alternative routes to be used and expected timescales if known or times in which this activity is to be avoided.

B.2 Site Constraints

Identify site location, layout and limits of work under this WPP. Where necessary for clarity a site diagram or plan should be provided.

Include where relevant any details of agreed lay down areas, storage areas, safe places etc associated with this WPP.

B.3 Protection and Exclusion

Where appropriate, and if applicable, this section will detail any areas of work identified as part of this package requiring use of barriers or fences to define the area for which the WPP is created e.g. an area to be taken under permit, an area physically under our control under CDM or an area of works outside of the normal site boundary.

Any areas in which we are operating under ESSW/MSSW or other SSW must be identified and any need for similar barriers and sign posts/warning notices highlighted.

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Area	Protection/ Isolation Measures	Responsibility	Specific Requirements

B.4 Communication and Contact Details

Provide details from the project organisation chart with any relevant contact, both on and off site, including on-call contact for Customers, Principal Contractor, Subcontractors, Third Parties, Public Utilities and Appointed Persons where relevant.

Detail the means of communication systems to be made available and any back up systems where required. Detail any conditions where communication failures might require work to be stopped or restricted (e.g. confined space working, lone working).

Name	Company	Title	Contact Details

B.5 Emergency Arrangements

Itemise the foreseeable types of emergency and the name and method in which you contact the nominated person, even if this just simply states go to Supervisor X in cabin e.g. fire, accident and incident.

State the places of safety where refuge can be sought where applicable e.g. muster points.

Where the activity carries risks of immediate or imminent danger the stages to the response of this may be more detailed than giving a point of contact e.g. where a MEWP might need lowering from the ground due to the condition of the operative in the basket or a piece of equipment needs to be made safe upon activation of a fire alarm as it cannot be left unattended or is a potential explosion risk. In any of these situations give a clear bullet point step by step guide of the response required.

Conditions for environmental emergencies must also be given e.g. where there is an activity involving fuel give the response required in the event of a spill/leak.

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B.6 Interfaces

Identify any interfaces with the public, environment and other works (associated with other trades as well as our own) on or near the site.

Detail any public highway traffic management arrangements and constraints if applicable. These include any interfaces with statutory and enforcement authorities.

Environmental interfaces are to be included i.e. noise restrictions and waste disposal requirements, as detailed in the Site Waste Management Plan etc.

B.7 Welfare

Explain the arrangements to provide toilet facilities, washing facilities, drying rooms, mess room arrangements in each area covered by the specific WPP.

Welfare does not need to be included in the TBS unless it is identified as a potential control for a health issue in which case it must be identified in section A2 of the TBS.

C Briefing

C.1 Briefing Arrangements

Detail the site specific arrangements required to ensure that Task Briefings are effectively delivered to the workforce.

Task Briefing Sheets shall be prepared as identified in Section 1 of this Work Package Plan. The risks associated with each task are detailed in Section A2 of this document.

C.2 Work Instructions (Delete if Not Applicable)

- Provide a list of any Work Instructions relevant to the WPP which may then be referenced, but not repeated in detail, in subsequent TBS.

WI Reference	Title

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D MONITORING

27/2/23

D.1 Monitoring of Work Package Plan

<p>The work activity shall be monitored during operation for any deviation to this Work Package Plan and records of these checks noted in the table below.</p>		
Checked By	Date Checked	Deviation From Work Package Plan (Yes /No)
<p>If Yes, any deviations to the method of work described shall be detailed in the table below, identifying the operation numbers affected. The Project Lead shall be made aware of any changes to the Work Package Plan and shall review the associated Task Briefing Sheets to assess the impact of these changes. Operatives shall be re-briefed on any revised content within the Task Briefing Sheets, as appropriate.</p>		
Operation No	Description Of Deviation	

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Appendix 13:

Balfour Beatty Task Briefing Sheet Proforma

CONFIDENTIAL

Project Name:			
TBS Ref:		Rev No:	
Title:			
Location(s):			
Task Programme Dates:	Start:	Finish:	
WPP Ref:			
Name of Principal Contractor:			
Name of Responsible Contractor:		Business Stream/BB Company Name/ Subcontractor	
Prepared by (Signed):			
Checked by (Signed):			

activity is at height, power tools will be used or details of other permit requirements which may also have to be met etc.

If, as a part of the sequence, employees/contractors are required to put exclusion zones in place or observe others' exclusion zones or protection arrangements then detail here. Be mindful not to repeat this information in Section B4.

If there is a specific sequence for stopping work or make safe and circumstances under which these must be observed they must be detailed here (e.g. in the event of being unable to hold a test due to fault or unexpected works by others) unless they fall under the emergency arrangements (e.g. in the event of a fire alarm or accident).

A.2 Control of Risks

Section A2 and Appendix 1 and 2 of the WPP will detail the hazards which are present as part of this TBS and the controls which are necessary for the operative to be made aware of.

If hazards associated with this activity (i.e. Hazards now known about in the area such as live services) are identified which have not been previously captured in the WPP then a revision of the risk assessment in the WPP is required.

Include controls required to any relevant COSHH data sheets. Controls from COSHH Assessments which might fall into emergency arrangements or specific PPE to be worn need not be repeated here but put straight into sections B5 and A3.5 respectively. Only mention here controls such as not to come into contact with water or specific storage arrangements to make safe.

Hazardous Activity:
Associated Risk
Controls:

Hazardous Activity:
Associated Risk
Controls:

A.3 Resources

Detail specific competencies for tasks or specialist staff required in line with controls.

A.3.1 Personnel

The Supervisor* for this activity is:		{Insert Name}
Title	Specific Requirements	

A.3.2 Plant and Equipment

Detail the plant and equipment to be used. If special storage or controls are required associated with the kit specific e.g. only Hilti accessories to be used with Hilti TE6, misfired cartridges to be returned immediately to stores for safe disposal etc.

Item	Model	Specific Requirements

A.3.3 Materials and Tools

Detail the materials and tools to be used. If special storage or controls are required associated with the material or tools specify e.g. only Hilti accessories to be used with Hilti TE6, misfired cartridges to be returned immediately to stores for safe disposal etc.

Item	Model	Specific Requirements

A.3.4 PPE

Other PPE associated with task such as goggles, ear defenders, specific gloves (green traffic or nitrile) as identified in the Risk Assessment or COSHH Assessment. Measures such as barriers, signs, local exhaust ventilation, fire extinguishers are not PPE and should be included in the appropriate section not here.

Item	Activity

A TASK DETAILS

A.1 Description and Sequence of Work

Define the scope of this TBS e.g. to cover electrical works 1st fix of brackets, containment tray.

The location, sequence and specific controls are detailed later in this document, refrain from repetition.

Detail in number format bullet point the sequence of the planned works included any specific handover arrangements, authorisations or security arrangements and actions to be taken once completed.

This should not be a detailed description of how to do work for which workers are already competent e.g. the methodology of how to gland a cable or how to crimp a joint, it is sufficient to state the cable will be glanded, the joints will be crimped.

There should be sufficient detail to be able to assess the risks associated with this package in the context of the work being planned e.g. the

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A.3.5 Design Documentation

Detail any sketches or drawings which are to be used as part of these works or aid in clarification of describing a sequence.

The drawing reference without revision should be adequate in the majority of cases unless a new revision highlights hazards or sequences not previously captured or apparent.

Document Number	Title

A.4 Permits

Detail the safety documents and permits required for this task, who is to issue and control them (e.g. third party test results, permits to test, break ground or work in a confined space etc). Also potentially detail the key requirements for the permit if not covered in the sequence in Section A1 (e.g. If a hot work permit is used then work must cease 1 hour prior to shift completion and fire watch observed).

The Responsible Person/Duty Holder** for Permits is:		{Insert Name}	
Safe System of Work/Procedure	Permit	Issued By	Additional Information

****Must be in the immediate location at all times during which the permit is live**

B SITE DETAILS RELEVANT TO TASK

B.1 Access, Plant and Machinery Movements

Detail any access and egress routes for the task not only for personnel but also for plant, equipment, material and tools.

It is not sufficient to detail as per induction, equally if normal pedestrian routes are obvious on the site then to observe the pedestrian walkways is sufficient.

Include details of any special access points if they deviate from those normally observed with other tasks (e.g. access to the plant room for personnel with materials is to be obtained through the client courtyard).

Identify specific arrangements/controls required for the movement of plant/vehicles.

B.2 Task Location (Area/Site Specific Layout/Constraint)

Give details of the exact workplace/site location – an illustration may be included to add understanding or clarify or reference made to the design documents in A3.

B.3 Protection and Exclusion

Detail protection arrangements to be complied with as part of this task.

Do not repeat any arrangements already in place as part of the sequence of works.

Area	Protection/Isolation Measures

B.4 Communication and Contact Details

Detail the means of communication available and any back-up systems or restrictions required.

It may be necessary to detail here any personnel relevant to the task and give contact numbers or radio frequencies.

It may also be necessary to detail here that in the event of a communication failure, operatives should cease work immediately and report to a nominated person in a named location.

Name	Company	Title	Contact Details

B.5 Emergency Arrangements

Detail the foreseeable types of emergency associated with this task or site and the action to be taken in the event they are realised, including the safe places and names of those relevant to the personnel who are provided to assist in such an emergency e.g. those trained in fire marshalling, emergency rescue from plant/equipment, first aiders etc

Ensure all types of emergency have been considered including environmental. It may be necessary to detail how the emergency services are to gain access to site and personnel responsible for escorting them on. The detail here only needs to be the information that is relevant to those carrying out the task e.g. if persons are named as being solely responsible for contacting emergency services due to liaison with clients required then you only need to name those persons not the procedure for informing the clients.

Include if necessary the contingency details for stopping work or the circumstances under which work must be stopped. If the sequence for making safe is the same as a sequence laid out in section A1 then simply referring to the numbers of the sequence which are to be observed will suffice.

B.6 Interfaces

Detail any interfaces associated with this task.

Include public, neighbours, environment or other work groups on or near the workforce and what actions if not already mentioned in this document.

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Appendix 14a:

Balfour Beatty Pollution Prevention (Land and Water) Procedure

2022

Construction Services UK

SCOPE

This procedure applies to all Company projects, offices and facilities and Joint Venture 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 Joint Venture/Alliance BMS Assessment (BSEF-PC-0001) must be followed in relation to assessing the validity of 3rd party management systems.

PURPOSE

The procedure defines and describes the requirements for consents where discharges are part of site operations. This procedure also refers to guidance that is applicable for the effective prevention of pollution to land and water courses from any of the Company's workplace operations.

DEFINITIONS

Controlled Waters	Include; all watercourses, lakes, lochs, canals, coastal waters and water contained in underground strata (groundwater).
Trade effluent	Any effluent (liquid waste) that is discharged from any premises used for carrying out a trade or industry. The only effluents which are not classed as Trade Effluent are clean, uncontaminated surface water (i.e. clean rainwater which has not been contaminated when running over site) and domestic sewage.
	Trade effluent can include; Waste chemicals, including oils, detergents, condensate water from compressed air installations, cooling water, biodegradable liquids, wash water, pre-commission pipework cleaning discharge.
Consent	A legal document which authorises a discharge subject to certain conditions.

COMPETENCIES

The Management Environmental Representative (MER) must hold a valid CITB Site Environmental Awareness Certificate.

The MER must also attend and complete the Balfour Beatty Site Sustainability Awareness Course.

Additional environmental awareness training is available to the project team and should be requested through the L&D training catalogue.

REQUIREMENTS

The release of potentially polluting substances to water or land can damage wildlife and ecosystems, contaminate drinking water supplies, cause harm to human health and detriment to a local amenity. It is also an offence to pollute 'controlled' waters deliberately or accidentally.

The main water pollutants associated with construction sites are suspended solids (for example sand, suspended solids and clay), fuels, oils, chemicals, concrete and salt. The most common form of water pollution from construction is suspended solids, which is often referred to as silty water.

Function Owner: Heather Bryant	Document Owner: Morwenna Vinall		
Ref No: HSEN-PC-0508	Issue No: 3.4	Issue Date: 21/01/2016	Page: 1 of 6

Construction Services UK**1. Details for Procedures for Discharges****1.1. Discharge to Foul Sewer Trade Effluent/Industrial Discharges Consents**

Prior to any operation being carried out where there would be a requirement to discharge trade effluent, those parties that are carrying out that activity must have obtained permission from the water authority in the form of a written consent.

Subcontractors undertaking this activity on our behalf should also be asked to provide documentation to prove that permission has been obtained.

1.2. Discharge to Water Course or Land

It is the view of the regulatory authorities that any liquid, when used in an industrial sense remains subject to the same laws regardless of whether the liquid is fresh clean water or contaminated.

In England, Wales and Ireland where there is a requirement for any Company operation to discharge or abstract any liquid, then written authorisation from the Environment Agency i.e. Discharge Consent Licence/Environmental Permit shall be required.

In Scotland, SEPA enforces the regulatory regime covering all discharges. This regime requires that an authorisation be granted by SEPA for the following activities.

- Abstractions from surface and groundwater
- Activities liable to cause pollution
- Activities in the vicinity of rivers, lochs and wetland which are likely to have a significant adverse impact upon the water environment.
- Impoundments of rivers, lochs, wetlands and transitional waters
- Groundwater recharge
- Engineering in rivers, lochs and wetlands

Three different types of authorisation are available to Scotland sites from SEPA. These are;

1. General Binding Rules (GBRs)
2. Registration
3. Water Use Licence

Where sites are likely to be undertaking such activities including a discharge to water or land, discussion and consultation with SEPA/EA is required prior to any application.

Applications and fees for discharge consent licences are the responsibility of the project requiring them and must be in place before work commences.


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1.3. Licence and Discharge Consents Log

If there are any consents or licences applicable to site operations then these must be kept on site and shall be recorded and detailed in the PMP and any relevant method statements and risk assessments.

2. Storage and Control of Harmful Liquids


2.1. Oil Storage Regulations identifies specific requirements for the storage of oils. Refer to the control of harmful liquids procedure (HSEN-PC-0511) for further details. 

3. Concrete Wash Water

3.1. The Project Lead must develop a strategy for dealing with concrete wash water and put this in place before concrete mixing or deliveries start on site.


3.2. There must be a designated washout area in a suitable place on site. The area should provide an impermeable containment for wash out water. This is the only area on site where concrete activities are permitted to wash out, including mixers, barrows and rakes. A lined and watertight skip may be an acceptable solution.

3.3. As far as possible concrete mixing or delivery lorries should return for washout to the batching plant with only chutes being washed out on site.

3.4. Wash waters that can't be reused on site should be discharged to foul sewer under a trade effluent consent (discharge license) from the sewerage provider. If this isn't possible or practical, wash waters can be discharged to ground or to surface waters in accordance with the [EA regulatory position statement](#) or a valid environmental permit. If none of these options are possible the wash waters must be taken off site by road tanker and treated at an authorised treatment facility. 

3.5. The sewerage provider may require that wash waters are treated before a discharge can take place. **Note: untreated wash water discharges to surface water drains or sewers are not acceptable.** In most situations, concrete wash waters must be fully treated before making a discharge to the environment.


3.6. Full treatment means the fine solids must be removed and the pH must be corrected so that the wash water is no longer strongly alkaline. The fine solids can be removed by settlement in a tank or lagoon, or by filtration. The pH can be corrected by a suitable additive, such as citric acid or gaseous carbon dioxide. pH should be corrected to a value of 6-9 before a discharge to the environment is made. There are proprietary wash water treatment systems available that offer both filtration and pH correction in one unit.

3.7. A Concrete Wash Water Assessment Form (HSEN-SF-0517) must be completed to help determine an appropriate wash water strategy. 

3.8. An environmental permit is not normally required for small and medium scale discharges of concrete wash waters from construction sites to ground or to surface waters, provided:

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- The discharge is at a single point and temporary, for a period of no more than 12 consecutive weeks. If there is a need to make a continuous discharge that lasts longer than 12 weeks. The Project Lead must contact the Environmental Regulator. Similarly for intermittent discharges that may occur over longer periods, a check must be made with the Environmental Regulator.
- The Project Lead must complete an assessment of the ground conditions and potential receptors and are able to demonstrate that pollution won't occur from the operation. Details of Groundwater Protection Zones and Groundwater Vulnerability Zones can be found on the Environment Agency Website "[What's in your backyard?](#)" 
- The operation doesn't involve the discharge of hazardous substances arising from any trace materials/ essential additives within the cement washings at concentrations that require permitting. For some medium, large and very large scale discharges the Environmental Regulator or Sewage Provider may require you to provide analysis to confirm this before discharge.
- The location of your proposed discharge can't be within, or less than, 50 metres from a riverine or terrestrial European site or SSSI, or within a site designated for nature conservation (such as NNR, LNR, Local Wildlife Sites).


4. Control of Spills

- 4.1. An assessment of the requirements for the provision, quantity and type of spill kits shall be made.
- 4.2. For details on how a spill should be controlled and reported refer to the Emergency Arrangements procedure

5. Waste Liquid Disposal

- 5.1. Please refer to the Waste Management procedures for details on the duty of care documentation that must be followed when disposing of liquid waste.

6. Reporting


- 6.1. Where any breach of consents occurs or there are any unauthorised discharges resulting in discolouration or pollution of a watercourse then the Incident Investigation and Reporting Procedure (HSEN-PC-0001) must be followed so that the company can ascertain the events that lead up to the incident and prevent reoccurrence 

7. Active Monitoring



- 7.1. Suitable control measures and monitoring arrangements must be made to ensure the conditions of the consent or licence are met. This can include but is not limited to, daily monitoring of watercourses, water sampling and flow meters.
- 7.2. The monitoring arrangements must be detailed in the PMP.

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7.3. The Watercourse Inspection form must be used to record inspections of watercourses (HSEN-SF-0504). 

8. Additional Information

- Storage & Control of Harmful Liquids (HSEN-PC-0511) 
- Contaminated Land (HSEN-RM-0507) 

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Procedural Steps	Record	Supporting Information
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Identify if there are any requirements to discharge water (trade effluent) or abstract water from nearby watercourses for construction activities Project Lead </div>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> SF Concrete Wash Water Assessment HSEN-SF-0517 </div>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Review: <ul style="list-style-type: none"> Site plans Risk Assessments Method Statements Project Specifications </div>
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Make relevant application for activity to take place, e.g. trade effluent discharge consent, environmental permit, CAR licence or registration or ensure subcontractors have all appropriate licences in place. Project Lead </div>		<div style="border: 1px solid black; padding: 5px; min-height: 100px; text-align: right;"> Environmental Agency Links to Water Authority </div>
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Ensure details of permits and licences are included in the PMP and any relevant method statements and risk assessments Project Lead </div>		<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <ul style="list-style-type: none"> Project Management Plan Method Statements Risk Assessments </div>
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Ensure active monitoring is in place to ensure compliance with consents, permits and licences Project Lead </div>		<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <ul style="list-style-type: none"> Flow Meters Water Sampling etc </div>
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> If applicable ensure water course is monitored for signs of pollution Project Lead </div>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> SF Watercourse Inspection Checklist HSEN-SF-0504 </div>	
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Report any unauthorised discharges, discolouration or breach of consents, licences and permits Project Lead </div>		<div style="border: 1px solid black; padding: 5px; min-height: 100px; text-align: right;"> Incident investigation and Reporting (HSEN-PC-0001) </div>

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Appendix 14b:

Balfour Beatty Incident Investigation Reporting Procedure

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ELIMINATE – MINIMISE – MITIGATE

SCOPE

The requirements of this procedure apply across the Company where an incident involving injury, ill-health, property damage, environmental damage, service strike, loss of production and also those which, although not realised (near misses), are judged as having the potential for injury, damage, or loss.

This procedure is specific to incident investigation and reporting, it does not specify the arrangements for emergency response or first aid arrangements, all of which must also be addressed by management in producing risk assessments and preparing safe systems of work.

This procedure must be brought to the attention of our supply chain, who must apply their own investigation and reporting procedures to at least the same standard.

PURPOSE

The implementation of the requirements of this Company procedure and other relevant documentation will ensure that all responsibilities will be managed correctly and efficiently during the investigation and reporting of all incidents and near misses and will assist in identifying any necessary amendments to the HS&E planning, information, training and/or implementation of the HS&E Management System.

DEFINITIONS

Dangerous Occurrences:	Defined dangerous occurrences as listed in RIDDOR Legislation.
High Potential Incident (HiPo):	Any incident or near miss which had the realistic potential to have been a Major Incident to workers or members of the public (i.e. with incident level 4 or 5 consequences)
Incident:	Any unplanned events which results in harm or potential harm to people, property or the environment (includes injury, ill-health, property damage, service strikes, loss of production).
Lessons Learned:	A process by which something is done differently to reduce or prevent an incident re-occurring.
Near Miss:	An event which, in slightly different circumstances, could have resulted in harm to people, property or the environment.
Root Cause Analysis (RCA):	RCA is a structured approach to identifying the factors that resulted in the nature, the magnitude, the location, and the timing of the harmful outcomes (consequences) of one or more past events, in order to identify what system causes of behaviours, actions, inactions, or conditions need to be changed to prevent recurrence of similar harmful outcomes – this structure follows the <i>Integrated Incident Investigation</i> process which incorporates the Human Factors Analysis and Classification System (HFACS).
Specified Diseases:	Defined specified diseases as listed in RIDDOR Legislation.

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Environmental Incident

Any company activity that threatens to cause, or has caused environmental damage.

Significant Releases:

Can include, but are not limited to:

- Spillages of any chemical, fuel or oil, other than in a bunded area.
- Discoloration of a surface watercourse with silt
- Fires
- Ingress into a surface watercourse of any liquid
- Accidental breach of storage tanks or bowsers.
- Accidental release of a gas or vapour (i.e. refrigerant

Reportable Environmental Incidents:

- An incident that is reportable to the regulatory authorities by law. (Example: the illegal deposition of waste at an unlicensed facility).
- An incident that has already been brought, or may be brought, to the attention of the regulatory authorities either directly, or indirectly, by a third party, and which has the potential to give rise to a prosecution either as a single occurrence or as a contributory occurrence in a series of events. (Example: release of a polluting substance into controlled waters).
- An incident that is likely to give rise to significant capital or operating expenditure for either clean up or pollution prevention measures. (Example: release of a polluting substance contained within Company property which requires design modification to prevent recurrence).
- A “near miss” in which a more serious incident was averted by prompt preventative action, monitoring or otherwise. (Example: failed equipment item where substantial oil spillage was prevented from entering a watercourse by use of booms and absorbents).
- An incident that causes serious damage to surface or ground water.
- An incident that causes contamination of land where there is a significant risk to human health.
- An incident that causes serious damage to EU protected natural habitats and species or damage to sites of special scientific interest.

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For the purposes of works carried out on the Network Rail Managed Infrastructure the following definitions shall apply:

- | | |
|-------------------|---|
| Close Call | A close call is an incident that has occurred due to an unsafe conditions or act that in other circumstances could have resulted in personal injury or damage to plant, machinery, infrastructure or the environment. |
| Near Miss | A near miss is an incident involving a train or rail mounted plant that has occurred due to an unsafe condition or act and which in other circumstances could have resulted in personal injury. |

Wherever a "Near Miss" is solely referred to in the Business Management System and whilst working on the Network Rail Managed Infrastructure, it should be interpreted as meaning either a "Close Call" or "Near Miss", as appropriate, in accordance with the above definitions.

COMPETENCIES

Local incident investigation and reporting

All persons engaged in local incident investigation must be technically competent and trained in accident investigation by attending in-house health and safety training courses (SMSTS or IOSH Managing Safely and/or Integrated Incident Investigation).

RCA investigation and reporting

All persons engaged in RCA incident investigation must be technically competent and trained in accident investigation by attending in-house health and safety training courses (SMSTS or IOSH Managing Safely and Integrated Incident Investigation). Where an investigation team has been established, at least one person in the team must have attended the in house Integrated Incident investigation course.

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REQUIREMENTS

1. Incident Severity Levels

- 1.1. All work-related incidents must be investigated and reported to a level commensurate with their potential severity. The actual and potential severity of each incident must be assessed, using the undernoted standard risk categories

Actual/ Potential Severity	Health	Safety	Environment
Incident Level 1	Mild health effect for short period, with n-o lost time e.g. local skin irritation.	First aid case, with no lost time Negligible safety impact	Minimal environmental impact e.g. minor oil drips
Incident Level 2	Reversible health effect, e.g. minor dermatitis, asthma, tinnitus. Minor illness, e.g. slight poisoning Restricted work Medical treatment beyond first aid	Minor injury (worker or third party) Injuries resulting in one to three days away from work Restricted work Medical treatment beyond first aid	Local impact requiring management response, but from which there is natural recovery e.g. recovery of fly tip waste, low levels of silt into spawning river
Incident Level 3	Irreversible health effect e.g. loss of hearing, HAVS cases Serious illness from which there is full recovery e.g. poisoning, legionnaires disease, MRSA, serious dermatitis	Single major injury (worker or third party) Worker injury resulting in more than three days away from work Injury to a member of the public requiring hospital visit.	Moderate environmental impact requiring management response to aid recovery Reportable to authorities e.g. fuel tank spillage
Incident Level 4 (HiPo)	Single worker death Life-shortening health effect Health effect causing significant irreversible disability e.g. lung diseases	Single worker death Multiple major injuries (worker or third party) Significant irreversible disability	Major environmental incident resulting in significant impact requiring management by external authorities and/or high level of resources for response and remedy Environmental incident managed by external authorities e.g. contamination of potable water
Incident Level 5 (HiPo)	Death of member of public Multiple worker deaths e.g. asbestosis, cancers	Fatal accident to a member of the public Multiple employee deaths	Extreme environmental incident resulting in irreversible, long term or widespread harm

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- 1.2. Two levels of incident investigation and reporting have been determined
 - **Local:** A local investigation process to commence immediate investigations into all incidents. The investigation provides details of the incident, identifies the assessed potential severity level, incident causations and the actions proposed to prevent a recurrence. In addition HS&E Advisers and Senior Operational Management will assist, if required.
 - **RCA:** A root cause analysis (RCA) investigation following the Integrated Incident Investigation process which incorporates the Human Factors Analysis and Classification System (HFACS).
- 1.3. Any incident of Level 4 or greater, or one which had the potential to be a level 4 or greater must have an RCA investigation undertaken. The investigation team must be appointed by the Operations or Project Director and must be led by a member of the operational team, supported as necessary by HS&E Advisors and technical experts. At least one member of the investigation team must have been trained in the RCA process.
- 1.4. If the incident is an actual level 5 the investigation team must be formally appointed by the Managing Director and be comprised of investigators who are independent. (ie from a different Business Stream).
- 1.5. All other events must receive a local investigation.
- 1.6. Any RCA investigation must be formally reviewed and approved by the Business Stream Director and the Business Stream Head of HS&E or HS&E Manager. If the incident is an actual level 4 or greater the investigation must be reviewed and approved by the Managing Director and HS&E Director.
- 1.7. An incident of potential level 4 or greater (HiPo events) must be reviewed and approved by the Business Stream Managing Director and Business Stream Head of HS&E or HS&E Manager. An one page interim report must also be produced and reviewed by Business Stream Managing Director and Business Stream Head of HS&E or HS&E Manager within 7 days of the event occurring.
- 1.8. Any investigation of potential level 4 or greater (HiPo) events must be completed within 14 days of the incident and the report issued within 21 days. Any identified changes to the BMS must be incorporated within no more than three months of the incident date unless they are of a critical nature in which case more immediate changes must be instigated.
- 1.9. All other investigation reports must receive be reviewed and approved by local management.
- 1.10. Actions arising from any incident investigation must be tracked locally until closure.
- 1.11. Once complete, all investigations must be attached to the iSMS database.

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- 1.12. In certain circumstances, a joint investigation may be required, for example, contractual requirements may demand a joint investigation with the Customer - in which case there is no additional requirement for a further internal investigation under this standard, conditional upon the investigation being completed within a reasonable timescale and being of a sufficient standard.
- 1.13. Where an incident involves more than one Balfour Beatty Division, then all relevant Balfour Beatty Organisations must be notified promptly, and of the arrangements planned to facilitate the investigation. A joint investigation should be planned and a single investigation report prepared covering all perspectives. Each participating Organisation must review the findings, take appropriate actions and share the lessons.
- 1.14. If there is doubt over the assessment of potential severity, and therefore whether to initiate a full RCA investigation, the Company's MD (or in the case of a joint venture, the chairman of the joint venture board) shall take the final decision, after consulting with others.

2. Legal Privilege

- 2.1. The Business Stream Managing Director supported by the HS&E function (or in the case of a joint venture, the most senior member of the JV Board) will consult with the Company Legal Director to determine whether the investigation should be conducted in contemplation of prosecution or legal action.
- 2.2. If this is the case, the Company Legal Director will formally instruct the investigation to be conducted and reported to him/her. This action should preserve the ability to claim legal privilege for all information arising, to keep all investigation information confidential to the company and to avoid disclosure.
- 2.3. Legal privilege may be released at any future date, if this protection is no longer required.
Note that privileged information must not be loaded into incident recording databases - only summary facts should be recorded until privilege is released.

3. Internal Notifications

- 3.1. All incidents must be reported on the Incident Investigation and Report form (HSEN-SF-0001). SF
- 3.2. Any incident of actual 3 or potential Level 4 (or greater) must be notified to Line Management and the HS&E Function as soon as practicable and the incident must be submitted onto the iSMS database within 48hrs of the event occurring.
- 3.3. Any other incident must be onto iSMS before the end of the reporting cycle (end of month).

4. Notifications to Regulatory Authorities and Customers

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- 4.1. NO reporting to the regulatory bodies must be completed without an immediate discussion between the HS&E Business Stream leads (Head or Manager) and the HS&E Advisor/ Regional Manager involved in the initial incident as to the reasoning behind reporting and clarification of the correct reporting category.

- 4.2. In the event of any person sustaining a RIDDOR reportable injury (absence of 7 consecutive days commencing the day after the accident) as a result of the Company's work activities, the Regional HS&E Manager must ensure that the following action is taken:
 - Notify the Health and Safety Executive (by the quickest practicable means, without delay) via the Internet (access should be made on the Health and Safety Executive website at www.riddor.gov.uk, a full report must be sent within ten days for a specified injury, or fifteen days for an over 7 day lost time injury). Once completed, a copy must be printed and attached to the relevant RCA Report.
 - The Project Lead must record the relevant information on Part 2 of the Initial Accident Report Form, NR2072A, if the works are being carried out on the Network Rail Managed Infrastructure.

- 4.3. In the event of any person sustaining a RIDDOR reportable disease, confirmed by an appropriate medical practitioner, as a result of the Company's work activities, the Regional HS&E Manager must ensure that the following action is taken:
 - Notify the Health and Safety Executive (by the quickest practicable means, without delay) via the Internet (access should be made on the Health and Safety Executive website at www.riddor.gov.uk).



- 4.4. In the event of any person sustaining a fatal or major injury as a result of the Company's work activities, the Regional HS&E Manager must ensure that the following action is taken:
 - Notify the Health and Safety Executive, as soon as possible, either by telephone (Incident Contact Centre on _____) or via the Internet.

- 4.5. In the event of a Dangerous Occurrence occurring as a result of the Company's work activities e.g. collapse of a scaffold, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, the Regional HS&E Manager must ensure that the following action is taken:
 - Notify the Health and Safety Executive, (by the quickest practicable means, without delay) via the Internet (access should be made on the Health and Safety Executive website at www.riddor.gov.uk, a full report must be sent within ten days of the incident.

- 4.6. In the event of any level 3 or above environmental incident occurring as a result of the Company's work activities e.g. damage or danger to the natural environment; pollution to water or land; the Regional HS&E Manager must ensure that the following action is taken:
 - Notify the relevant Environmental Agency, as soon as possible, by telephone (EA/SEPA Incident hotline _____).

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- 4.7. All interviews with either the Regulatory Authority and / or the Police must be conducted in accordance with the [Group Standard SHE 101 and 102](#). 
- 4.8. Notification to Customers and their Representatives should be carried out as per Contract specific requirements. Details of any lesson learned as a result of the incident investigation must also be shared with the Customer.
- 4.9. All Close Calls raised on projects working on the Network Rail Managed Infrastructure must be recorded on the [RSSB Close Call System](#). 
- 4.10. All serious injuries, serious dangerous occurrences and fatalities which occur whilst working on the Network Rail Managed Infrastructure, must be reported by the Regional HS&E Manager to the Office of Rail Regulation (ORR) by:
 - Immediate telephone notification – Monday to Friday from 0900 hrs to 1730 hrs or or outside of these hours, weekends and public holidays to the Department for Transport Duty Officer on
 - Written notification should follow within 10 days.

The following details must be passed onto the ORR or the DfT Duty Officer:

- Your name, organisation and telephone number;
- The date and time the incident occurred;
- Where it occurred;
- The train involved;
- What happened.

5. Supply Chain Investigating and Reporting

- 5.1. The Supply Chain has the duty to report accidents/incidents to the relevant enforcing authority in exactly the same way as the Company.
- 5.2. Supply Chain incidents must be investigated, reported and reviewed in an identical manner to those of Company employees.
- 5.3. A copy of Supply Chain's regulatory authority report forms must be received and attached to the relevant RCA Report.













6. Welfare of Injured Person

- 6.1. If the injured person is required to attend hospital, suitable transportation must be provided and further arrangements made for their homeward journey.
- 6.2. Where appropriate, the injured person's next of kin should be advised of the situation and, if the employee is detained in hospital, assistance should be offered by the Company.

7. Works Carried out on the Network Rail Management Infrastructure

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- 7.1. The Project Lead must liaise with the Network Rail Project Lead and ascertain if they will accept the use of the Balfour Beatty Incident Investigation and Report form.
- 7.2. If the Balfour Beatty Incident Investigation and Report form is not accepted, the following shall apply:
 - 7.2.1. The Network Rail Guidance Note "Guidance on the completion of accidents and incident report forms – [NR/GN/INV/5101](#)" should be referred to. This document will ensure that the correct form, either NR2072A – Initial Accident Report Form or NR2072B Detailed Accident Report Form is completed.   
 - 7.2.2. In the case of an assault involving an employee Network Rail Standard [NR/L3/INV/0103](#) – Reporting of Personal Accident and Assaults to Employees and Contractors should be referred to. The British Transport Police (or Civil Police if the accident did not occur on railway property) is to be advised by the Project Manager. In addition a Supplementary Report – Assaults from, NR2072S shall be completed and accompany the form NR2072A – Initial Accident Report.   
 - 7.2.3. In the case of an accident occurring on an escalator at a Network Rail Managed station Supplementary Report – Escalators form, NR2072E shall be completed and accompany the form NR2072A – Initial Accident Report.  
 - 7.2.4. Where an injured employee returns to work 1, 2 or 3 days after the accident occurred (not including the day of the accident), and regardless of the nature of the injury, the injured employee shall advise the Project Lead whether the injury sustained prevents them from carrying out any part of their normal duties. The Project Manager shall record this information on Part 2 of the Initial Accident Report form, NR2072A. 
- 7.3. Where an incident involves a member of the public, Network Rail standard [NR/L3/INV/0105](#) – Reporting of Personal Accidents and Assaults to Members of the Public must be referred to. Network Rail for NR2072C Public Accident Report Form must be completed. In the case of an assault involving a member of the public form NR2072S – Assaults form must be completed.  
- 7.4. In accordance with the Network Rail Standard NR/L3/INV/0103 – Reporting of Personal Accidents and Assaults to Employees and Contractors, shock or traumatic stress affecting any person who has been involved in, or witness to, an event must be regarded as an injury and reported on the relevant form.
- 7.5. Investigations shall be undertaken for all Network Rail classification "High" and "Medium" events as detailed in The Network Rail Accident/Incident Category (HSEN-RM-0139) reference material. A Principal Investigator will be nominated and must ensure that the correct investigation team is established. 

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- 7.6. The Accident/Investigation Report must be submitted to Network Rail within 5 working days. Where a longer time period is required to complete the investigation an interim report shall be issued. There may be the requirement to hold event reviews for significant and/or complex investigations. All investigations shall be in accordance with iSMS and Balfour Beatty Requirements.
- 7.7. In the case of a fatality, RIDDOR major injury, RIDDOR dangerous occurrence, RIDDOR lost time accident not classified as major, a possession/operational/construction irregularity resulting in greater than 1000 minutes delay or damage to equipment, trains or infrastructure with losses likely to occur over £10,000, Network Rail's Senior Programme Manager will contact the Company within 24 hours of the event occurring.

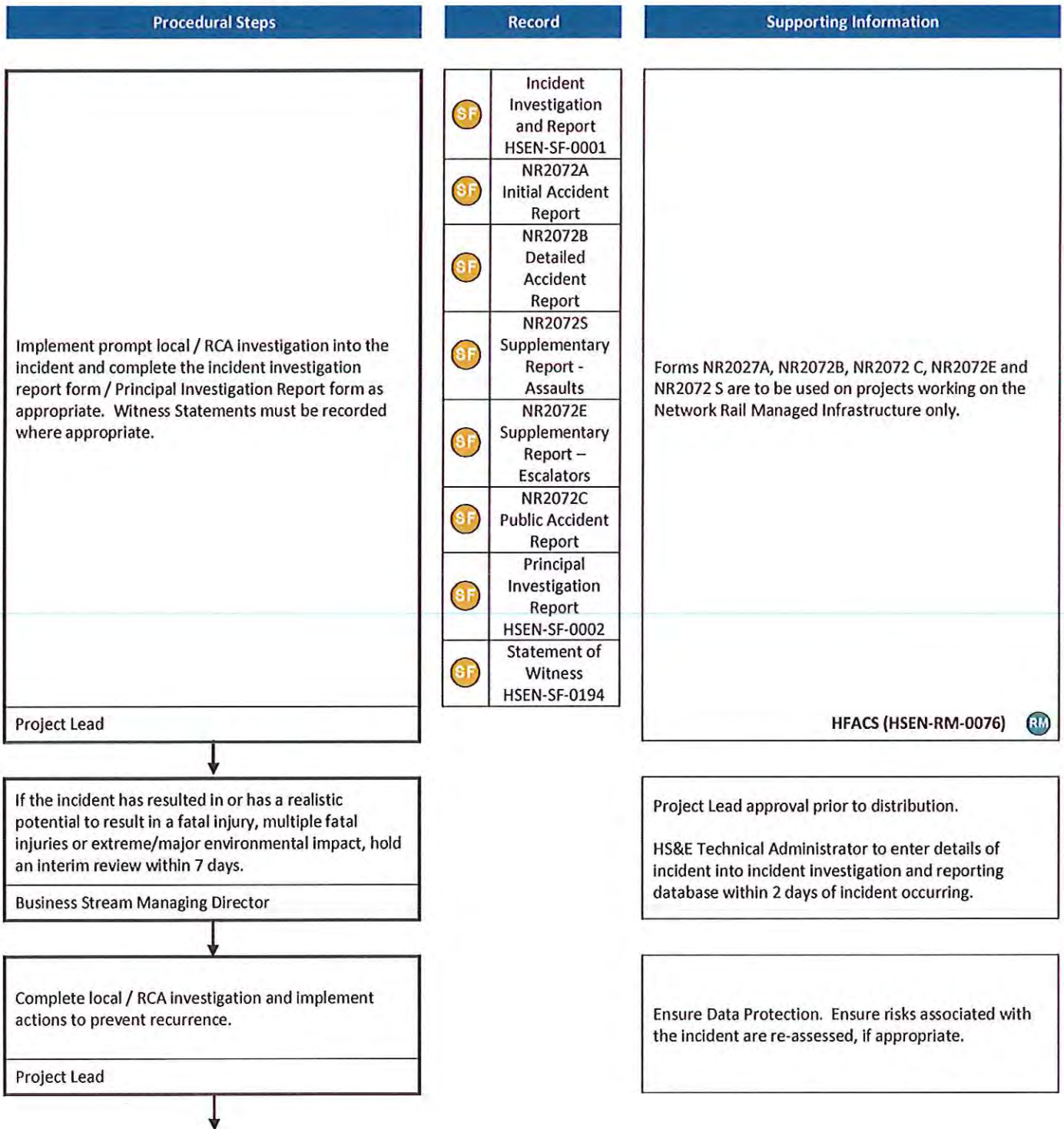
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Procedural Steps	Record	Supporting Information
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Competent personnel appointed to investigate and report on all incidents and near misses and take consideration of any D&A testing required.</p> <hr/> <p>Managing Director / Director / Project Lead</p> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Implement prompt remedial action by way of appropriate assessment and action to control immediate risks and contain the incident by making safe/secure, if appropriate call emergency services/administer first aid.</p> <hr/> <p>Project Lead</p> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Assess incident actual and potential severity levels.</p> <hr/> <p>Project Lead</p> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>If the incident has resulted in or has a realistic potential to result in a fatal injury, multiple fatal injuries or extreme/major environmental impact, immediately notify Operational Senior Management and HS&E Manager by telephone and implement RCA investigation.</p> <hr/> <p>Project Lead</p> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>If the incident has resulted in > 3 days lost time injury, major reportable injury, RIDDOR reportable dangerous occurrence or moderate environmental impact, notify Operational Senior Management and HS&E Manager as soon as practicable and implement RCA investigation.</p> <hr/> <p>Project Lead</p> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;"> <p>For all other injury or damage incidents, service strikes or near miss events which had the realistic potential to cause a RIDDOR injury or moderate environmental impact, instigate a local investigation.</p> <hr/> <p>Project Lead</p> </div>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>For further details see Requirements</p> <p style="text-align: right; margin-top: 10px;"> For Cause Drugs and Alcohol Testing (HRES-PC-0553) Accidents and Serious Incidents - For Cause Drugs and Alcohol Testing (HSEN-RM-0128) </p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Where required, contact the HS&E function for further advice and assistance.</p> <p>Legacy hotline numbers for dealing with environmental spills:</p> <p style="text-align: center;">(RCE – Scotland, Raynesway) (Construction Northern) (Mansell and CSUK)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; height: 50px;"> <p style="text-align: center;">Investigation level to be based on potential severity.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; height: 80px;"> <p style="text-align: center;">Refer to Procedural Steps (Levels 4/5).</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; height: 80px;"> <p style="text-align: center;">Refer to Procedural Steps (Level 3).</p> </div> <div style="border: 1px solid black; padding: 5px; height: 60px;"> </div>


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Procedural Steps	Record	Supporting Information
<p>Close out investigation report.</p> <p>If the incident resulted in or had a realistic potential to result in a fatal injury, multiple fatal injuries or extreme/major environmental impact, produce one page summary for internal circulation</p> <p>Managing Director / Director / Project Lead</p>		<p>Relevant data from any incidents to be processed to identify any Lessons Learned, and be made available locally, throughout the Company and communicated to the Heads of HS&E for further distribution.</p>
<p>Network Rail Managed Infrastructure:</p> <p>Upload details of Close Calls onto RSSB Close Call system.</p> <p>Project Lead</p>		<p>RSSB Close Call System </p>

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Procedural Steps	Record	Supporting Information
<p>Notification of incident received by Operational Senior Management and Regional HS&E Management.</p> <p>Project Lead</p>		<p>Determine whether RCA investigation and appropriate internal and external notifications are required (where the potential level is a 4 or 5).</p> <p>Note: RCA investigation to be carried out for all actual and potential level 3 incidents involving members of the public.</p>
<p>Where RCA investigations have been deemed appropriate, invoke internal and external notifications.</p> <p>Operations Senior Management/Regional HS&E Management</p>		<p>Business Stream Senior Management and HS&E Function Senior Management to be telephoned as soon as practicable.</p> <p>Where appropriate, relevant regulatory authorities and Customer to be informed.</p>
<p>Appoint a technically competent Investigation Team to commence RCA investigation.</p> <p>Operations Senior Management/Regional HS&E Management</p>		<p>Investigation to be led by Operational Manager / Director and supported as necessary by an HS&E professional trained in the HFACs process.</p> <p>Preferable for Team Leader to be independent of the project team management chain.</p>
<p>Complete and issue draft Principal Investigation Report within 7 calendar days of the incident occurring.</p> <p>RCA Investigation Team Leader</p>	<p> Principal Investigation Report HSEN-SF-0002</p>	<p>Draft report to be issued to Operational Senior Management and Regional HS&E Management for review.</p> <p style="text-align: right;">HFACS (HSEN-RM-0076) </p>
<p>Issue the Initial Investigation Summary Report to Business Stream Senior Management and HS&E Function Senior Management.</p> <p>Operations Senior Management/ Regional HS&E Management</p>		<p></p>
<p>Where practicable, complete and issue the full Principal Investigation Report within 14 calendar days of the incident occurring.</p> <p>RCA Investigation Team Leader</p>	<p> Principal Investigation Report HSEN-SF-0002</p>	<p>Report to be issued to Operational Senior Management and Regional HS&E Management for review.</p> <p style="text-align: right;">HFACS (HSEN-RM-0076) </p>

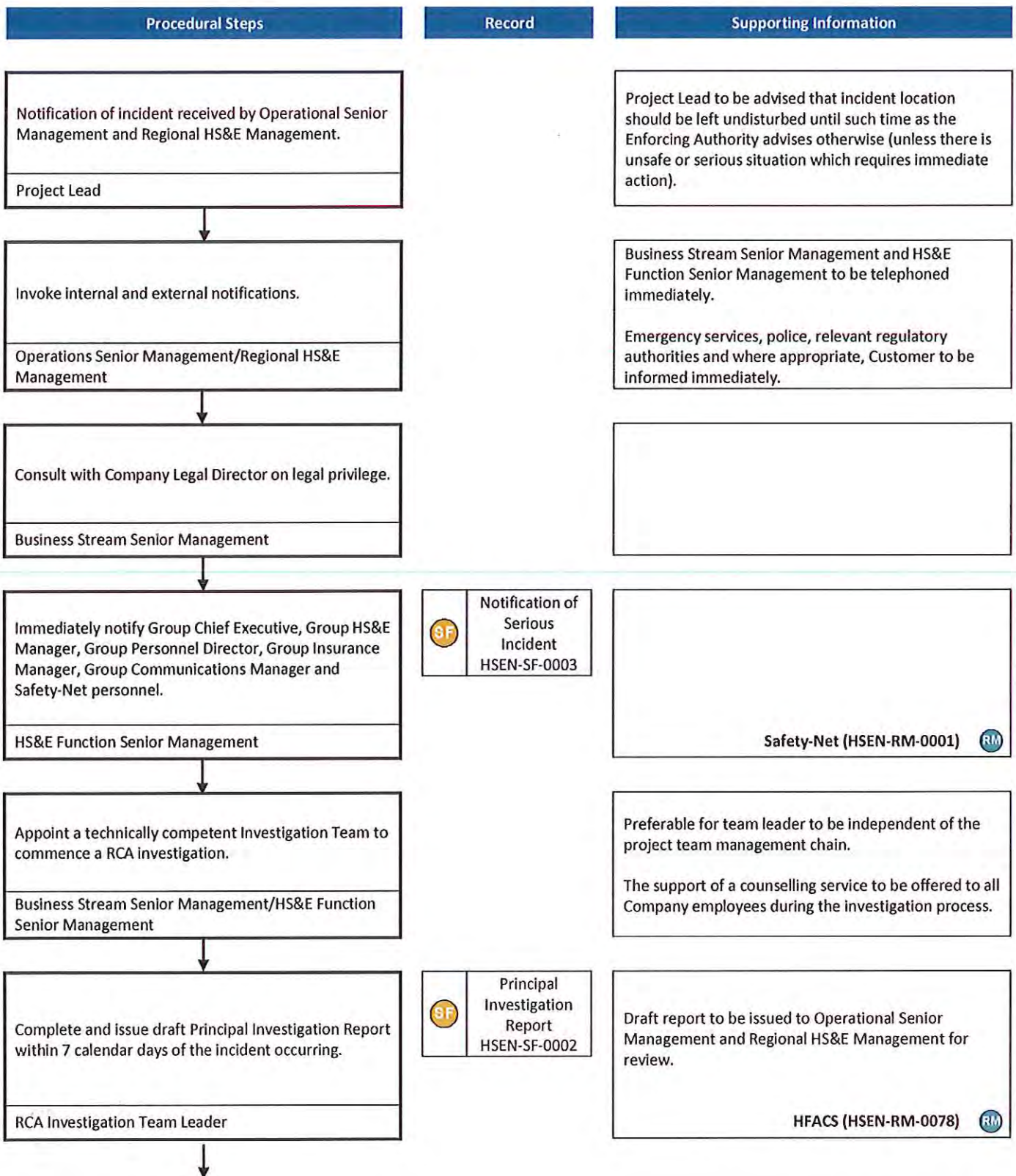
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Procedural Steps	Record	Supporting Information
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Issue the Principal Investigation Report to Business Stream Senior Management and HS&E Function Senior Management. Operations Senior Management/ Regional HS&E Management </div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Arrange for a review panel to be convened to discuss the incident causations and the actions proposed to prevent a recurrence. Operations Senior Management/Regional HS&E Management </div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Document and implement immediate and proposed corrective actions to prevent recurrence and share lessons learned. Operations Senior Management/Regional HS&E Management </div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px;"> Final close out to be approved, where practicable, within 21 calendar days of the incident occurring. Operational Senior Manager </div>		<div style="border: 1px solid black; height: 80px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Review panel to include Operational Senior Management, Regional HS&E Management and Adviser and parties from the site team and will be 'chaired' by preferably the Operational Senior Manager. </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; height: 80px;"> Ensure Data Protection </div> <div style="border: 1px solid black; padding: 5px;"> All data from any incidents to be processed to identify any Lessons Learned, and be made available locally, throughout the Company and communicated to the Heads of HS&E. </div>



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Procedural Steps	Record	Supporting Information
<p>Issue the Initial Investigation Summary Report to Business Stream Senior Management and HS&E Function Senior Management.</p> <p>Operational Senior Management/Regional HS&E Management</p>	<p> Principal Investigation Report HSEN-SF-0002</p>	<p>HFACS (HSEN-RM-0078) </p>
<p>Where practicable, complete and issue the full Principal Investigation Report within 14 calendar days of the incident occurring.</p> <p>RCA Investigation Team Leader</p>		<p>Report to be issued to Operational Senior Management and Regional HS&E Management for review.</p>
<p>Issue the Principal Investigation Report to Business Stream Senior Management and HS&E Function Senior Management.</p> <p>Operational Senior Management/Regional HS&E Management</p>		
<p>Arrange for a review panel to be convened to discuss the incident causations and the actions proposed to prevent a recurrence.</p> <p>Business Stream Senior Management/HS&E Function Senior Management</p>		<p>Review panel to include Business Stream Senior Management, HS&E Function Senior Management, Operational Senior Management, Regional HS&E Manager and Adviser and parties from the site team and will be 'chaired' by preferably the Business Stream Managing Director.</p>
<p>Document and implement immediate and proposed corrective actions to prevent recurrence.</p> <p>Business Stream Senior Management/HS&E Function Senior Management</p>		<p>Ensure Data Protection.</p>
<p>Final close out to be approved, where practicable, within 21 calendar days of the incident occurring.</p> <p>Business Stream Senior Manager</p>		<p>All data from any incidents to be processed to identify any Lessons Learned, and be made available locally, throughout the Company and communicated to the Heads of HS&E for further distribution.</p>

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Appendix 15:

Balfour Beatty Contaminated Land Procedure

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INTRODUCTION

Contaminated land is land that has been polluted with harmful substances to the point where it now poses a serious risk to human health and the environment. Contamination can be on the surface or below it.

People often confuse it with 'brownfield land'. Brownfield sites are land or premises that have previously been used or developed. They may also be vacant, or derelict. However, they are not necessarily contaminated. Greenfield land is land that has never been built on

Most contamination problems are due to a lack of care over industrial activities and waste management. In the UK, large scale man made contamination started during the Industrial Revolution. Bad industrial practices and accidents released potentially harmful substances into the land, aquifers (underground water stores) and rivers. Oil refineries, railways, steel works, illegal landfill sites, petrol stations, gas works and accidental industrial spills may have all been sources of contamination in the past. Contamination can also come from historical activities dating back hundreds of years, such as spoil heaps from some Roman lead mines, and from naturally occurring substances

DEFINITIONS

Contaminated Site	Is any site that, as a result of activities either previously or currently carried out on it, contains concentrations of substances or pathogens high enough to be a hazard to health or the environment either in the current use of the site or if it is used for a different purpose.
Controlled Waters	Are all fresh and saline natural waters up to the UK offshore territorial limit, including rivers, streams, lochs, estuaries, coastal waters and groundwater.
Greenfield land	Is an area previously undeveloped and therefore undisturbed with a predominantly consistent subsurface.
Brownfield Land	Refers to land that has previously been developed and is distinct from Greenfield land which has never been developed.
Receptor	Is something that could be adversely affected by a contaminant. For example, people, an ecological system, property or a water body.
Pathway	Is the route or means a contaminant could take to expose or affect a receptor.
Pollutant Linkage	Is the relationship between a contaminant, a pathway and a receptor.

REFERENCE MATERIAL

1. Identifying Potential Areas of Contaminated Land

1.1 The first means of identifying contaminated ground is via a site investigation and is typically completed by the client. The site investigation should give information on the following areas:-

- The history of the site such as details of previous owners and occupiers.
- The previous land use detailing locations, raw materials, products, waste residues and disposal routes.

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- The layout of the site above and below ground should be identified detailing roadways, storage areas and hardstanding.
- The presence of any waste disposal tips, made ground, abandoned pits and quarries.
- The geology and hydrogeology of the site including the presence of surface and ground water.
- Any contaminated areas around the site that may have migrated.

1.2 Secondly it may be that it is not until construction has commenced that contaminated ground is identified. The following list highlights the key signs that may identify contaminated ground:-

- Discoloured soils (chemical residues).
- Fibrous texture to the soil (asbestos).
- Presence of foreign objects such as chemical/oil containers.
- Evidence of previous soil workings.
- Existence of underground structures and tanks.
- Existence of waste pits.
- Made ground.
- Old drain runs and contamination within buildings such as tanks and flues.
- Topsoil adjacent to motorways and busy roads may be contaminated with traffic emissions.

2. What To Do When Contaminated Land is Discovered

2.1 When contaminated land is uncovered the following measures should be taken:-

- Works should be stopped in the area.
- Access should be prevented into the contaminated area.
- The site manager should be notified of the findings.
- Expert advice should be sought to determine the nature and extent of the contamination.
- Based on the results of any investigation appropriate measures should be taken to treat or remove the contaminated materials.

3. Methods To Avoid Causing and Spreading Contaminated Land

3.1 The methods should be implemented to prevent the production and spreading of contaminated land.

- Contaminated soils should not be stockpiled unless absolutely necessary.
- Contaminated stockpiles should be on hardstanding to prevent underlying ground becoming contaminated.
- The stockpile should be covered to prevent dust or the ingress of water.
- Surface water drainage should be controlled in the stockpile area to prevent the pollution spreading into the drainage.
- Contaminated water that is draining from the stockpile should be collected for off-site disposal or disposal, with consent, into foul water drainage.

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- To ensure that contaminated ground is accidentally produced control measures should be implemented for any refuelling and servicing operations.
- The storage, handling and use of oils and chemicals should be carefully controlled.

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Appendix 16a:

Environmental Inspection Record Form



Environmental Inspection Record Form X (revision 0)	EIR No.	YPL/EIR/000
	Revision Number	A when sent out, B if response etc.
	Date	
	Location if applicable:	

PROJECT	York Potash Project -
EMPLOYER	Name and address
CONTRACTOR	Name and address
SUBCONTRACTOR	Name and address

Site Progress: (what's happening?)
Report activities being undertaken on site at the time Details of weather at the time

Matters Arising:
Report any good practice and / or areas for improvement including photographs if required.

Actions to be Taken: (prevention, protection?)	Action by:
Includes good practice to be disseminated, works to be done to ensure environmental compliance - include timescales for works if required	Who will be responsible for undertaken the work

Remedial Actions Taken:
Actions taken by contractor to ensure environmental compliance – include photos if necessary

Recorded and signed by Environmental Co-ordinator		Name	
		Date	
Signed by Environment Manager (Contractor)		Name	
		Date	
Response by:		Name	
		Date	
Distribution	Project Director (YPL)	<input checked="" type="checkbox"/>	PMC Environmental Manager <input checked="" type="checkbox"/>
	Project Manager (Construction)	<input checked="" type="checkbox"/>	Supervisor EC Harris <input checked="" type="checkbox"/>
			<input type="checkbox"/>



Environmental Inspection Record Form X (revision 0)	EIR No.	YPL/EIR/000
	Revision Number	A when sent out, if response etc.
	Date	
	Location if applicable:	

Performance Management (KPI) checklist:	
1. Protection of Flora and Fauna	<i>State if there are issues or no issues and what the issues are. This should fall out of the text above.</i>
2. Protection of Air quality	
3. Protection of Water Environment	
4. Protection of Historic Environment	
5. Compliance with Traffic management Plan	
6. Protection of Soils	
7. Waste Management	



Appendix 16b:

Management Environmental Representative Weekly Inspection Report

27-2-23

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Project / Facility Name:		Project No:	
Inspection By (Name):		Role:	
Date of inspection:			

Documentation		Y/N or N/A	Comment / Action Req'd	Responsible Person	Date completed
1	Environmental & Sustainability Notices Displayed e.g. Policies, Dashboards, Latest Alerts				
2	Site Safety & Emergency Chart made specific to contract, displayed, complete and up-to-date				
3	CCS posters / signage displayed including a named project contact				
4	Project specific environmental and sustainability issues included in induction and if applicable tool box talks?				
5	Site Waste Management completed and maintained?				
6	Hazardous Waste Registration valid (England & Wales only)				
7	Complaints are being logged and addressed correctly?				
8	Sustainability data being correctly recorded and reported?				
Pollution Prevention		Y/N or N/A	Comment / Action Req'd	Responsible Person	Date completed
10	Oil/fuel/chemicals/materials are stored correctly?				
11	Static plant is bunded or on a maintained drip tray?				
12	Concrete washout facilities are designated / adequate / maintained?				
13	There is no unauthorised discharge into water bodies?				
14	Watercourses are protected against run-off?				
15	There is no visible pollution (silt, oil,)?				
16	Spill kits are available/appropriate/understood by workforce?				
Waste Management and Housekeeping		Y/N or N/A	Comment / Action Req'd	Responsible Person	Date completed
17	Material storage is well organised?				
18	Litter, hoarding & site housekeeping in good order?				
19	Wastes are segregated & stored using the facilities provided for recycling and disposal?				
20	Containers are not overfilled?				

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Nuisance (Noise and Vibration / Air Quality and Dust)		Y/N or N/A	Comment / Action Req'd	Responsible Person	Date completed
21	Working within site noise limits/ controls implemented?				
22	No visible sign of dust leaving the site?				
23	There is adequate dust suppression in place?				
24	There is no litter on-site or affecting adjacent property?				
Ecology and Biodiversity		Y/N or N/A	Comment / Action Req'd	Responsible Person	Date completed
25	Retained vegetation/ planted areas are protected?				
26	Ecologists are on site during sensitive works?				
27	Sensitive areas fenced off (badger setts, etc.)?				
Energy and Water Use		Y/N or N/A	Comment / Action Req'd	Responsible Person	Date completed
28	Plant, generators etc are switched-off when not in use?				
29	Taps & hoses are not leaking?				
Site Specific Issues		Y/N or N/A	Comment / Action Req'd	Responsible Person	Date completed

Capturing Good Practice

Ref.	Details of any Positive Actions or points of interest	Details of any follow up action

Reviewed by Management Environmental Representative:

Signed	Name	Date

Reviewed by Project Lead:

Signed	Name	Date

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