

1. PURPOSE

Works associated with railway infrastructure contracts fall within the scope of the Construction (Design and Management) Regulations. As such, and in accordance with these requirements and those of individual clients, Construction Phase Plans, Method Statements/Work Package Plans and Task Briefing Sheets are required. These are to be produced to support and develop the arrangements detailed within the VolkerRail Project 'Construction Phase Plans', VolkerRail Integrated Management System and associated operating licences.

This requirement shall be fulfilled by the undertaking of task and site specific risk assessments carried out in accordance with the requirements of SAF30 and the subsequent production and use of the appropriate Method Statements, Specific Site Addendums, Work Package Plans and Task Briefings to cover all aspects of the specific works. These may also be requested by the client within their contract specifications to support particular contract works or activities.

This procedure confirms the requirement for risk assessments to be undertaken and describes in detail the process for the generation, issue, control and management of method statements and work package plans. It mandates the use of a consistent format and content for Construction Phase Plans, Work Package Plans and Task Briefings.

NOTE: Where the term "Method Statement(s)" is found within Network Rail Standards and the Rulebook GE/RT8000 the Work Package Plan and Task Briefing Sheet meet the requirements of the term "Method Statement".

2. SCOPE

This procedure is mandatory and applies to all of VolkerRail's work activities, including surveying, in relation to the production and content of Construction Phase Plans, Method Statements, Work Package Plans and Task Briefing Sheets. Where a client mandates an alternative process to be followed this shall take precedence over this procedure.

3. REFERENCES (INPUTS) / RELATED DOCUMENTS

Legislation

- The Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999

Client / Industry Standards

- RSSB GE/RT8000 Rule Book
- London Underground Contract QUENSH Conditions
- London Underground Rule Book
- Network Rail NR/L2/OHS/0044 – Planning and Managing Construction Work
- Network Rail NR/L2/OHS/0047 - Application of the Construction (Design and Management) Regulations to Network Rail Construction Projects
- Network Rail NR/L2/OHS/019 – Safety of People at Work on or near the Line
- Network Rail NR/L2/INI/02009 – Engineering Management for Projects

VolkerRail

- ENG01 – Engineering Assurance Handbook
- PMS01 – Project Management System
- SAF19 – Planning & Delivering Safe Work
- SAF30 – Risk Assessments
- SAF53 – Construction (Design and Management) Regulations 2015

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4. DEFINITIONS

DEFINITION	MEANING
Acceptance	An acknowledgement that a submission appears to be satisfactory.
ACM	Asbestos Containing Materials
Construction	<p>As defined in the <i>Construction (Design and Management) Regulations 2015 (CDM 2015)</i>: the carrying out of any building, civil engineering or engineering construction work and includes:</p> <ul style="list-style-type: none"> a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure; b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion; c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure; d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure, rail industry works including installation, commissioning, maintenance, repair or removal
Construction Phase Plan (CPP)	A project specific document detailing how VolkerRail Group will manage the project Health & Safety requirements (CDM 2015).
Controller of Site Safety (COSS)	A person who is certified as competent to enable activities to be carried out by a group of persons on Network Rail railway infrastructure in accordance with the requirements of the Rule Book GE/RT8000.
Contractor's Engineering Manager (CEM)	<p>Person within every design and/or construction organisation contracted to Network Rail, (or to a party other than Network Rail where agreed with Network Rail) with overall accountability for all engineering activities applicable to that specific Contract including those undertaken by sub-contracted organisations.</p> <p>The CEM may act as the Contractor's Responsible Engineer (CRE) for a single engineering discipline.</p>
Contractor's Responsible Engineer (CRE)	Person within a design and/or construction organisation contracted to Network Rail, (or to a party other than Network Rail where agreed with Network Rail) with accountability for the day-to-day management and co-ordination of the technical and engineering activities within a specific engineering discipline for a specific Contract.

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DEFINITION	MEANING
CSM	Common Safety Method
DRN	Document Review Notice (Network Rail process)
Engineering Management Plan (EMP)	The EMP defines the accountabilities, responsibilities, roles and processes applicable to engineering staff working within a Delivery Group or project.
Engineering Supervisor (ES)	The Person responsible for establishing and managing an engineering worksite and authorising train movements within a worksite.
HSQES	Health, Safety, Quality, Environment and Sustainability
IMS (VolkerRail Integrated Management System)	A formal collection of the company's management arrangements necessary to maintain our Safety Certificate, Principal Contractor's Licence, Plant Operators' Scheme Licence and ISO certification, and encompasses all functional businesses throughout VolkerRail. Current VolkerRail procedures and instructions are maintained to support and implement the specifics of the IMS and places specific responsibilities on individuals.
M&RP	Metro & Rail Projects
Method Statement*	A description of how the contractor and any associated subcontractors will execute the works. Site specific addendums may then detail the arrangements and processes for individual work sites if not covered by the Method Statement.
OLE	Overhead Line Equipment
PDSW	Planning Delivery of Safe Work
Permits	Additional information to be added to the SWP such as and not limited to: <ul style="list-style-type: none"> • Electrical Isolation • Permit to Dig • Hot Works • Lifting
PIC	Person in Charge A person involved in the planning and who is on site where the work is being undertaken and has the overall accountability of supervising and overseeing works. This person will normally be the team leader (or equivalent) and hold COSS competence to make sure planned controls are put in place to keep persons safe from trains, activity and site risks.
PMS	VolkerRail Project Management System
Principal Contractor	An organisation undertaking the duties of the principal contractor under the Construction (Design and Management) Regulations 2015 (CDM). They plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase so that construction work is carried out without risks to health or safety.
Principal Contractor Licence Holder	An organisation assured against the Network Rail Principal Contractor Licensing (PCL) Scheme. An organisation discharging Principal Contractor duties, on construction work where Network Rail is the client, which has relevant management systems in place.

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DEFINITION	MEANING
Proposer	Person responsible for planning and defining how the work activity is to be undertaken.
QUENSH	London Underground Quality, Environment, Safety and Health Standard
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
RSSB	Railway Safety Standards Board
SAF	VolkerRail Safety Document
Safe System of Work	<p>A method of working that includes arrangements to so that those who are to walk or work on or near the line are not put in danger by:</p> <ul style="list-style-type: none"> • passing trains or movements; • entry to and exit from railway infrastructure; • walking on or near the line; • walking to or from a site of work; • setting up and withdrawing protection or warning arrangements; and • carrying out work.
Safe Work Leader (SWL)	The role of an employee of VR who manages safe delivery of work. As a minimum they will hold a valid COSS competence
Safe Work Leader 2	Delivers the duties of a SWL. In addition, they hold a valid ES competence.
Safe Work Manager	Takes charge of complex worksites that require a strategic level of management and delegates the duties of an ES.
Site Survey	Non-intrusive inspection of infrastructure e.g. topographical survey, access surveys, substation visual survey, height and stagger survey, lift planning survey etc.
Site Investigation	Intrusive method of obtaining site or equipment information e.g. Ground Investigation, trial holes, electrical load monitoring, electrical equipment internal inspection, signalling equipment correlation, pull out tests of bridge anchors etc.
SMTH	Signalling Maintenance Testing Handbook
Specialist Risk Assessment	Assessments including but not limited to manual handling, COSHH, working at height
SPC	Site Person in Charge
SSA*	Site Specific Addendum

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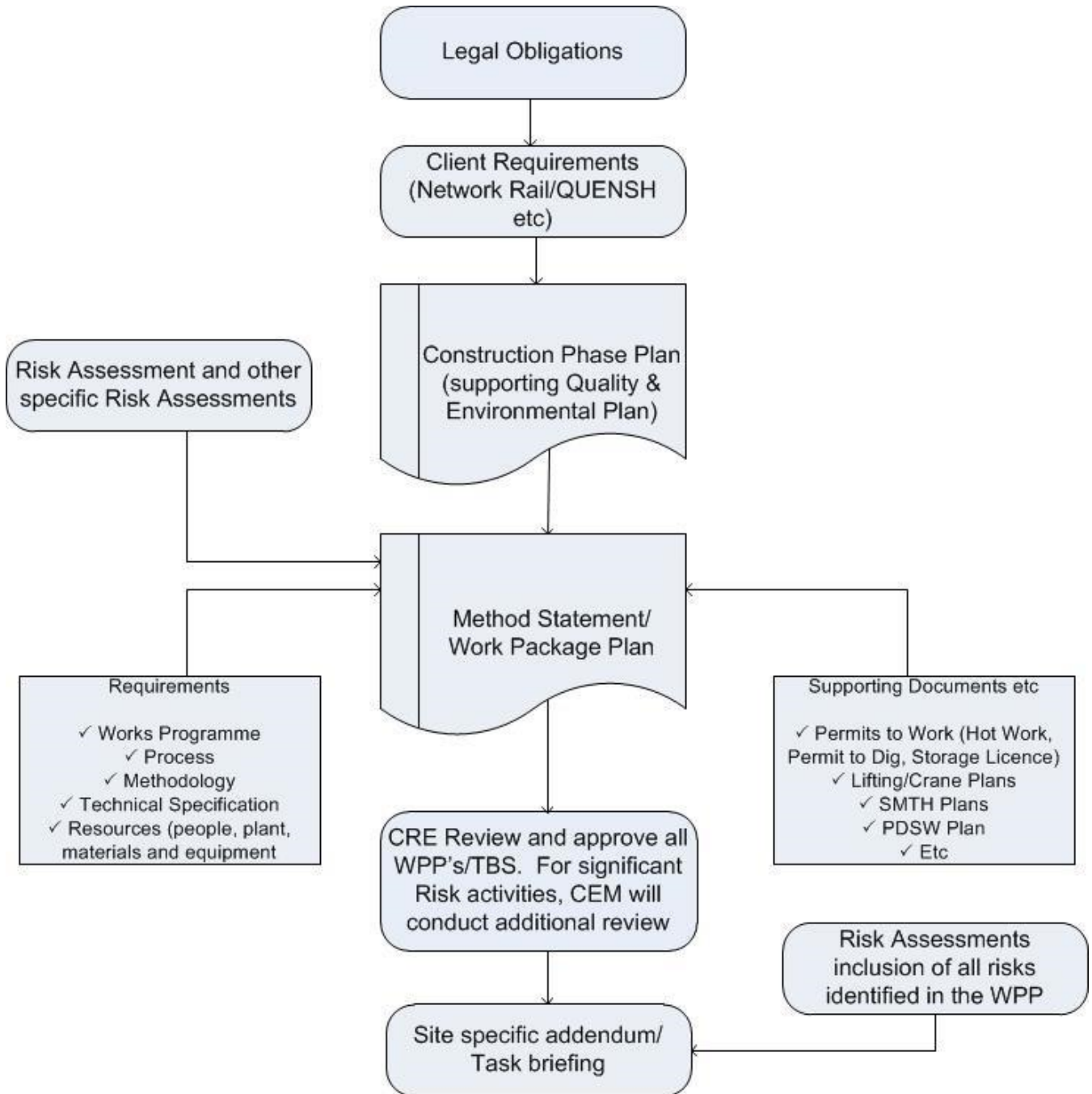
DEFINITION	MEANING
Safe System of Work (SSOW)	<p>A method of working that includes arrangements to so that those who are to walk or work on or near the line are not put in danger by:</p> <ul style="list-style-type: none"> • Passing trains or movements; • Entry to and exit from railway infrastructure; • Walking on or near the line; • Walking to or from a site of work; • Setting up and withdrawing protection or warning arrangements; and • Carrying out work
Structure	<p>As defined in the <i>CDM 2015</i>:</p> <ul style="list-style-type: none"> a) any building, timber, masonry, metal or reinforced concrete structure, railway line or siding, tramway line, dock, harbour, inland navigation, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipeline, cable, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining structure or structure designed to preserve or alter any natural feature, and fixed plant; b) any structure similar to anything specified in paragraph (a); c) any formwork, falsework, scaffold or other structure designed or used to provide support or means of access during construction work, and any reference to a structure includes part of a structure.
Task Leader	The VR representative responsible for leading a work area within a worksite in a possession. Acting as the key contact during the planning process, they will arrange the collation and provision of the relevant safe work pack for their work area.
TBS*	Task Briefing Sheet
WPP*	Work Package Plan (Method Statement/SSA)

* **NOTE** it is dependent on client terminology and contract requirements as to how method statements are defined and under what format.

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5. PROCESS

5.1 Process Overview



5.2 Competence

Individuals appointed to be accountable and responsible for preparing, approving and accepting CPPs, risk assessments, WPPs and TBSs, shall have sufficient capabilities, training, skills, knowledge, and experience.

The competency requirements for individuals shall be determined before CPPs, risk assessments, WPPs and TBSs are prepared and approved.

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A competency matrix or equivalent record shall be maintained to demonstrate construction work can be managed and delivered safely, and that those appointed will work in a manner which secures health and safety.

Wherever possible these arrangements should refer to named individuals.

Individuals involved in the preparation, approval and acceptance of the CPP, risk assessments, WPP and the TBS shall be recorded on the cover sheet of each document.

The level of competence required will be assessed by the CEM in accordance with the requirements of NR/L2/INI/02009 and the Engineering Management Plan. In assessing the level of competence required the CEM shall undertake a CV review of the individual's concerned taking cognisance of the complexity of the project concerned.

Any formal competencies required will be identified and documented by the CEM and controlled within the VolkerRail Integrated Management System.

NOTE: *Some of these roles require specific assessment under NR/L2/INI/02009 e.g. Contractor's Responsible Engineer and Contractor's Engineering Manager.*

5.3 Construction Phase Plan

5.3.1 CPP Preparation

Prior to undertaking physical works the VolkerRail Project Manager will prepare a Construction Phase Plan for approval by the CEM. The VolkerRail Project Manager will then submit the Construction Phase Plan for acceptance by the Client Project Manager.

Use of the Network Rail Standard NR/L2/OHS/0044/F01 is mandatory¹ for all Network Rail Projects. Clients other than Network Rail may require their own templates to be used and in this case this is acceptable. On projects where Network Rail is not the client and they do not have their own template, the form NR/L2/OHS/0044/F01 shall be used but must be amended to remove all references to Network Rail and replace them with the correct client name. The CPP will include the work programme and the requirements for WPP, the WPP schedule and the acceptance process.

The definition of significant Work Package Plans and Task Briefing Sheets are those that cover activities that may have an impact on the operational railway and the VolkerRail workforce (employees, contractors and sub-contractors). Examples of these activities could be:

- Any activity or task that requires a permit
- Correlation activities
- Permanent Way/track renewal activities
- Signalling renewal and enhancement involving data changes
- OLE renewal and enhancement involving changes to isolation diagrams and instructions
- Installation of trackside equipment
- Work involving potential contact with asbestos containing materials (ACM's)
- Lifting Operations
- Shoring of excavations

This list is not exhaustive and is only intended as an example of what could constitute a significant risk to the operational railway and the workforce.

The CEM in conjunction with the Client and Principal Designer will agree the schedule of significant risk WPPs that require acceptance by Network Rail; and agree submission and acceptance timescales for the significant

¹ *The Network Rail CPP template contains the minimum mandatory requirements for managing and planning construction health and safety arrangements in the railway environment. An organisation's own template may be used if it contains the same minimum level of information as NR/L2/OHS/0044/F01 and the Client agrees to this. The use of an alternative template shall be signed off by the CEM and applied consistently across the project.*

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risk WPPs, including a process and timeline for re-submitting rejected WPPs.

The (Principal) Designer and VolkerRail, as Principal Contractor, shall determine if WPPs detail suitable arrangements for managing significant risks.

VolkerRail is accountable for implementing the controls identified in the WPP and shall implement agreed preventative and protective measures through the development of the TBS.

5.3.2 CPP Review

Construction works and site conditions may be subject to change and the CPP needs to reflect the risks and controls for the construction phase.

The CPP shall be reviewed and updated throughout the construction phase to confirm it remains proportionate to the scale and complexity of the risks. Any changes to the CPP shall be briefed to all pertinent staff in a timely manner.

During the development of the CPP, the Client, the Principal Designer and the organisation delivering the work shall:

- a) review the pre-construction information and significant risks associated with the work and the proposed management arrangements;

NOTE: *This will allow both organisations/duty holders to reach a common understanding of the associated significant risks that could not be eliminated and establish the necessary management controls.*

- b) review the content and outputs from the hazard record put in place for the project in accordance with NR/L2/INI/02009 and NR/L2/RSE/100/02;
- c) agree the schedule of significant risk WPPs that require acceptance by Network Rail; and agree submission and acceptance timescales for the significant risk WPPs, including a process and timeline for re-submitting rejected WPP's.

The CPP should not duplicate information found in other documents. This information should be referenced by the CPP, attached as an appendix and controlled by the document control process for the CPP

To assist in the preparation of the CPP a checklist has been produced to ensure that all relevant details are considered and detailed within the document. Access to the checklist can be obtained via the following link:

[Link to NR CPP Checklist](#)

5.3.3 CPP Approval

Prior to submission to Network Rail for acceptance the CPP shall be approved by the CEM.

5.3.4 CPP Briefing

Once acceptance of the CPP has been received from the NR Client Representative, the contents of the CPP shall be briefed by the VolkerRail Project Manager to the project team and other contractors involved in the project.

5.3.5 CPP Review

The CPP shall be reviewed In accordance with the requirements of SAF 53 - Construction Design and Management) Regulations 2015 Appendix C C1

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5.4 Work Package Plans / Method Statements

5.4.1 WPP Preparation

Work package plans will be developed for all activities and other works aligned with the programme as detailed in the Project CPP Work Package Plan schedule. The WPP mandatory² format is specified in NR/L2/OHS/0044/F02; and will deliver the requirements of the CPP.

The CEM shall retain accountability for the WPP's; however the CEM is able to formally nominate responsibility to discipline specific staff. This management requirement should be determined at the CPP stage when scheduling and outlining WPP's and risk profiling the 'significant' WPP schedule.

Construction works and site conditions may be subject to change and each WPP needs to adequately reflect the risks and controls for the specific package of works.

The information on risks, controls and resources shall be transferred from the CPP and detailed within the associated WPP(s).

In line with the requirements of the CPP, organisations shall make arrangements for all activities to be communicated and co-ordinated with all parties.

The responsibility and arrangements for delivering the task briefing to the workforce must be clearly defined in the WPP. (e.g. the Site Manager > Supervisor > > Work Gang).

Where the Client and VolkerRail identify the WPP as 'significant' then the CEM or CRE where nominated will review and approve the method statement/work package plan.

The WPP will be submitted for acceptance by the client project manager to enable them to be returned at least 21 calendar days prior to commencement of the physical works included in the WPP.

When the WPP has been reviewed and accepted by the client any comments received should be reviewed by the CEM or the nominated CRE and where appropriate incorporated in the WPP.

5.4.2 WPP Review

Each WPP shall be reviewed and updated throughout the construction phase to confirm it remains proportionate to the scale and complexity of the risks. Periodic review of the WPP shall be undertaken at a maximum interval of six months or when a significant change event has happened.

The Principal Contractor shall provide access and make available WPPs for those involved in the planning and supervision of the works.

Where VolkerRail is the Principal Contractor on a project, works carried out by other contractors on the project may well be covered by WPPs produced by these other organisations. In these circumstances, an additional review of the WPP shall be undertaken by the VolkerRail CEM. This is to ensure that production has been in accordance with the Network Rail Standard NR/L2/OHS/0044, the Construction Phase Plan and that the interface risks are adequately managed. This additional check shall be undertaken prior to submission to Network Rail for acceptance/information. The review shall be recorded on form ENG02F01.

The WPP will be issued through the project document control arrangements; each WPP will have a unique identifier and issue number.

To assist in the preparation of the WPP a checklist has been produced to ensure that all relevant details are considered and detailed within the document. Access to the checklist can be obtained via the following link:

² The Network Rail WPP template contains the minimum mandatory requirements for managing and planning construction health and safety arrangements in the railway environment. An organisation's own template may be used if it contains the same minimum level of information as NR/L2/OHS/0044/F02 and the client agrees to this. The use of an alternative template shall be signed off by the CEM and applied consistently across the project.

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[Link to NR WPP Checklist](#)

5.4.3 WPP Approval

Accountability for the WPP is with the CEM; however the CEM has the ability to formally nominate responsibility to discipline competent staff. This management requirement should be determined at the CPP stage when scheduling and outlining WPPs and risk profiling the ‘significant WPP’ schedule.

The details of who will sign off and manage WPPs shall be stated in the CPP (refer to clause 5.2. of the CPP template NR/L2/OHS/0044/F01).

The designated approver as detailed in the CPP will review and approve WPP’s prior to commencement of the works. For all ‘Significant’ activities, the CRE will ensure that appropriate disciplines review the WPP prior to sign off and submission to the client.

In addition to the statement referred to above, the table (reproduced below) in the CPP template at clause 3.4 shall be completed.

Asset / Discipline	Role	Name	Contact Number	Authorised signatory for:

The items in the ‘Authorised signatory for’ column shall have the formal written agreement of the Designated Project Engineer as those for which the CRE can appoint as a signatory.

5.4.4 Timescales for Submission

In general, method statements/work package plans shall be submitted in accordance with the time scales defined within the particular contract specification. In circumstances where no time scale is defined Method Statements shall be submitted at the earliest possible opportunity to facilitate adequate review and implementation, such that the method statement is returned not less than 21 calendar days before the works commence.

Where this timescale cannot be achieved the Project Manager must comply with the instruction from the Network Rail Project Manager for the late submission of Work Package Plans in accordance with Network Rail NR/L2/OHS/0044.

All significant revisions to a method statement (that may arise due to modifications / changes to the works) that has previously been accepted by the Client shall be re-submitted to the Client Project Manager for approval and subsequently to the Client’s representative for re-acceptance at the earliest opportunity.

5.4.5 WPP Briefing

The outputs from the method statement/work package plan process will be in the form of briefings to ensure understanding and co-operation from all site staff to carry out the task safely and efficiently. This should be in the form of a briefing sheet derived from the Method Statement/Work Package Plan (i.e. Task Briefing or similar) and should focus on a ‘target audience’ to ensure relevant extracts are communicated to the correct personnel. Those briefed are required to sign the briefing sheet to confirm understanding and ensure compliance. The briefing process is further explained in section 5.6.

5.5 Task Briefing Sheet

5.5.1 Purpose

The purpose of the TBS is to provide the right information to the right people at the right time, to allow them to do their job safely.

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5.5.2 TBS Preparation

Following the issue of the approved WPP the CRE will ensure that supporting task briefings are developed by nominated staff. TBS will be approved by the CRE or nominated staff as identified in the CPP.

The approved TBS shall be available to the supervisor for the works a minimum of 3 calendar days prior to the commencement of the works. The format for the task briefing will follow the mandatory³ specification detailed in Network Rail standard NR/L2/OHS/0044/F03.

It is recognised that changes to TBS may arise following whiteboard meetings in the days preceding the works.

NOTE: *The Network Rail TBS template contains the minimum mandatory requirements for a brief when working in the railway environment. Additional headings/subheadings as required shall be provided for the work being undertaken, this shall be supported by the use of photographs/images, drawings, or diagrams to help convey information more succinctly.*

The information on risks, controls and resources shall be transferred directly from the WPP and detailed within the associated TBS and be relevant to the works being undertaken, making reference to the Network Rail Lifesaving Rules where applicable. The TBS should also address the site specific element – activity risks, interface risks, environmental risks (e.g. waste management, noise and ecological impacts) and other specialist risk assessments.

Specialist protection requirements e.g. specific choice of hearing protection, respiratory protective equipment etc. must be identified within the TBS, along with task specific machinery/jobs to be listed and the radius and level of protection needed.

5.5.3 TBS Review

Prior to issue, the task briefings will be reviewed by the nominated person to ensure task/activity risks and controls, including interface risks, are detailed in the task briefing sheet. The risks identified in the WPP shall be included in the TBS as appropriate.

The task briefing must be appropriate to the tasks undertaken; for complex works a task briefing should be developed for each shift. For less complex repetitive tasks task briefings may cover an extended period of work but not be for more than 14 days.

Task briefings will be allocated a controlled issue number identified to the work package plan and issued through the project document control arrangements. Task briefings will be issued as part of the site documentation with copies available at site access control.

5.5.4 TBS Approval

The details of who will sign off and manage TBS's shall be stated in the CPP (refer to clause 5.2. of the CPP template NR/L2/OHS/0044/F01).

5.5.5 TBS Briefing

The TBS brief allows those who are undertaking the work to understand:

- a) the scope of the work;
- b) the demands of the task;
- c) their responsibilities;
- d) the required competences, skills and abilities; and
- e) how to carry out the work without risk to themselves or others.

The TBS shall always be made available at the work location i.e. where the work is being undertaken. Risk

³ *The Network Rail TBS template contains the minimum mandatory requirements for a Task Brief when working in the railway environment. An organisation's own template if it contains the same minimum level of information as NR/L2/OHS/0044/F03 and the client agrees to this. The use of an alternative template shall be signed off by the CEM and applied consistently across the project.*

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Assessments should be available at the work location when required.

NOTE: Copies of the TBS shall be provided to individuals if considered appropriate by the workgroup leader. All workers involved in the task shall sign the TBS Briefing Record once they have received and understood the briefing for the task.

Anyone who has not been briefed or did not understand and / or sign the TBS Briefing Record shall not undertake work.

5.6 Provision of Information – Issue and Briefing

During the planning process and identification of resources the responsibility for delivering task briefing as defined in the WPP will be clearly specified. Those responsible for delivering the task briefing will be briefed on the requirements of the WPP, the TBS and risk assessments (as required) to ensure understanding of the planned works and the interface arrangements.

Specific responsibilities in respect of this document and the management of this process are defined below:

5.6.1 Project Manager

Upon completion and authorisation of the method statements/work package plans, the Project Manager will ensure that a person is appointed to record on a register the method statement/work package plan unique number, date of issue and controlled distribution via a formal transmittal scheme to all interested parties and confirmation of receipt sought and recorded.

Prior to planned works taking place, whiteboard and site meetings shall be held, at which the defined possession (or protection), isolation and working arrangements must be discussed and confirmed. This meeting shall be attended by representatives of those VolkerRail Businesses involved in the work processes, associated sub-contractors and other parties (where deemed necessary) who will be directly or indirectly affected by the work.

The Project Manager shall ensure that the contents of the WPP are briefed to the relevant manager (delivery managers, supervisor) to ensure that the scope of works, hazards and risk controls associated with the works are understood – the briefing will be documented.

It shall be the responsibility of the Project Manager to ensure a suitable process is in place for briefings of the Task Briefing Sheet to be given to the Supervisor of the works (SWL / SWM etc.). Such briefings shall be undertaken prior to the commencement of work and prior to access onto the work site.

5.6.2 Site Access Control

Such briefings may also be supplemented by Site Access Control arrangements when provided as part of the project. Where provided a copy of the applicable construction phase plan/method statement/work package plan, supporting documentation and task briefings will be held in the relevant site access control cabin(s).

5.6.3 Supervisor

Prior to commencement of any works on site, it shall be the responsibility of the SWL / SWM / Supervisor to ensure that all staff and sub-contract employees are briefed on the applicable Task Briefing Sheet / Site Specific Instructions.

The SWL / SWM / Supervisor will utilise the information contained in the Task Briefing Sheet / Site Specific Instructions to brief the workgroup ensuring the bullet points identified in clause 5.5.5 above are covered.

The importance of ensuring continuous compliance with the requirements of the Method Statement / Task Briefing Sheet throughout the duration of the works must also be communicated to all persons.

Each member of the work group will sign for receipt and understanding of the briefing, the records of task briefing will be retained with the site documentation.

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5.7 Briefing of ‘Method of Work’ Details amended during the course of the works

If during the course of site works it becomes evident that the proposed method of working detailed within any of the Task Briefing Sheet / Site Specific Instructions cannot be adhered to, then all requests for amending methods of work must be authorised by the nominated Task Briefer e.g. Line Manager or On-call Manager and recorded via the VolkerRail Control Centre (VRCC)., authorisation will only be granted following a documented dynamic risk assessment relative to the proposed new method of working.

A list of personnel (other than the CRE) deemed competent to authorise site addendums to the TBS will be controlled by the CEM for the project and will be held within VRCC.

The person authorising the changes must be familiar with the work and be in possession of the TBS and the risk assessments relative to the work being undertaken. Each section of the TBS must be reviewed by the authorising person to ensure that changes requested have been assessed with the same rigour as applied to the approval of the TBS when originally produced.

All authorised amendments must be recorded in the ‘Changes to a Task Brief – Revised Risk Assessment’ section of the Task Brief and adequately briefed to the workforce, prior to continuing with the work activity by the SWL, COSS, Site Person in Charge, Responsible Supervisor or Duty Manager at site. Documented records of the issues communicated (i.e. the changes to working methodologies) and signature record sheets must be maintained in order to ensure that all relevant staff members have a clear understanding of the amendments, including the perceived additional risks as a result and the relevant control measures to be adopted.

5.8 Changeover Arrangements

Where a changeover of key personnel, staff and sub-contract employees is due to occur through the duration of the works, the changeover arrangements must be appropriately documented within the Method Statement/Work Package Plan and covered in the Task Briefing Sheet.

The documented changeover arrangements must be strictly adhered to, to ensure that all incoming staff members are appropriately briefed on the status of the works.
At shift changeover the oncoming supervisor must establish the status of the works and where necessary amend the task briefing to ensure that changes to work programme and the associated risk controls are incorporated within the task briefing and appropriately briefed out to the work group.

5.9 Contingency / Emergency Arrangements

Where OTP/small plant breaks down or becomes defective, the method statement/work package plan and subsequent Task Briefing Sheet/Site Specific Instructions must detail that VRCC are contacted to make arrangements for the on-call company/provider to attend site, provide fitter cover or arrange for a suitable replacement of plant/equipment if it is to be taken out of service.

For shortfalls in critical labour supply, VRCC will be notified to co-ordinate replacement cover where available through key supplier contacts or other worksites with the co-ordination of the relevant On-call Manager.

The On-call Manager contact details must also be included in the site specific task briefing sheet. VRCC must be made aware of the specific plant / labour supply companies on-call contact details the week prior to works commencing.

5.10 Audit Requirement

The worksite delivery as described in work package plans and task briefings will form part of the HSQES site inspection audit programme, which will include the project HSQES team audit of 10% of WPP and task briefings to ensure the documents have been generated appropriately and the content and format is compliant with client requirements.

6 DOCUMENTATION (OUTPUTS)

- NR/L2/OHS/0044/F01 – Construction Phase Plan Template or suitable alternative
- NR/L2/OHS/0044/F02 – Work Package Plan Template or suitable alternative
- NR/L2/OHS/0044/F03 – Task Briefing Sheet Template or suitable alternative

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- ENG02F01 – PC Work Package Plan Review
- ENG02F02 – STARRT Card (LU specific)

7 ISSUE RECORD

Issue	Date	Comments
1	30/08/2018	This procedure has been updated to reflect lessons learned from using it on VolkerRail projects. This procedure supersedes SAF42, SAF42F05 and SAF42F06.

8 WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY?

- Minor editorial changes made in line with experience gained from using the document
- This procedure has been amended to allow the use of alternative templates for the preparation of CPP, WPP and TBS.
- Reference to some rule book sections removed as they did not add value
- Definitions section updated to reflect current nomenclature and provide greater clarity of meaning
- Revised wording on Clause 5.2 competence to provide further clarity for CEM's on assessing competence of individuals required to produce documentation in accordance with this procedure
- Clause 5.5.2 amended to remove the statement 'There should be no risks in the TB that are not cascaded down from the WPP' as it is not always feasible to amend the WPP in a timely manner to cover new risks
- Minimum timescale for TBS availability to the supervisor for the works has been changed from 5 days to 3 calendar days prior to the commencement of the works as 5 days was unworkable
- Appendix A and references to it in the document have been removed

9 BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Discipline	Role	RACI	Type of briefing
Senior Management	Engineering Director	Accountable	None (Nominated Responsible Manager)
Senior Management	HSQES Director	Consulted	Awareness
Senior Management	Professional Heads	Responsible	Detailed
Project Management	Senior/Project Manager	Responsible	Detailed
Delivery	Construction/Delivery Managers	Responsible	Detailed
Delivery	Site Supervisors	Responsible	Detailed
Engineering	Engineering Manager	Informed	Awareness
Engineering	Senior/Project Engineer	Informed	Awareness
HSQES	VRCC Duty Controller	Informed	Awareness
HSQES	H&S Manager/Advisor	Informed	Awareness

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Competence	RACI	Type of briefing
Contractors Engineering Manager (CEM)	Responsible	Detailed
Contractors Responsible Engineer (CRE)	Responsible	Detailed

10 IMS AUTHORISATION**Document owner approval:**

Jack Pendle, Engineering Director, 30/08/2018

Approval for IMS:

Paula Roberts, IMS Coordinator, 30/08/2018

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