



Section 9

Safety Alerts and Briefing Notes



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Section Introduction

This section of the Health, Safety and Wellbeing Manual describes the purpose of safety alerts and health and safety briefing notes and the steps to be taken when they are received.

Safety alerts are used to communicate urgent and important health and safety information to specific personnel in relation to the safe operation of plant, processes or equipment. Where necessary, safety alerts may be supported by additional information.

Health and safety briefing notes are more general and usually applicable to the whole business rather than specific groups and/or items of plant (as is the case with safety alerts). They also require action to ensure the continuing safety of employees, visitors and contractors.

Information suitable for a safety alert may originate from inside the organisation or outside, for example, government agencies, suppliers, or manufacturers. The Health, Safety and Wellbeing team issue all safety alerts and will normally require immediate and direct action by the recipient.







Health and safety briefing notes are usually generated from within the business and issued by the Health, Safety and Wellbeing team. However, the required action, although essential and necessary, may not be as urgent as with a safety alert.



Safety alerts and health and safety briefing notes are indexed and readily available within the SpheraCloud library and on the Health, Safety and Wellbeing section of the [SharePoint Portal](#).

Managers/supervisors and team leaders have the following key responsibilities when they receive a safety alert or health and safety briefing note:

-  Identify and record any resulting actions required.
-  Ensure, where appropriate, the subject matter is covered by a local risk assessment.
-  Communicate the accompanying briefing/toolbox talk to all relevant staff.
-  Ensure local records of briefing session attendances and actions raised are maintained within the local health and safety records.

Individuals are responsible for fully understanding the content of the briefing and taking appropriate action.

Thames Water and our partners share Safety Alerts available from the [Health and SafetyHub](#).



Safety Alerts and Health and Safety Briefing Note Procedure



Step 1

Receipt / acknowledgement

All safety alerts and health and safety briefing notes are issued from Safeguard as a message alert. When received, you must read and understand its content to determine the effect it has on your team's activities.



Step 2

Identify action required

Each safety alert and health and safety briefing note outlines the actions required, so it's important to plan, implement and record them. Support and advice on the subject matter is also available from your local Health, Safety and Wellbeing team member.



Step 3

Risk assessment

It's good practice at this stage to review the local risk assessment guidance, in terms of the subject matter. Is it covered? Is it adequate? Does it require updating and re-briefing the team? A full suite of risk assessment guidelines is available from the Health, Safety and Wellbeing section of the Portal.



Step 4

Communication

Brief the team on the content of the safety alert and/or health and safety briefing note. Remind the team of any specific risk assessment guidance relevant to the subject matter. Discuss the actions required and agree who will carry them out.



Step 5

Understanding the content

Everyone who attended the briefing needs to sign the copy of the safety alert and/or health and safety briefing note to confirm they have heard, and fully understand, the content and necessary actions needed to work safely.



Step 6

Monitoring and review

Monitor the effective implementation of the safety alert and/or health and safety briefing note and ensure all actions have been satisfactorily closed. Talk to the team, walk the workplace, and, where applicable, propose any improvements to the Health, Safety and Wellbeing management system through your local Health, Safety and Wellbeing team member.



Step 7

Local records

Keep local records of attendance at briefings and closedown of actions within the local health and safety records.



[Click here to access the documents](#)