



# SAFE SYSTEM OF WORK

(Incorporating Method Statement, Risk Assessments & COSHH)

Project Title		Site Location		Ref:
21089 - Michael Sea Outfall		Back Dykes, East Wemyss, Kirkcaldy KY1 4RY		<b>001</b>
<b>Scope of Work:</b>	<b>Detail:</b>	<b>Installation of Outfall pipe (Above &amp; Below MWS) Inc. Removal of temporary outfall pipe.</b>		
	<b>Start Date:</b>	Oct 2021	<b>Duration:</b>	C.6 wks
	<b>Required Permits:</b>	Ground Disturbance Permit		
	<b>Statutory Notifications:</b>	Marine Licence SNH – HRA approval / Consent Forth Port licence F10		

	Name		Position	Signature	Date
<b>Prepared By:</b>	Scott Munro		Site Agent	[Redacted]	09/06/2021
<b>Site Agent Approval</b>	Scott Munro		Site Agent	[Redacted]	01/07/2021
<b>Revision</b>	1	Scott Munro	Site Agent	[Redacted]	01/07/2021
<b>Comments:</b>	Methodology updated to include removal of temporary outfall pipework.				
<b>Revision</b>	2	Scott Munro	Site Agent	[Redacted]	16/07/2021
<b>Comments:</b>	Updated to reflect Detailed Draft design drawings.				
<b>Revision</b>	3				
<b>Comments:</b>					

**NOTE:** The above revision table can be used for commenting on risk assessments/method statements from sub-contractors.

## PREAMBLE: COVID-19 RISK PREVENTION & CONTROL

1	<b>Health &amp; Safety Risk Assessments</b>	6	<b>Emergency Arrangements</b>
2	<b>Environmental Risk Assessments</b>	7	<b>Monitoring &amp; Compliance</b>
3	<b>COSHH Assessments</b>	8	<b>Resources Required</b>
4	<b>Personal Protective Equipment</b>	9	<b>Methodology (Method Statement)</b>
5	<b>Public Interface/Third Party/Client</b>	10	<b>Communication</b>



**PREAMBLE: COVID-19 RISK PREVENTION & CONTROL**

<b>COVID-19: PREVENTING THE SPREAD</b>	
<b>GL STANDARD RISK CONTROLS: IMPLEMENTED AS FAR AS IT PRACTICABLE</b>	
<b>HIERARCHY OF RISK CONTROL: ELIMINATE – SUBSTITUTE – ENGINEERING CONTROL – MANAGEMENT CONTROL – PPE (LAST RESORT)</b>	
<b>Key to success: social distancing (2m), managing points of contact and availability/use of hygiene provisions</b>	
<b>LOCATION &amp; ACTIVITY</b>	<b>REQUIREMENT</b>
Travel	One person/one vehicle, 2m apart in vans, protective barrier between seating, face coverings if sharing, windows down for ventilation.
Parking	Increase capacity, overspill car park, wider parking bays, staggered arrival/finish times, reverse parking & social distance signage. Consider public access car parking requirements, separate from the workers.
Site entrance	One-way system if practicable, wider access for 2m safe distance passage, COVID-19 awareness signage on entrance gates. Essential work signs as required.
Face coverings	Face coverings must be worn in all common areas indoors and can only be removed when seated and at a distance of at least 2m away from other individuals
Access to compound	Close proximity pinch points around compound identified, one-way system if practicable, wider access for 2m safe distance passage, social distance markings on ground to be done, portable hygiene station in place & with signage.
Site Offices	Barrier tape around desks demarcating safe distance, personal hand gel issued, restrict number of people in office, meet visitors outside where possible.
Canteen	Discuss with workers possibility of removing common touching points such as microwave and bringing packed lunches to site, double canteens and/or reduce numbers (signed) to allow for 2m social distancing, seating arranged to accommodate social distancing, stagger breaks to meet with restricted numbers in canteen, provide disinfectant wipes with appropriate signage for common touching points (e.g. handles, microwave, fridge etc.), display wash hands sign, paper towels instead of tea towels, open bins with no lid/implement pedal bins to reduce common touching surface, bagged and binned, leaving for 72 hours before uplift.
Drying Room	Double drying rooms and/or reduce numbers (signed), with dedicated individual stations (named) allowing for 2m social distancing, stagger breaks to meet with restricted numbers & display 2m social distancing signage and wash hands signage. Remove pegs between stations to deter close contact
Meeting Room	Use modern remote technology for meetings and/or reduce numbers in meeting rooms, with restricted number signage at entrance door and seating arranged to accommodate social distancing, supported by signage.
Smoking Area	Discuss with workers and consider removal of smoking area otherwise reduce to one person smoking shelter only and display signage.
Hauliers/Deliveries Unauthorised Visitors	Display sign at entrance stating stay in cab & phone, providing the phone numbers of who to contact. System in place for paperwork/delivery tickets, using electronic means or post-boxes on an external wall (leaving for 72 hours before uplift).
Cleaning	Cleaning rota in place and additional resources applied to cleaning, good provision of surface cleaners, hygiene stations, wall mounted automatic hand gel dispensers with no surfaces to be touched and good wash hands, use wipes, sanitise hands signs.
Accommodation	Self catering accommodation is suitable as long as occupants keep in line with government guidelines
Work tasks	Producing Safe Systems of Work and Risk Assessments that include COVID-19 Risk Controls, relevant to the activity/location, ensuring supply chain meet GL COVID-19 Risk Control standards with strict permit conditions for any unavoidable close working.
Emergencies & Muster Point	Altered to adopt COVID safe requirements and first aid restrictions in place (mask, gloves & eye protection) - no "mouth to mouth" CPR – covered in induction. Display muster point sign showing safe distancing. Amend emergency rescue procedures to ensure COVID controls are identified and updated for safe and efficient rescue.
Waste	Depending on the nature of the waste, uncovered bins will prevent the lid being touched to open/pedal bins used. When bagging up waste/putting in skips, leave it for at least 72 hours before uplift and removal.
Behavioural factors	COVID-19 specific induction detailing responsibilities & rules, all persons informed to consider COVID-19 when completing Behavioural Safety Cards ("Your Safety Card"). Supervision wearing COVID Monitor vests & observing all on site for compliance to COVID-19 Risk Controls. Briefing areas moved outside or adapted to allow distancing or staggered briefings. Briefing boards moved outside where possible. Temperature check process as required.



**These risk controls communicated at induction, outdoors, or in cabins (with numbers reduced to prevent the spread of COVID). In addition to the standard induction requirements, all persons to be given the COVID awareness induction - 5G-04a. Register taken at induction, but no signatures required on paper to prevent the spread of COVID-19.**

**All persons informed and encouraged to speak up if they think they are developing symptoms and to contact management to arranging testing. While the results are awaited, consultation to take place to trace areas of potential contamination, to prohibit access until deep cleaning is carried out.**

#### **SECTION 1: HEALTH & SAFETY RISK ASSESSMENTS**

Cross reference to relevant site specific risk assessments

F2-07 Excavation	F2-17 Piling	F2-18 Plant
F2-23 Services	F2-25 Traffic and Pedestrian Management	F2-29 Working in Inclement weather
F2-31 Working in or near water		

<b>Does the task involve any lone working?</b>	<b>No</b>	<b>If yes, has a specific risk assessment been carried out</b>	
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#### **SECTION 2: ENVIRONMENTAL RISK ASSESSMENTS**

Cross reference to relevant site specific risk assessments

F2-104 Hazardous chemicals	F2-105 Landscaping and visual impact	F2-109 Public Relations
F2-110 Refueling	F2-115 Water Pollution	F2-117 Wildlife

#### **SECTION 3: COSHH ASSESSMENTS**

Cross reference to relevant site specific COSHH assessments

Diesel	Petrol	2-stroke Oil
Survey paint		

#### **SECTION 4: PERSONAL PROTECTIVE EQUIPMENT**

Hard hat, hi-visibility clothing, safety footwear & gloves as standard. Detail other PPE required from the risk assessments.

Ear defenders Hearing protection (if in proximity to noisy plant)	Overalls and white disposable coveralls (if required)
waterproofs	Goggles (where required)
Hard hats	Hi viz vest full length
Life jackets (when required)	

#### **SECTION 5: PUBLIC INTERFACE/THIRD PARTY/CLIENT**

Highlight significant management issues	Detail how these issues are to be managed
Landowner	Client to arrange for access with estates manager.
Site Security	Security fencing (Heras fencing) to be used to secure appropriate areas. Pedestrian barriers to be used for shallow excavations only with appropriate kentledge
Area of Sensitivity	Firth of Forth, Ref to HRA Shadow assessment. "The Appropriate Assessment concluded that the works may have some localised effects, however, these would not negatively impact conservation objectives of the SPA and as such there would be no adverse effect on the integrity of the SPA as a result of the project."
Site Compound Access/ Egress	Access to the site compound is off Back Dykes – GL site will be well signposted along designated access route. Access to the beach will be via temporary slip road construction on site with an appropriate controlled crossing point to traverse Fife Coastal path. All plant moving between the beach and the compound will always have a bankman present.
Site Beach works Access/ Egress	During the excavation process and works on the beach a CCTV camera will be set up to maintain coverage over the works area and protection measure. This will be able to be monitored remotely so security around the area on the beach can be maintained. All works to the beach will be supervised at all times and all plant to have a separate banksman for each item.



General Public/ Local residents	The general public will be prohibited from accessing the working area. Scaffold poles and pedestrian barriers will be used to delineate the working area and trench excavation area to segregate the general public – GL will continually check condition of fencing due to location in a tidal zone and adjacent to the Ayrshire Coastal path. Any complaints/ comments from local residents should be passed on to the site management team and workforce shall ensure they are polite and helpful to local residents.
The Coal Authority and other site visitors	All visitors will be given full GL visitors induction before accessing site and will be escorted around site by member of GL site management team.
Sea traffic	Forth Ports Permit will be gained and Notice to Mariners (MTM) has been issued for the works.

SECTION 6: EMERGENCY ARRANGEMENTS (first aid, rescue procedures, environmental etc.)	
Emergency/First Aid / incidents	<p>All Incidents – report to the Site Office or site manager</p> <p>Emergency Incidents – Communicate with the squad to contact site supervisor to contact emergency services from Site Phone / Mobile phone.</p> <p>In the event of an emergency on-site, all operatives should convene at the muster point. This is at the main entrance to the site, next to the vehicle gate.</p> <p>Emergency alarm to be raised by sounding an air horn. Air Horns are located within the site office in the main compound &amp; within appropriate machine or vehicle. Site management are to be informed immediately of any emergency.</p> <p>Mobile phone signal is present on site. There are GL mobile phones on site which can be used to contact the emergency services. Tug / Work boat also has a mobile phone on board and there is signal in all areas of the sea work.</p> <p>Emergency service vehicles have access to all areas of the site. Safety boat can be used to quickly travel between shore and the barge.</p> <p>Fire extinguishers are positioned in all of the welfare accommodation. Additional extinguishers will be located at fuel points. Inform all employees and sub-contractors of the above.</p>
First Aid Arrangements:	<p>The first-aid box will be within the GL Van and welfare facility.</p> <p>Appropriate first aiders will be on site.</p> <p>In the event of an incident, it is vital that the alarm is raised as quickly as possible.</p>
Incident	<p>Inform Site Management immediately, If Site management cannot be contacted – Site supervisor will contact emergency services.</p> <p>The Site Supervisor will <b>'DIAL 999' or 112</b> and request Ambulance/ Fire Brigade or Police; the following details will be required:</p> <p><b>State Site Address:</b></p> <p><b>Back Dykes,</b></p> <p><b>East Wemyss,</b></p> <p><b>Kirkcaldy</b></p> <p><b>KY1 4RY</b></p> <p>Telephone Number: If possible provide telephone number of phone or inform</p>



Environmental

emergency operator to contact to you back on number dialled from.

- Give your name, company, and position within the company.
- Give your location.
- A brief description of the accident.
- The number of people involved.
- The injuries that each of the casualties.
- Ensure that your message is understood (ask for it to be repeated back to you).
- Wait for further instructions.

The Site Agent will appoint an employee to the site to direct the emergency services to the area of work.

All persons must evacuate the area to a place of safety and await further instructions from the emergency services, Site Agent and the Health and Safety department.

Police: Dial emergency 999 or report a crime 101

Fire&Rescue: emergency 999

For all NON-EMERGENCIES – Dial 101 (Crime, Suspicious Activity, Vandalism Etc.).

Contact details of first aiders and emergency services will be posted in the site vehicles.

#### **Utility owner contact numbers**

- Electric - Scottish Hydro Elec Tel: 0800 300 999
- Electric - SP Power Systems Ltd Tel: 0845 272 7999
- BT - (open reach) TEL: 0800 023 2023
- SCOTIA GAS NETWORKS plc - Tel: (0141) 418 4145
- National Gas Emergency service TEL: 0800 111 999
- Network Rail Emergency Contact TEL:08457 11 41 41
- SEPA - 0800 80 70 60
- HSE – 0131 247 2000

Pollution of any watercourse and/or marine environment with construction debris is to be avoided at all times. Noise and dust to be kept to a minimum. Damping down of the work area with water will be undertaken if required to prevent excess dust.

Refuelling of machines will be undertaken inside GL site compound above drip trays or plant nappies. 2" and 4" pumps generators etc (if required) will have drip/collection trays for spillage.

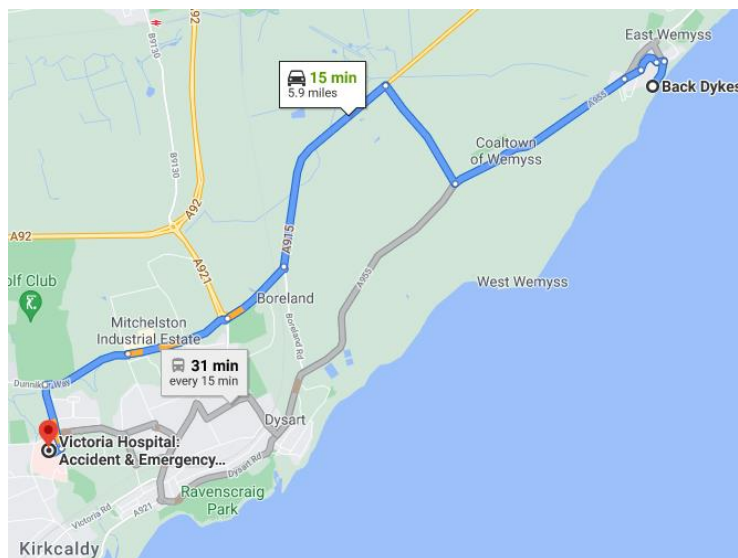
Spill kits will be available, however in the unlikely occurrence of major spills, contact should be made with specialists:

**Alder & Allan** - 0800 592 827



Nearest A&amp;E Department

**Hayfield House Victoria Hospital,  
Hayfield Rd,  
Kirkcaldy  
KY2 5AH**



← from Back Dykes, East Wemyss, Kirkcaldy  
to Victoria Hospital: Accident & Emergency Departme...

**15 min** (5.9 miles)

via Standing Stane Rd/A915

Fastest route, the usual traffic

#### Back Dykes

East Wemyss, Kirkcaldy

- > Take Back Dykes and W Brae to A955  
2 min (0.5 mi)
- ⬇ Turn left onto A955  
3 min (1.2 mi)
- ⬆ Turn right onto Checkbar Rd  
1 min (0.7 mi)
- > Follow A915 and Dunnikier Way/B981 to  
Whyteman's Brae in Kirkcaldy  
6 min (3.0 mi)
- > Continue on Whyteman's Brae to your destination  
2 min (0.4 mi)

#### Victoria Hospital: Accident & Emergency Department

Hayfield House Victoria Hospital, Hayfield Rd, Kirkcaldy KY2  
5AH

*Note – Ref to Appendix A for full size description.*



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SECTION 7: MONITORING & COMPLIANCE	
Detail site management & supervision who will carry out inspections to ensure compliance with this Safe System of Work	
<b>Daily:</b>	Site Foreman & Engineer
<b>Weekly:</b>	Site Agent/ Site Engineer
<b>Others/comments</b>	
<p>The Site Supervisor will continually Monitor the works to ensure compliance with the Site Rules and Control Measures identified in this method statement and the risk assessments identified therein.</p> <p>George Leslie Ltd Safety Advisor will visit site on a regular basis and will compile a report of each visit. Advice and/or direction given to the Site Supervisor will be actioned immediately.</p> <ul style="list-style-type: none"> <li>Vehicle checks will be carried out by the designated driver daily prior to works commencing; any defects must be reported to the agent as soon as possible with the excavator quarantined.</li> <li>(Foreman) will carry out permit to dig and pedestrian and vehicle risk assessment Site Specific Risk Assessment at the location prior to works commencement and will be signed off by the site agent.</li> <li>Daily excavation Inspection Sheet will be filled in for every excavation by the Site Foreman</li> <li>Site Audits will be carried and recorded, on a weekly basis by the Project's nominated individual..</li> <li>A Monthly CAT &amp; Signal Generator check will be carried out and recorded by the Site Agent.</li> <li>Tool Box Talks will be carried out.</li> <li>All site personnel and visitors will record their name and time they arrive/leave site in the site diary. And will be briefed by the foreman/site agent before going onto site.</li> <li>Daily briefing/ task and site walkover highlighting any hazards that may arise by the site agent</li> </ul>	

SECTION 8: RESOURCES REQUIRED	
<b>Personnel:</b>	All work to be carried out by a combination of GL ops and sub-contractors. All personnel will be CSCS trained. All personnel operating plant will be CPCS trained
<b>Supervision:</b>	Site Agent – Scott Munro Foreman – Tam O'Moore Engineer – Innes Arnott
<b>Plant/Equipment:</b>	Tracked excavator 20t Tracked excavator – Longreach excavator Grab attachment to suit excaator 6-9t wheel dumper Sub pump Hand tools and digging shovels Survey equipment (Rotating laser, dumpy level, total station etc.) Certified slings and chains Life Jackets Pontoon units Workboat Divers boat.  Excavate in bed rock the following equipment is required: Hydraulic break with compressor / subsea working. Ripper tooth Rock wheel
<b>Materials:</b>	c.140m of 400mm PE pipe (12m lengths) c.120m of 355mm PE pipe (12m lengths) 24 No. concrete collars (2 halves) for 400mm pipe, 2No. concrete collars (2 halves) for diffuser discharge point,



	<p>40No. sandbags (bulk bags) with handles.</p> <p>Ref to construction drawing for quantity of dredging material to level shore bed.</p> <p>Ref to construction drawing for quantity of Rock Armour (Primary and Secondary)</p> <p>1 no x Diffuser discharge frame and necessary pipework (inc. tide flex valve or similar).</p>
<b>Security arrangements for plant, materials &amp; other valuables</b>	<p>Heras fencing will be installed around materials and other GL plant where required.</p> <p>Fencing – Scaffolding tubes &amp; clips – 40 no x 6m x 48.3mm dia</p> <p>Metal Pedestrian barriers (Height: 1100mm. Width: 2274mm. Depth: 38mm. Weight: 9k) – 100 No</p> <p>H-Beams to secure the fencing during intertidal working. – 6 no x 475 x 425 x 8m.</p> <p>C</p> <p>CCTV cameras to site compound area and beach / foreshore working area which will cover all large plant and cabins.</p>

**SECTION 9: METHODOLOGY**

## Method Statement/Sequence of Task

***Only experienced operatives will be engaged in this activity.***

- All personnel will receive a site induction from George Leslie Ltd prior to commencing work on the site; this will be specific and will highlight any hazards specific to the current site conditions and stage of construction.
- **All excavations will be fenced off (An assessment depending on depth and risk, this will either be orange fencing, pedestrian barriers or heras fencing).**
- The site perimeter will be secured by heras fencing (Double clipped); this will create a safe working area.
- **Set up advance warning signage**
- Signage to be placed at locations indicated on the sketch – Append A2.
- 1-2 week prior to commencing of this activity on the beach/foreshore signage to provide start and proposed completion date will be erected.
- **Managing of pedestrians**
- Pedestrian signage to be set up as per sketch.
- Barriers are to be installed at the extents of the excavation zone with additional notification signage of the works.
- A barrier will be erected adjacent to the fife walkway route to deter the public from entering the works area.
- **Stringing out of pipeline to set anchor blocks in place.**
- Note – Dependant on the Tide – Veetar stoppers (plug) and temporary anchorage system (Concrete blocks / breams) will strategically positioned along the pipeline with appropriate slings, shackles to tie around the pipe.
- **NOTE: Sealed ends of pipes to be check prior to entering water.**
- The pipeline will be welded up on the existing access track (Ref to separate welding SSOW for further details)
- All 24 No x concrete collars will have previously been delivered to site from the casting facility and be stored securely on site.
- Each block has a screw in lifting anchor which will be the method used for lifting as far as possible - or nylon slings where not feasible. (both lifting accessories will be certified and checked).
- GL Engineer will mark out using spray paint the location for each of the X no collars on both sides of the pipe and within the ground (foreshore) / Track excavation.
- All collars will be transported to the foreshore and positioned at the side of the track.
- The bottom half of the collar will be positioned within the track or above ground.
- The top half of each collar will be left easily accessible next to the bottom collar i.e., Positioned at the side of the trench/ proposed route and existing temporary pipeline.
- Utilising the pipe rollers – These will be offset from the pipe track position by C.1.0 - 1.5m with the welded pipe will being pulled onto the shoreline into an appropriate location and resting on the rollers.
- Note – Once the terminal end of the pipe i.e., diffuser end is taken down before MLWS – The collars will be connected to the pipe and work boat/ excavator will be used to float the pipe out to the final discharge point.
- Once engineer has checked line and level to confirm position of the pipeline – Pipe will be filled with water at the downstream side to the final position.
- **Access arrangements for workforce**
- A temporary jetty will be formed using pontoon system.
- Ref to Appendix Drawing showing location of pontoon, work board and machine access to shoreline.
- **Excavate to pipe invert (Above MLWS)**
- *Below ground construction - excavating channel/trough through the existing bed rock foreshore, recycling stone for backfilling (trough/channel) and dredging material to level off foundation of Diffuser location.*
- The engineer will mark out the line of the outfall pipe towards MLWS (-2.3M) from the jetting chamber and utilising existing outfall pipe restraints for offsets.
- The area will be scanned using the CAT and Genny to confirm no services are present.
- The area will then be excavated (Broken out) down to a level, approximately, 800mm from current ground level into bed rock to create trough for the pipeline to sit within.
- The arisings will be side cast far enough away from the track to prevent infill migration and stored to be recycled on site



[illegible]



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<b>SECTION 10: COMMUNICATION</b>	
Highlight below the <b>key points</b> to be included in the safe system of work <b>briefing to operatives</b> . These should be extracted from relevant sections of this safe system of work and associated site specific risk/COSHH assessments.	
RISKS IDENTIFIED	RISK CONTROLS TO BE BRIEFED TO OPERATIVES
F2-01 Abrasive Wheels  Contact with moving parts and/or contact from ejected particles and inhalation of dusts (e.g. silica)	<ul style="list-style-type: none"> <li>❖ Only trained and authorised persons to use abrasive wheels and/or other cutting/grinding tools</li> <li>❖ Keep the area clear of personnel not actively engaged in the operation</li> <li>❖ Inspect prior to use to confirm that the wheel selected for the job is not defective, is the correct grade for the job, and the safety guard is secure and in the correct position</li> <li>❖ Before use, remove any loose clothing or jewellery etc. that could get caught up in the tool</li> <li>❖ Wear a mask (FFP3), face/eye protection (EN166-B) &amp; ear defenders in addition to standard PPE</li> <li>❖ Equipment with integrated water suppressant (if manufactured) should always be used to contain emitted dusts</li> <li>❖ Pre-use safety checks of equipment to be carried out by user</li> </ul>
F2-03 Compressed Air	<ul style="list-style-type: none"> <li>❖ Routes of pipes/hoses should be convenient for users, safely located to prevent accidental damage and not obstruct others.</li> <li>❖ Avoid having blocked outlets or other restrictions that could prevent flow.</li> <li>❖ All standard site PPE to be worn with the addition of hearing protection where required.</li> </ul>
F2-06 Electricity Electrocution	<ul style="list-style-type: none"> <li>❖ The Cat &amp; Genny should be used by trained &amp; assessed persons to locate and mark the position of all underground electric cables</li> </ul>
F2-07 Excavation	<ul style="list-style-type: none"> <li>❖ Refer to separate risk assessment for Services (Buried &amp; Overhead).</li> <li>❖ Surcharging of sides by machines &amp; spoil heaps should be avoided</li> <li>❖ Do not enter any part of an excavation which is unsupported or not battered back to a suitable angle</li> <li>❖ Edge protected with rigid barriers must secure &amp; maintained</li> <li>❖ Monitor the level of gases with gas monitoring equipment, calibrated and certificated</li> <li>❖ Provide information and instruction in escape/rescue procedures should an emergency arise</li> </ul>
F2-08 Erection of Structures  Structural Collapse  Materials Storage/Stacking  Manual Handling	<ul style="list-style-type: none"> <li>❖ Do not enter into or around a structure under construction, unless under the specific instructions of the site manager</li> <li>❖ Construction by trained personnel only</li> <li>❖ Free from obstructions, level, of adequate size &amp; on hard standing</li> <li>❖ Manual handling training in safe lifting techniques</li> </ul>
F2-10 Fire	<ul style="list-style-type: none"> <li>❖ No smoking allowed on site except in designated areas</li> <li>❖ Keep site tidy, with all combustible materials collected/stored as to minimise the chance of a fire</li> <li>❖ If you see a fire or the potential for a fire to start, raise the alarm immediately</li> <li>❖ Do not burn waste on site</li> <li>❖ All staff must know how to raise the alarm and the location of any site assembly points</li> </ul>
F2-11 Ladders	<ul style="list-style-type: none"> <li>❖ Ensure ladders are securely footed and securely tied (<b>both stiles</b>) such that it cannot slip and to prevent sudden lateral movement. Ground conditions must be firm, stable and level</li> </ul>



<p>Falls of persons onto ground or onto protrusions (e.g. rebar's) sticking up from the ground</p> <p>Ladder slips at base</p> <p>Falling objects from ladder hitting someone below</p> <p>Contact with the ladder at ground level by persons or machinery</p> <p>Ladder becoming unstable due to overreaching, sideways loading &amp; work activities (e.g. drilling).</p> <p>User slips on ladder losing balance</p>	<ul style="list-style-type: none"> <li>❖ Ladders must be set at the safe angle of 75° and protrude 1.05m above the landing platform</li> <li>❖ Rungs should be clear of grease, oil or any other slippery substances</li> <li>❖ 3 points of contact with the ladder must be maintained at all times. Only one person on a ladder at any time</li> <li>❖ Tool lanyards to be used if handheld tools are required</li> <li>❖ Ladders not to be used in poor weather such as ice/snow, heavy rain, windy or lightning conditions</li> <li>❖ Users to inspect ladders prior to using them</li> </ul>
<p>F2-12 Lifting Operations &amp; cranes</p> <p>Load shifts/falls during lifting</p> <p>Falling loads</p> <p>Not using correct lifting techniques</p> <p>Lifting appliance overturning</p> <p>Contact with overhead obstructions</p>	<ul style="list-style-type: none"> <li>❖ Trained Slingers to select the correct equipment for the lift that best matches the task and visually inspect before use, trained Banksman to control the lifting operation using recognised signals</li> <li>❖ <b>Under no circumstance must S.W.L. be exceeded &amp; loads must not be lifted over persons.</b></li> <li>❖ <b>Tag Lines were appropriate must be used.</b></li> <li>❖ All cranes/lifting appliances must be operated by trained, experienced and competent persons in possession of an appropriate CPCS card</li> <li>❖ Quick hitches should be compatible with the machine attachment and used in accordance with the manufacturer's instructions</li> <li>❖ Trained Slingers to ensure all lifts are closely monitored at no point should any lift be out with zone or over any moving traffic / pedestrians. Any lift which is required that interfaces with pedestrians and construction traffic to be temporarily stopped and kept outwith lift zone.</li> </ul>
<p>F2-13 Loading &amp; Offloading</p>	<ul style="list-style-type: none"> <li>❖ Repeat of above – F2-12</li> </ul>
<p>F2-14 Manual Handling</p> <p>Fractures</p> <p>Strain</p> <p>Sprain</p> <p>Physical Impairment</p> <p>Permanent Disability</p>	<ul style="list-style-type: none"> <li>❖ <b>Elimination, always consider using a mechanical lifting aid first, avoiding manual handling where possible.</b></li> <li>❖ Always assess the load to be lifted such as weight, shape (bulky/unwieldy), difficulty to grasp, stability (e.g. contents likely to shift), sharp, hot etc. <u>can load be broken down.</u></li> <li>❖ Maintain good posture, avoiding twisting, overreaching or stooping</li> <li>❖ Wear appropriate PPE including gloves, hard hat, hi-visibility clothing and safety footwear as a minimum.</li> <li>❖ Keep access routes free from obstruction and clearing up spillages.</li> </ul>
<p>F2-16 Noise &amp; Vibration</p> <p>Damage to hearing due to excessive or prolonged noise exposure</p>	<ul style="list-style-type: none"> <li>❖ Switch off equipment when not in use</li> <li>❖ Identify specific time periods when equipment can be used which will have less impact on overall noise levels</li> <li>❖ Ear Defenders must be worn as determined by the Risk Assessment for the task or when in mandatory zones.</li> <li>❖ Wear good warm gloves when holding vibrating equipment</li> <li>❖ Follow the traffic lights system (5B-10) <ul style="list-style-type: none"> <li>○ High RED Consult H&amp;S manager/adviser for advice</li> <li>○ Medium AMBER Control exposure to 2 hours maximum</li> </ul> </li> </ul>



Damage to hands & fingers due to Vibration (HAV) while operating equipment machines (e.g. vibration white finger)	○ Low GREEN Control exposure to 8 hours maximum
F2-18 Plant Use of / operation of machines Excavation work Noise Services (buried & overhead) Persons struck by moving plant	<ul style="list-style-type: none"> <li>❖ Plant operators to be in possession of CPCS/NPORS cards &amp; a valid driving license (copy of driving license to be held by plant admin).</li> <li>❖ All Plant to be maintained in a fully functional &amp; safe manner.</li> <li>❖ Plant checks to be carried out by operators daily.</li> <li>❖ Seatbelts must be worn and green beacon operational.</li> <li>❖ Report any machine that is leaking oil or not operating correctly.</li> <li>❖ Spill Kits to be kept in close proximity to works.</li> <li>❖ Plant must not approach too close to an excavation such that there is a risk of collapse from a surcharge</li> <li>❖ Stop blocks to be used</li> <li>❖ Operators must comply with instructions given &amp; the Ground Disturbance Permit</li> <li>❖ Safe distances from overhead cables must be maintained following the utility linesman's instructions</li> <li>❖ Operators must comply with instructions given &amp; the Ground Disturbance Permit</li> <li>❖ Safe distances from overhead cables must be maintained following the utility linesman's instructions</li> </ul>
F2-19 Portable Tools Use of equipment Electricity	<ul style="list-style-type: none"> <li>❖ All operators to be trained and competent in the use of portable tools with valid certificates where appropriate.</li> <li>❖ PPE must be worn i.e. hard hat, safety boots, Hi Vis clothing, gloves, ear protection, respirators etc.</li> <li>❖ All electric tools should be carefully inspected before use for signs of faults in wiring, switching, guards etc.</li> </ul>
F2-23 Services Buried Services	<ul style="list-style-type: none"> <li>❖ Always use a GENNY &amp; CAT before digging – do not make assumptions – services can rise to shallow depths</li> <li>❖ Permit to Work – complete Ground Disturbance Permit (5D-09) signed by the supervisor.</li> </ul>
F2-24 Temporary Works	<ul style="list-style-type: none"> <li>❖ Only competent, trained and experienced person to be involved in temporary work operations</li> <li>❖ <a href="#">Any faulty equipment or plant in relation to Temporary works is to be reported immediately to GL Site Management</a></li> </ul>
F2-25 Traf/Ped Management	<ul style="list-style-type: none"> <li>❖ Hi-Viz/ Reflective PPE to be worn by all pedestrians within the site</li> <li>❖ Everyone keeps to pedestrian walking routes and driving routes</li> <li>❖ All plant operators to be in possession of competence cards (e.g. CPCS cards, HGV Licence etc.)</li> <li>❖ Vehicles are not permitted to reverse without a trained banksman or vehicle marshal in attendance.</li> </ul>
F2-26 Welding & Cutting	<ul style="list-style-type: none"> <li>❖ All operators to be trained and competent in their use &amp; to regularly check for faults and leaks.</li> </ul>
F2-27 woodworking Machines	<ul style="list-style-type: none"> <li>❖ Guards must be in place to prevent accidental access to moving parts.</li> <li>❖ Suitable "push stick" must be used to reduce the risk of the operator being pulled into the machine.</li> <li>❖ Any fault must be promptly reported to the site supervisor. Out of use sign must be visible. The machine must be disconnected and isolated from the power supply.</li> <li>❖ Adjustments must not be made whilst machine is in motion and must be conducted by qualified/ competent person.</li> <li>❖ Off cuts, chips, shavings and sawdust must not be removed from the machine table while the machine is in motion.</li> <li>❖ Material must not be forced through the machine. It must be fed at a rate that suites the particular machine.</li> <li>❖ Ensure the machine is switched off and isolated when not in use.</li> <li>❖ Barrier off area to prevent unauthorised access &amp; provide an exclusion zone around</li> </ul>



	<p>work area</p> <ul style="list-style-type: none"> <li>❖ Ensure the working area is clean and tidy, safe stacking of materials &amp; inspections of work area</li> <li>❖ All operatives wearing dust masks must be face fit tested.</li> <li>❖ Goggles to be worn for protection from dust.</li> <li>❖ Waste bins to be positioned close to the work and emptied regularly</li> </ul>
<p>F2-28 Work at height</p> <p>Fall</p> <p>Struck by falling objects</p>	<ul style="list-style-type: none"> <li>❖ Barriers must be in place to prevent materials falling</li> <li>❖ Barriers must be in place to prevent fall into excavation.</li> </ul>
<p>F2-28 Work at height</p> <p>Inclement Weather</p>	<ul style="list-style-type: none"> <li>❖ Appropriate PPE to be worn including hard hat with chin strap, safety footwear, gloves, hi-vis and warm &amp; waterproof clothes</li> </ul>
<p>F2-29 Work in inclement weather</p>	<ul style="list-style-type: none"> <li>❖ Appropriate PPE to be worn which includes warm &amp; waterproof clothing, warm gloves as well as standard PPE for the site</li> </ul>
<p>F2-30 Work in live sewage works</p>	<ul style="list-style-type: none"> <li>❖ Operatives made aware <ul style="list-style-type: none"> <li>❖ Leptospirosis (Weils Disease) and given information leaflet</li> <li>❖ Ensure all cuts, however small, are covered by waterproof plaster</li> </ul> </li> <li>❖ Observe good personal hygiene practices at all times</li> </ul>
<p>F2-38 Covid-19</p> <p>Covid-19 (Coronavirus) with extensive hazards/risks detailed, including vulnerable persons, in General Information above.</p>	<p style="text-align: center;"><b>GOOD HYGIENE PRACTICE</b></p> <ul style="list-style-type: none"> <li>❖ Ensure good hygiene practices are always observed. Hand hygiene and washing for a min of 20 seconds with soap and hot water. Always wash hands thoroughly after contact with equipment and before eating or smoking. Do not wear disposable gloves in place of hand washing. Hand wash pictorial guide to be displayed at all sinks.</li> <li>❖ Ensure, as a secondary back up to washing, there is a sufficient stock of hand sanitiser.</li> <li>❖ Hygiene station shall be implemented on site and this shall be supplemented with bottles of hand sanitising gels, gloves, overall and masks. Hand wash or soap will be provided at all sinks. Full time cleaner shall be employed on site to maintain a satisfactory standard of hygiene standards.</li> <li>❖ Focus on hygienically cleaning equipment and surfaces (e.g. tables, desks, door handles etc.); particularly those that people come into regular contact with. This is to avoid transmitting the virus to surfaces which could be picked up by others. Cleaning regimes during normal times should, as a result of Covid-19, be substantially increased during the current time.</li> <li>❖ Tools to be wiped clean with disinfectant between each user.</li> <li>❖ Restrain from touching face in order to avert the risk of passing the virus into the body</li> <li>❖ Wash down equipment before stowing in vehicle and wash footwear before entering vehicles. Drivers to keep vehicles hygienically clean.</li> <li>❖ Wash down appropriate Personal Protective Equipment such as impervious gloves, wellingtons and other relevant PPE.</li> <li>❖ Catch coughs &amp; sneezes in a disposable tissue and bin it - then wash hands thoroughly for 20 seconds.</li> </ul>



- ❖ To protect themselves as first responders, First aiders to be informed to only do chest compression CPR (advice from UK First Aid organisations) if someone has had a cardiac arrest. First aid provision to include a face mask for the first aider plus disposable gloves, apron and eye protection.
- ❖ All COVID19 related PPE which requires to be disposed shall be held on site within bin bags for 7 hours before being disposed off in the normal manner.

### **SOCIAL DISTANCING**

- ❖ Employees to be a safe distance of 2m from each other at all times. This requirement should not be relaxed by the wearing of a mask and it is for other solutions to be sought, such as sequencing of operations/personnel, review of methodology etc. For example, avoid 2 persons (or more) manual handling operations where people would be within 2m distance by reducing load sizes and/or using remote mechanical lifting techniques.
- ❖ Masks are a last resort solution with risks eliminated or reduced in the first instance, such as maintaining 2m social distancing. However, for essential and emergency work activities where it is practically impossible for the 2m to be maintained, appropriate masks must be worn by all persons involved in the close distance work. 'Permit to work' is to be issued prior to working within 2m with all procedures outlined within permit adhered to.
- ❖ On sites, breaks should be staggered in the canteen and drying room with 2m distance maintained between persons, only 3 persons shall be permitted within the canteen at break time at any one time.. This will result in breaks and briefings being staggered and repeated as necessary (clean & disinfect between each rotational shift). All relevant worktops and surfaces must be suitably cleaned with disinfectant wipes, prior to exiting and before the next person enters. To reduce time requirements in the canteen heating food and reduce contact with surfaces (e.g. microwave), encourage personnel to bring a packed lunch. Numbers should be restricted at any one time for toilets, Only one person at a time per toilet compartment and 2 no x persons at a time for drying rooms with appropriate location marked out to achieve at least 3m centres, to enable the 2m distance to be achieved.
- ❖ A one way system within main welfare facilitate/ compound shall be introduced to ensure 2 persons shall not require to pass each other in this restricted area.
- ❖ Where appropriate Walkway shall be widened or passing places added to maintain 2m social distancing.
- ❖ New partitions as required shall be erected within office space, kitchen and canteen to create physical barrier re-inforcing social distancing message.
- ❖ Reverse parking shall be required by all staff/operative where possible – minimal parking within compound & works vehicles shall utilise traffic management.
- ❖ Markings shall be provided on ground/floor where appropriate to demarcate the 2m spacing and pertinent pinch points.
- ❖ Remote technology to be used for non-essential meetings, for example "Skype" or "Teams".
- ❖ Social distancing should be adhered to when meeting clients and customers, if face to face meetings are absolutely essential, the 2m personal distance rule applies.
- ❖ When travelling in vehicles, the 2m distance should be observed; ensuring good ventilation during the travelling time to/from the workplace is in place. Where 2m



separation cannot be observed, separate transport arrangements should be made (This would include workers travelling to site in their own transport which would be covered through travel expenses). An exception to this would be personnel living in the same household travelling together or the designated vehicle is to be segregate with compartments /protective barrier between seating. Disinfectant wipes & hand cleansers must be available for use in vehicles and used by all to maintain good hygiene within the vehicle.

- ❖ Delivery drivers to remain in vehicle if possible. If necessary to leave the cab, Covid 19 control measures to be adhered to. Signage shall be erected at various points at site entrance instructing vehicle drivers to remain in vehicle and phone numbers shall be provided for Site Management to allow delivery drivers to make contact prior to leaving vehicle. Delivery tickets have to be dealt with electronically where possible rather than signing. Taking pictures of GRN rather than accepting GRN from delivery drivers or utilising a post box system which will quarantine the GRN for a minimum of 72 hours.

### **COMMUNICATION**

- ❖ All persons must be briefed on the site-specific risk assessment, adopting the principles in this generic risk assessment, with records maintained.
- ❖ All personnel shall be inducted on site which shall now include specific section to COVID19
- ❖ It is also important to identify visitors to the site, or potential visitors. Non-essential visitors should not visit site. Where a visit is unavoidable, the site-specific risk assessment must be shared, where practicable, in advance of their visit. This includes hauliers and delivery drivers.
- ❖ Covid-19 risks and controls must be considered in all routine communications, such as inductions, RAMS briefings, daily briefings on site and meetings, including progress meetings. Where social distancing cannot be met for the whole workforce at the same time during briefings, the numbers of personnel attending these, must be reduced and repeated to capture everyone. Removing chairs in cabins could be a practical measure to reinforce keeping people 2m apart when conducting important communications\briefings.
- ❖ The contents of this SSOW shall be communicated to all persons involved in undertaking the laying, swabbing and commissioning of the temporary overland pipe. specific emphasis on the pressure testing and commissioning procedures to be expressed due to the potentially adverse affects that could be encountered.

### **MONITORING**

- ❖ Various members of site supervisory team (Inc. Agent, General Foreman, Engineers and gangers shall be appointed as "Covid-19 Monitor" (daily alternation of personnel recommended) to check on compliance to the Covid-19 site-specific risk assessment and to coach operatives & others, to get into good social distancing habits. The monitor must be empowered to stop work and report directly to site management and shall be identified on site by wearing a specific 'COVID19' Monitor hi-vis vest.
- ❖ As sites re-start following the Covid-19 lockdown, site management/supervision must take photographs demonstrating the hygiene and social distancing controls in practice, practical work activities, hygiene stations in welfare cabins etc.
- ❖ Standard site monitoring practice, producing reports/taking photographs, must be increased initially, until assurance that Covid-19 risk controls are working in practice. Site monitoring requirements are;



- Point of work risk assessment ("Your Safety Card"), involving operatives, checking that risk controls in the site-specific risk assessment can be met, prior to commencing work. Work not to start if controls cannot be met.
- Daily inspection by site supervision.
- Weekly inspection reports produced by site management.
- Monthly inspections by senior management (within first week of re-start & fortnightly for the first month and until assurance on risk controls).
- Monthly inspections by safety & health professionals (within first week of re-start & fortnightly for the first month and until assurance on risk controls).
- If displaying symptoms, persons must self-isolate for 7 days and report to management immediately. If a member of the household has these symptoms they must self-isolate for 14 days. If in doubt contact line management/director. Where such symptoms are as a result of a breach of the controls on site to prevent the spread of Covid-19, then this must be notified to HSE or Local Authority, as appropriate, as a "Case of Disease", under the RIDDOR requirements.

❖ In the event that someone who is on, or has recently been on site exhibits or reports symptoms consistent with COVID-19 (i.e. persistent cough and/or high temperature, or other flu-like symptoms), the following guidelines must be followed:

1. Send the person home and advise them to self-isolate as per government advice. If they are already at home and have been instructed to self-isolate, request a copy of the Isolation Note if one has been issued by the NHS.
2. Notify all individuals on site and safely complete shutdown activities. Once the site activities have been safely shut down, all operatives and supervisors must then be sent home. The site is to be closed for 72 hours.
3. Notify SW operations and any other third party working in / adjacent to the site
4. The site must remain closed and secured for 72 hours before cleaning then takes place.
5. After 72 hours, allow access to the cleaning contractor so that cleaning of the site office, welfare facilities and any tools / equipment can be undertaken. Cleaning, disinfection, PPE requirements and waste handling must be in line with government guidance. (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> )
6. On return to site after cleaning has been completed, continue to operate the site with the existing site team, but close the site to visitors or additional sub-contractors for 14 days.
7. Monitor site personnel daily for symptoms.
8. If during the 14 days, other personnel show symptoms, follow steps 1 - 6 above.
9. If after 14 days no-one else has developed symptoms, the site can resume its full range of activities and accept essential visitors and sub-contractors.



	<ul style="list-style-type: none"> <li>❖ Once a week the site management/supervisory team must meet with the workforce (adhering to social distancing protocols - may require smaller meetings at separate times) for a <b>weekly continuous improvement review</b>. The discussion must look at the previous week and discuss the forthcoming weeks activities, with a view to risks in relation to Covid-19 and planning good practice solutions in advance of anticipated works.</li> <li>❖ <b><i>This document will be reviewed as soon as the anticipated updated guidance from Construction Scotland is received</i></b></li> </ul>
F2-103 Hazardous Chemicals -storage & use	<ul style="list-style-type: none"> <li>❖ Follow the instructions on the associated COSHH sheet.</li> <li>❖ Non-returnable empty containers to be disposed of as active (non-hazardous) waste. <ul style="list-style-type: none"> <li>• If a spill occurs <b>stop work</b> and act immediately.</li> </ul> </li> <li>❖ Spill kits must be used if a spillage occurs.</li> <li>❖ Notify Supervision of actions taken, and equipment used.</li> <li>❖ Used spill kits to be disposed of as Special/Hazardous waste.</li> </ul>
F2-104 Hazardous Chemicals – Spill Response	<ul style="list-style-type: none"> <li>❖ Same as above – F2 103</li> </ul>
F2-106 Nuisance Dust Emissions Odour & Light	<ul style="list-style-type: none"> <li>❖ Where possible, job should be planned to eliminate harmful dust or fumes.</li> <li>❖ If elimination is not possible, harmful dust and fumes must be controlled. For example, ensure cutting and grinding operations are adequately shielded or wetted.</li> <li>❖ Regularly brush or sweep site roads to keep them free from dust and mud deposits.</li> <li>❖ Keep to site speed limits as to minimise dust generation.</li> <li>❖ No burning of waste is permitted on site.</li> <li>❖ Engines to be switched off when not in use.</li> </ul>
F2-107 Nuisance – Noise & Vibration	<ul style="list-style-type: none"> <li>❖ Do not ignore complaints. Respond politely and inform your supervisor.</li> <li>❖ Plant to be switched off when not in use.</li> <li>❖ Keep acoustic doors and hoods on plant closed (i.e. compressors and generators).</li> <li>❖ Do not use faulty plant, report any faults/black smoke to Supervision immediately.</li> </ul>
F2-109 Public Relations	<ul style="list-style-type: none"> <li>❖ Due consideration to be given to all local residents – any complaints to be referred to the Site Manager</li> <li>❖ Good housekeeping to be maintained on site at all times &amp; no overspill outside of the site boundary.</li> <li>❖ No radios allowed to be used on site.</li> </ul>
F2-110 Refueling Spillages Filling Site Fuel Tank Spills & waste disposal	<ul style="list-style-type: none"> <li>❖ Keep spill equipment alongside refuelling point.</li> <li>❖ Turn off vehicle engine.</li> <li>❖ Check quantity required in the fuel tank.</li> <li>❖ When making or breaking any connections use a drip tray, where required, to collect any spillages.</li> <li>❖ Do not allow drip trays to overflow.</li> <li>❖ Lock the mobile bowser or storage tank after use.</li> <li>❖ Ask your site manager what to do with waste oil, petrol and diesel prior to any disposal.</li> </ul>
F2-111 Waste Management Storage	<ul style="list-style-type: none"> <li>❖ Ensure special waste items such as contaminated ground, asbestos, oils etc. are not stored in any skip that non-hazardous waste items are stored with inert items</li> <li>❖ Following authorisation, Asbestos waste should be double bagged in heavy duty polythene bags and clearly labelled.</li> </ul>



F2-112 Waste Management Disposal	<ul style="list-style-type: none"> <li>❖ Waste Transfer Note will be required and must accompany the waste.</li> <li>❖ No waste electrical and electronic equipment (WEEE) can be disposed of as general waste.</li> </ul>
F2-113 Water - Management  F2-114 Water – Treatment  F2-115 Water – Pollution	<ul style="list-style-type: none"> <li>❖ Do not dewater or remove any water without prior permission from the Site Manager / Supervisor &amp; ensure that silt is removed prior to discharge.</li> <li>❖ Surface water runoff is to be monitored where there are surface water drains or watercourses etc.</li> <li>❖ Protect all surface water drains and watercourses with cut-off ditches or earth bunds. These should be at least 10 meters from the watercourse.</li> <li>❖ Regular cleaning of hard-standing areas to prevent the building up of mud – roadbrush shall be in place to maintain cleanliness of c/ways.</li> <li>❖ Notify Supervisor/Site Manager if pollution (muddy water, oils etc.) is visible, discharge is causing flooding/pooling, or any pipe work is damaged, or connections have broken or are leaking.</li> <li>❖ Only discharge silty water into designated settlement systems/filtration.</li> <li>❖ Stop pumping and contact your manager if you think a problem is arising.</li> <li>❖ Ensure that all hard standings are kept clean – notify your manager if an area is silty or is covered in mud.</li> <li>❖ Notify your manager immediately if you see silty water entering a watercourse or drain and attempt to contain it, or divert it away by, for example, by using sand bags.</li> <li>❖ Report any possible contamination to Supervision and seek advice before disposing of any contaminated water.</li> </ul>
F2-117 Wildlife	<ul style="list-style-type: none"> <li>❖ Care is to be taken to minimise the impact to existing vegetation where possible.</li> <li>❖ If you find protected wildlife present near your work area stop, move away and report it to your Supervisor.</li> <li>❖ Follow the legally specified working distance when working near badgers and their sett's (work within 10m, light machines 20m, heavy machines 30m).</li> <li>❖ Do not approach or attempt to move a snake if found, it should be allowed to move on of its own accord which it will do if disturbed. Do not handle adders.</li> <li>❖ Seek professional medical attention in the event of a bite</li> <li>❖ Do not excavate or move any soil from within 7m of a Japanese Knotweed plant without instruction.</li> <li>❖ Do not track plant through Japanese Knotweed as it will cause it to spread.</li> <li>❖ If found within 7 meters of your work area, stop, move away and report to your Supervisor.</li> <li>❖ Seek medical advice if you come in contact with the sap.</li> <li>❖ The plant contains large amounts of poison which in combination with sunlight can cause severe irritation, blisters and swelling. Contact with eyes can cause temporary blindness.</li> <li>❖ Don't excavate or move soil that may contain seeds or other plant material without specific instruction.</li> <li>❖ Stop all work in the immediate area if nesting birds are found and contact Supervision.</li> </ul>
Control of invasive non-native species	<ul style="list-style-type: none"> <li>❖ New PPE, tools and any equipment (inc. machines) will be cleaned prior to delivery to site.</li> <li>❖ Staff members to complete e-learning course -</li> <li>❖ <a href="http://www.nonnativespecies.org/index.cfm?sectionid=123">http://www.nonnativespecies.org/index.cfm?sectionid=123</a></li> <li>❖ TBT to be rolled out to all project members.</li> <li>❖ CHECK, CLEAN, DRY. One of the easiest ways to protect our sites from INNS</li> <li>❖ CHECK your equipment and clothing for live organisms—particularly in areas that are damp or hard to inspect.</li> <li>❖ CLEAN and wash all equipment, footwear and clothes thoroughly. Use hot water when possible. If you do come across any organisms, leave them at the water body where you found them.</li> </ul>



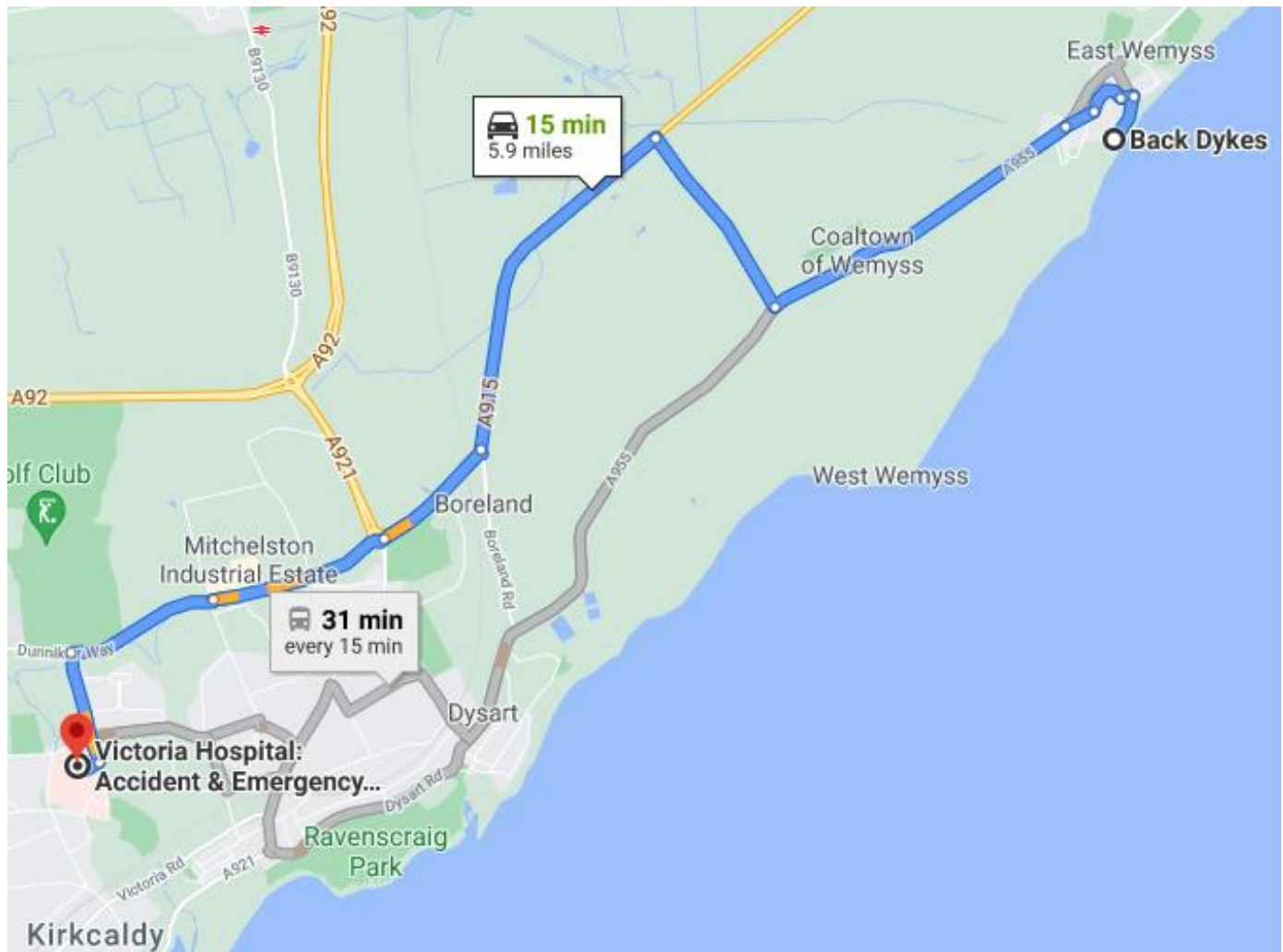
❖ DRY all equipment and clothing—some species can live for many days in moist conditions. Make sure you don't transfer water elsewhere.

**Person giving the briefing to record who attended and on what date (no signature required from attendees)**

DATE	ATTENDEES	INSTRUCTOR



Appendix A1 – Hospital route







from Back Dykes, East Wemyss, Kirkcaldy  
to Victoria Hospital: Accident & Emergency Departme...

**15 min** (5.9 miles)



via Standing Stane Rd/A915

Fastest route, the usual traffic

## Back Dykes

East Wemyss, Kirkcaldy

- > Take Back Dykes and W Brae to A955  
2 min (0.5 mi)
- ⬇ Turn left onto A955  
3 min (1.2 mi)
- ⬆ Turn right onto Checkbar Rd  
1 min (0.7 mi)
- > Follow A915 and Dunnikier Way/B981 to  
Whyteman's Brae in Kirkcaldy  
6 min (3.0 mi)
- > Continue on Whyteman's Brae to your destination  
2 min (0.4 mi)

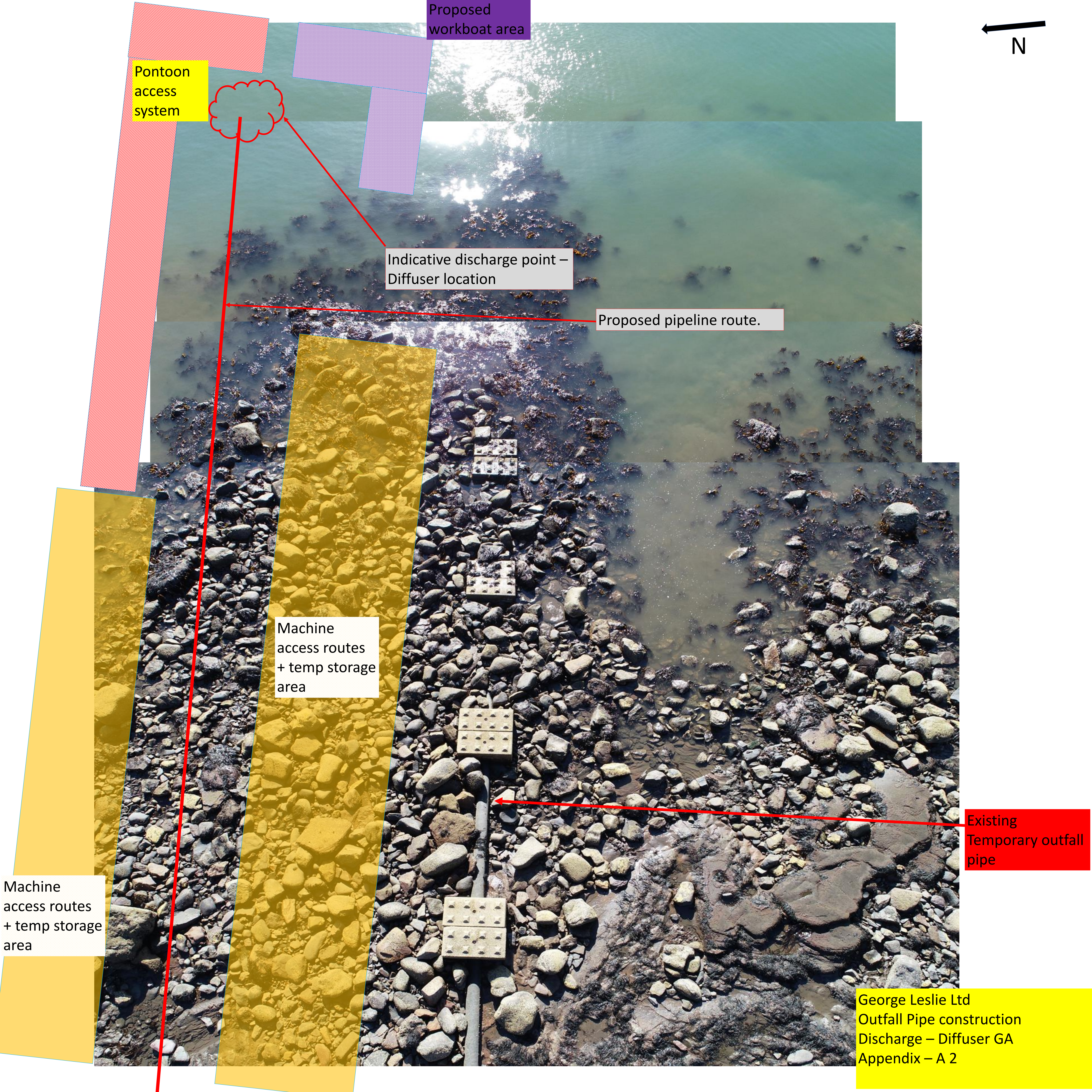
## Victoria Hospital: Accident & Emergency Department

Hayfield House Victoria Hospital, Hayfield Rd, Kirkcaldy KY2  
5AH



A2 – General arrangement – Overview with Misc Photographs.





Proposed  
workboat area

Pontoon  
access  
system

Indicative discharge point –  
Diffuser location

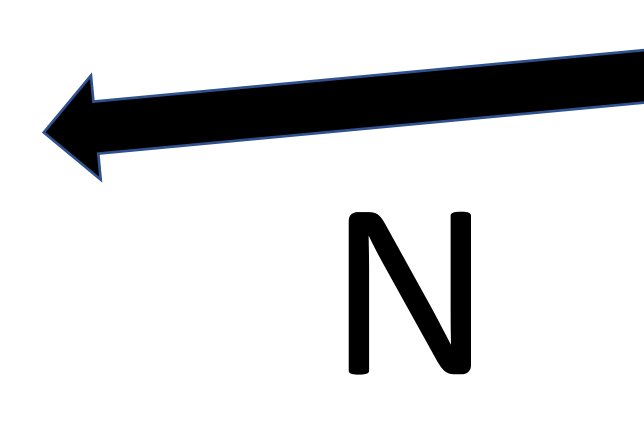
Proposed pipeline route.

Machine  
access routes  
+ temp storage  
area

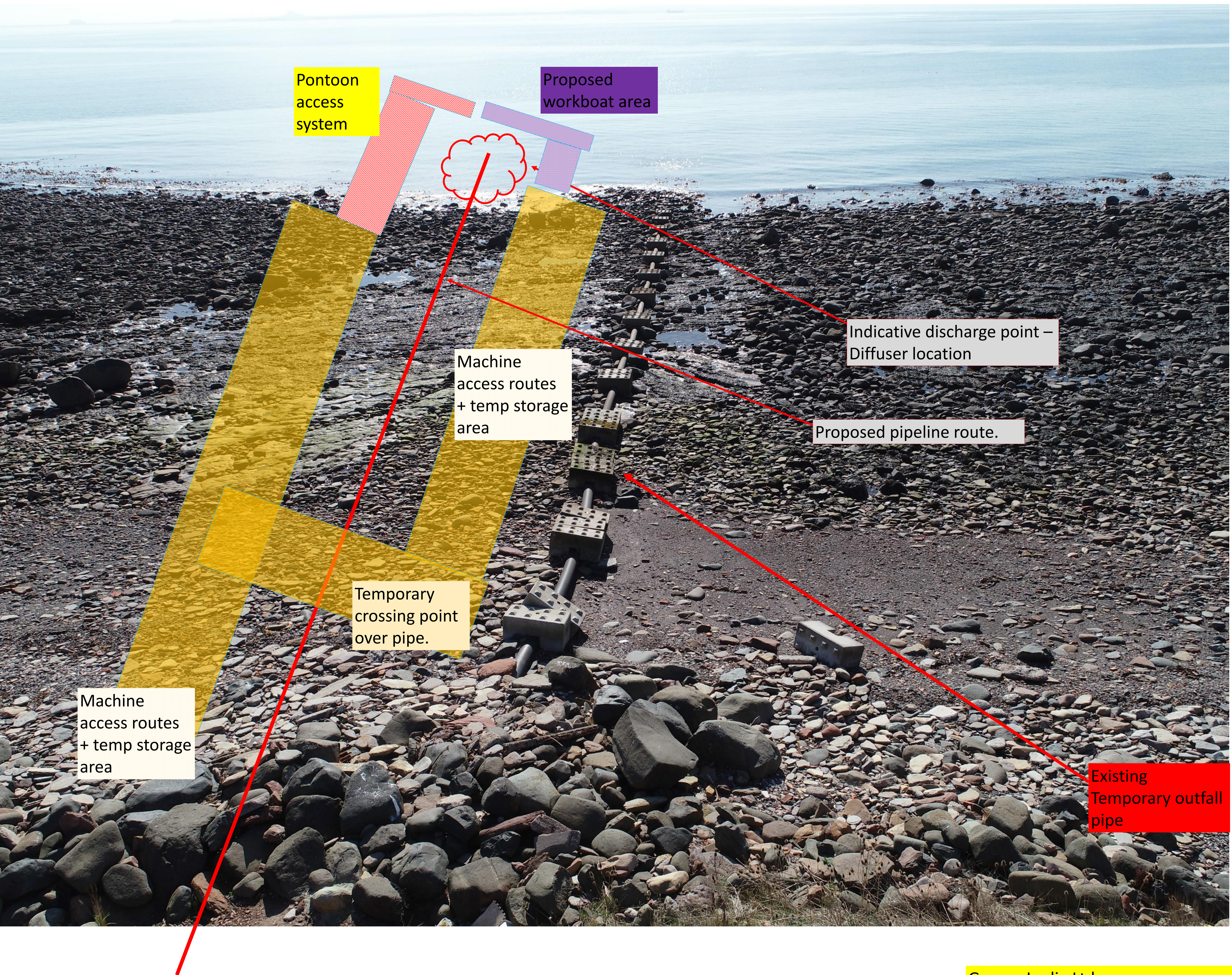
Machine  
access routes  
+ temp storage  
area

Existing  
Temporary outfall  
pipe

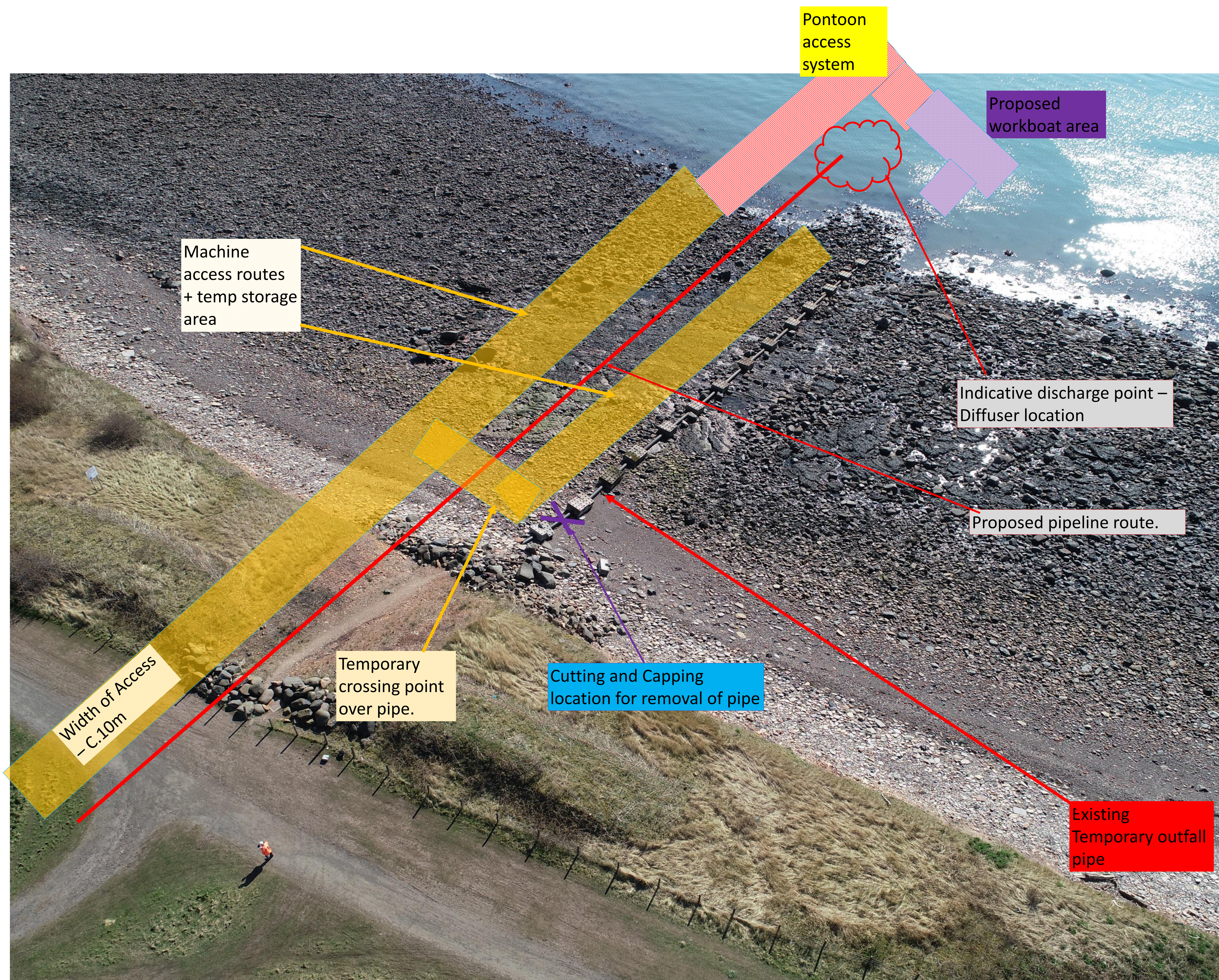
George Leslie Ltd  
Outfall Pipe construction  
Discharge – Diffuser GA  
Appendix – A 2



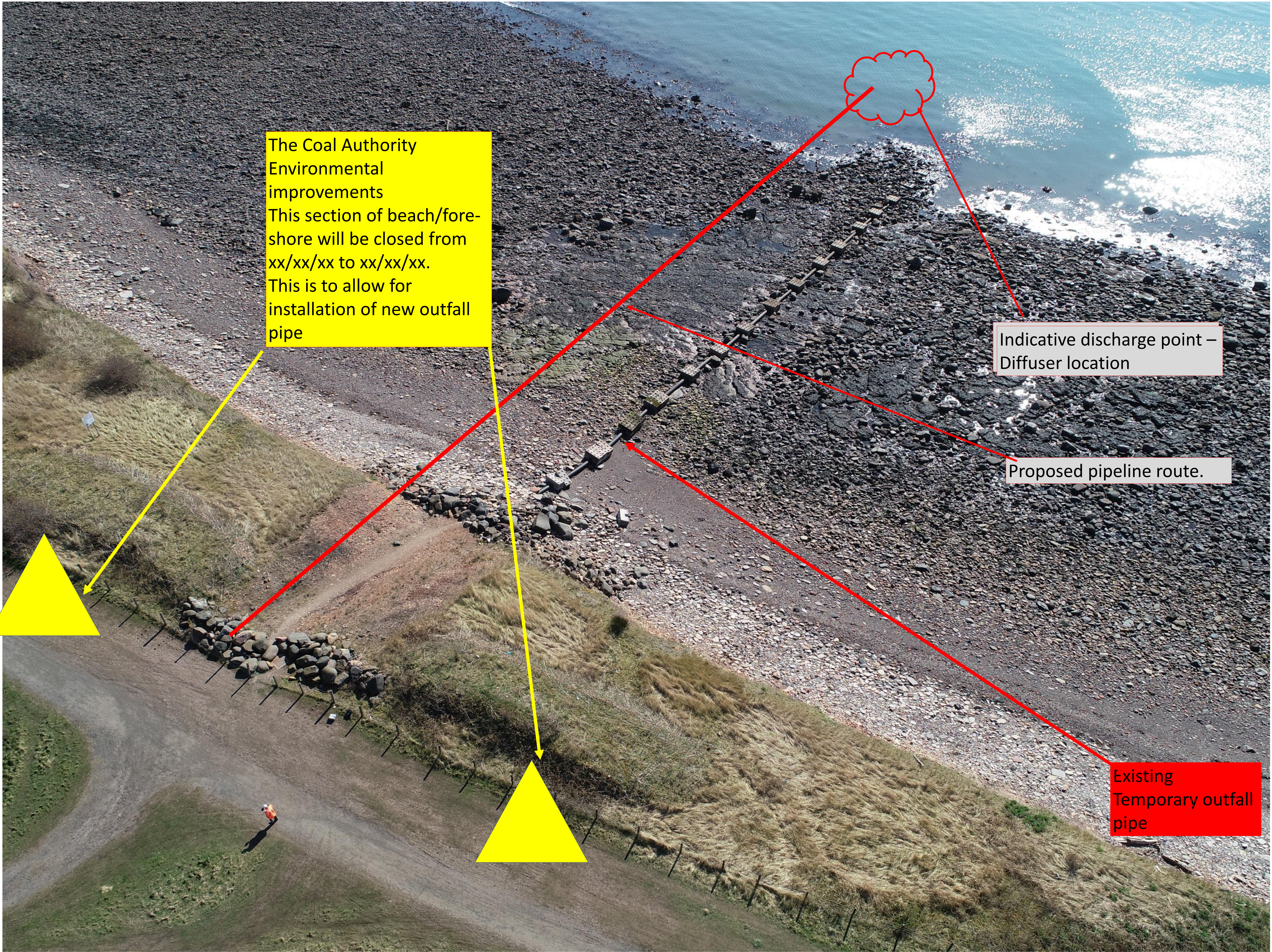












The Coal Authority  
Environmental  
improvements  
This section of beach/fore-  
shore will be closed from  
xx/xx/xx to xx/xx/xx.  
This is to allow for  
installation of new outfall  
pipe

Indicative discharge point –  
Diffuser location

Proposed pipeline route.

Existing  
Temporary outfall  
pipe



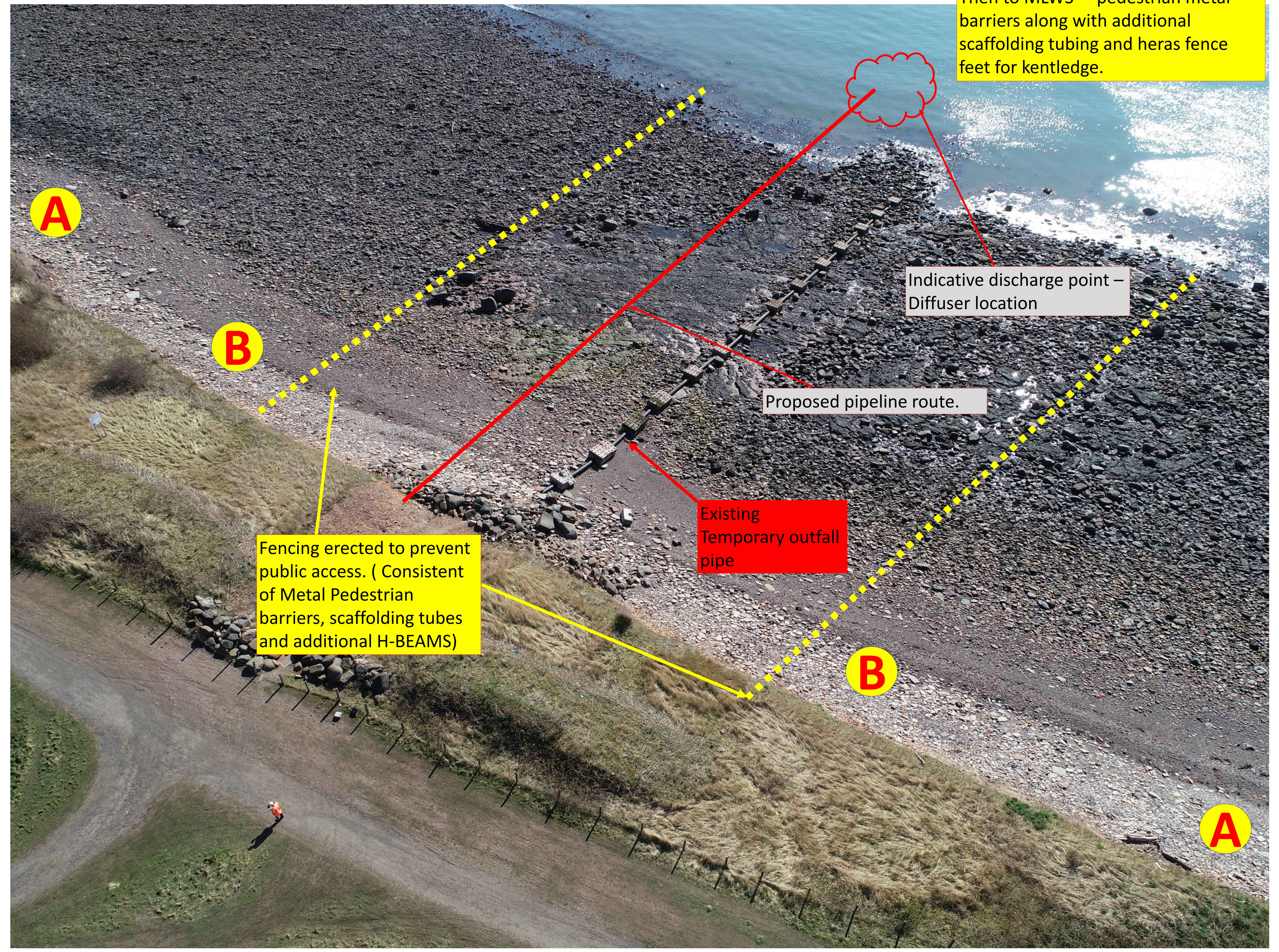


**A**

BEACH / FORESHORE  
CLOSED AHEAD. PLEASE  
USE PROMENADE TO  
ACCESS AROUND WORKS  
AREA.

**B**

BEACH CLOSED  
DEEP EXCAVATION  
KEEP OUT



Fencing erected will consist of Heras from toe of shore line embankment to High Tide. Then to MLWS – pedestrian metal barriers along with additional scaffolding tubing and heras fence feet for kentledge.

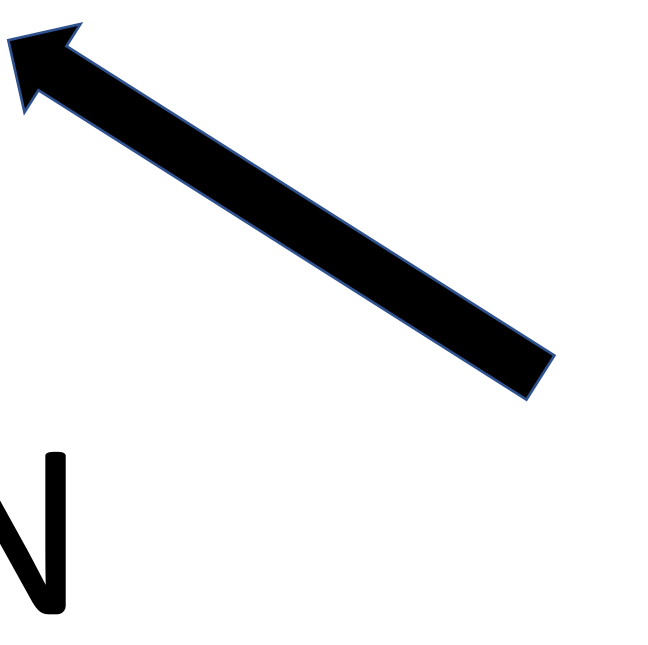
Indicative discharge point –  
Diffuser location

Proposed pipeline route.

Existing  
Temporary outfall  
pipe

Fencing erected to prevent  
public access. ( Consistent  
of Metal Pedestrian  
barriers, scaffolding tubes  
and additional H-BEAMS)





Shaft No 2

Compound

Indicative location for shoreline access route