



Site supervisor to undertake a hazard review on site prior to works commencing to ensure that SWP & WPP are reflective of the conditions and hazards on site. This is to include walking route to/from site and conditions at the work area.

Checks are to be formally recorded within POWRA.

Prepared by:

Adam Ovenden

.....13/01/21.....Date

(Print Name)

[Redacted]

(Signature)

Supervisor

(Job Title)

Approved by the Contractor's Responsible Engineer (CRE):

.....Date

(Print Name)

(Signature)

(Job Title)

(CRE Discipline *(as stated in the CPP)*)

This Work Package Plan does not require acceptance by Network Rail / Client

.....Date

OR

Accepted on behalf of Network Rail / Client:

(Print Name)

(Signature)

(Job Title)

(See clause 11 of NR/L2/OHS/0044 for the acceptance requirements)

Work Package Plan

High Risk

Job No.	MSC3715
Location	Annan Viaduct
ELR / Mileage	GSW/161/343 106M 1481Yds
Grid Reference	

Reno Mattress/Masonry Repairs

Start Date: 17/04/21

Finish Date: 30/04/21

Work Package Plan Number:

WPP No: 3715.161.343 Rev 1

Controlled Copy Number

Unique No: 01

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	Site supervisor	Amco – Giffen	01

VERSION CONTROL

REVISION NUMBER	SUMMARY OF CHANGES
Draft	
01	
02	

HIGH STREET ASSESMENT

High Street	Yes / No
Competent Representative	Name: Adam Ovenden Signature: [Redacted]
Segregation	Permanent physical Barrier / Fixed temporary physical barrier / Temporary portable barrier / Site-keeper
Segregation Comments	<i>The underside of the structure will act as the permanent physical barrier when working off track. A portion of the works will be carried out via track access arrangements.</i>

Supporting guidance



L2OHS0044_F02.pdf



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1 Introduction

1.1 Brief outline of work methodology

Work Details / Remit – 20/21 Scour Repairs & Preventative Action:

Undertake JSV during low water levels to fully inspect existing gabion/reno mattress surrounding the piers and determine if works are required to maintain current scour score. Defects, by means of tears and loss of stone, were identified in the most recent underwater exam.

*(CAPEX, POLICY TARGET X) *** Additional text By mckaya on 08/09/2020 14:42:01 - Update to remit following JSV and email 08/09/20 FT*

20/21 Scour Repairs & Preventative Action

Infill reno mattress using angular fill (approx. 2m3) to match existing and repair to prevent further loss to surrounding of piers 1,2 and 3 (upstream). Rake out and repoint all open & loose mortar joints piers 2 and 3. Rake out and stitch fracture to pier 3 bullnose (downside, HM and LM face).

(OPEX, Policy Target X)

Authorising works commencement

Site Supervisor will sign on behalf all operatives in to the attendance register during the COVID-19 outbreak.

The site supervisor will carry out a site specific briefing to the workforce out with the welfare van and also ensuring 2m social distance between each of the workgroup is adhered to. Brief for commencing works will include:

- o Work scope
- o Whiteboard brief
- o Location of emergency equipment
- o NWR Site Hazard Map
- o Known Hazards
- o Welfare provisions & Locations
- o **Check Competencies**

Site supervisor will confirm competencies, certification of plant and inspection of tools/plant from a safe distance, prior commencement. The AMCO site supervisor must be on site at all times when works are taking place.

The site supervisor is to undertake a hazard review on site prior to works commencing to ensure that the WPP and SWP are reflective of the conditions and hazards at site. This is to include walking routes to/from the site and at place of works. This hazard assessment is to be formally recorded on POWRA. The supervisor will communicate this to you and how any further control measures required will be implemented and maintained and this will be recorded on POWRA.

Due to COVID-19 virus all briefings to be carried out with confined space of welfare van. All ops to keep a safe distance from each other during works i.e 2 meters as per recommended safe working practice, ops to wash hands before and after works with hand sanitizer available during works. Ops to be reminded to try and avoid contact with face.

Access to the worksite will be made via Milnfeild, Annan, DG12 5QP for works on track. Works off track will access via Young's, 60-64 Port Street, Annan DG12 6BW.

On Track Works (Task 1)

Safeguarded Possession Working:

The ES will then set up worksite with permission of PICOP.

ES to sign in COSS after permission to start work granted from PICOP.

COSS will then brief contents of SWP and to Work party including limitations.



COSS will then give permission to the Supervisor to access the track as per limitations in COSS brief.

Working at Height – Rope Access:

IRATA Level 3 trained operative to establish secure point to undertake works at height using rope access system.

Operatives to don harnesses and relevant work at height safety equipment.

Equipment certification to be checked and condition of equipment prior to use.

Site Supervisor is to issue Permit to Work at Height for rope access works.

Site Supervisor to establish exclusion zone around work area to prevent operatives being struck by falling debris.

Visqueen sheet to be laid below work area to collect any fallen debris.

Use of Rail Type Hand Trolley:

From the access a Hand Trolley will be on tracked.

Hand Trolley controller to carry out all pre start checks and supervise all loading before signing off as fit for purpose by completing Hand Trolley checklist. The load will be secured prior to being used.

All personnel will then travel to the work area on foot with the trolley transporting plant and materials.

Working Over and in a Watercourse:

Site Supervisor to issue Permit to Work Over and in Water. This will be for works carried out over the water course. For works that require working in a watercourse, the following will apply

Water samples will be measured against a baseline during the works, gathered upstream of the work area. Where samples fail, pollution mitigation measures are to be reassessed and works stopped until suitable pollution mitigation measure can be installed and confirmed that they are working effectively'.

The Site Supervisor will monitor the water levels throughout the works. If the water levels rise significantly the works will be stopped and the water level allowed to recede, before re-entering the watercourse.

All persons working within the water course will wear Dive suits as is appropriate. The Dive suits will be cleaned before entry to prevent contamination before works commence. **NOTE: Follow Check, Clean, Dry procedure on access/egress to the watercourse.**



Prior to works commencement, the Site Supervisor will brief the contents of the WPP including access/egress arrangements and associated hazards. The work party will then sign to accept this brief.

Prior to the possession, the site Supervisor will carry take water samples from upstream and downstream and record the findings on the permit to work in a watercourse, Once this has been actioned the Site Supervisor will then complete the permit to work over a watercourse.

Once the possession has been granted entrance to the track will now be made.

The rescue boat will be launched from the allocated section of the harbour and head for the structure.

A hand trolley will be placed onto the line, checks carried out and loaded with materials and plant. As required the load will then be secured. Once the trolley is deemed fit for purpose then this will be pushed to site.

On arrival to site the Supervisor will set up task lighting and test for suitability.

An IRATA level 3 will then set up the rope access equipment, utilising the running as an anchor point. Once this is completed and deemed fit for purpose, the Site Supervisor will then complete the Permit to work at height.

To note, it is envisioned that the works to be carried out will not require direct entrance to the watercourse.

The rope access team will then descend to the repair areas on pier 2.

As required, the areas which require pointing will be repointed. The areas will use an underwater water putty to point to alleviate any pollution to the water course should any fall. The areas will be flush pointed and brush finished.

The same process as above will be repeated on pier 3.

Once the pointing works on pier 3 have been completed, a large fracture on the downside bullnose will be repaired.

The fracture will be carried as per NWR standard detail for stitching. This will then be pointed with the same underwater mortar to prevent pollution to the watercourse.

All stitching repair will be carried as per network rail standard detail. Stitch's will be installed every 300mm where possible and will be drilled at 45° angle. Heli bar will then be installed and fixed with Hilti Hit. Once cured the ends will then be flush sealed with mortar.



Water levels/Monitoring will take place during the works when there is a greater chance of impact to the watercourse. Any changes in levels and works will cease with immediate effect.

Note: All works must be carried out in line with the Ecologist recommendations.

Note: Monitoring for silt and pH is required before and at all times works are taking place.

Note: Sediment and pH monitoring will be carried out before and during the works with a stop work policy in place should there be any change until suitable mitigation has been applied and is effective where possible.

On completion of works the site supervisor will take water samples from upstream and downstream and compare to previous readings and then sign off the permit to work in a watercourse.

All material, waste material and plant used through the works are to be cleared from site and taken back to the depot.

Site Supervisor to ensure the site is clear and fit for traffic on completion of the shift.

Off Track Works (Task 2)

Working at Height – Rope Access:

IRATA Level 3 trained operative to establish secure point to undertake works at height using rope access system.

Operatives to don harnesses and relevant work at height safety equipment.

Equipment certification to be checked and condition of equipment prior to use.

Site Supervisor is to issue Permit to Work at Height for rope access works.

Site Supervisor to establish exclusion zone around work area to prevent operatives being struck by falling debris.

Visqueen sheet to be laid below work area to collect any fallen debris.

Working in a Watercourse:

Site Supervisor to issue Permit to Work Over and in Water. This will be for works carried out over the water course. For works that require working in a watercourse, the following will apply

Water samples will be measured against a baseline during the works, gathered upstream of the work area. Where samples fail, pollution mitigation measures are to be reassessed and works stopped until suitable pollution mitigation measure can be installed and confirmed that they are working effectively'.

The Site Supervisor will monitor the water levels throughout the works. If the water levels rise significantly the works will be stopped and the water level allowed to recede, before re-entering the watercourse.

All persons working within the water course will wear Dive suits as is appropriate. The Dive suits will be cleaned before entry to prevent contamination before works commence. **NOTE: Follow Check, Clean, Dry procedure on access/egress to the watercourse.**



Site Set Up –

Under the agreements with the landowner, in the bottom half of the yard next to the structure harris fencing will be installed. Once the harris fencing has been installed, a section of the boundary fence will be taken down to create access to the watercourse.

Marwood stairs will then be installed from the yard down to the river embankment and fixed into place.

The ground hog unit will then be placed in a suitable position as not to impede the access arrangements. An area will be allocated for the delivery of the gabion stone.

To note, the compound will only be for the works for the reno mattress repairs.

Reno Mattress repairs

Prior to works commencement, the Site Supervisor will brief the contents of the WPP including access/egress arrangements and associated hazards. The work party will then sign to accept this brief.

In addition to the above, the Dive Supervisor will brief the dive team and complete all the necessary equipment checks prior to works starting.

The Site Supervisor will take samples from upstream and downstream and mark as a base level on the permit. The permit will then be fully completed. Once this has been actioned, works may now commence.



The rescue boat will then be launched from the allocated launching point on the Harbour and head to site.

Once at site the dive team will board the boat and move the pier with the damaged reno mattress section is situated.

The dive team will enter the water and prepare the mattress for repair. While this is taking place the boat will then head back to collect stone from the site access point. Once the stone has been collected it will then be delivered to the dive at the pier.

The section will then be filled up to its original level using the gabion stone.

Once the mattress has been filled, it will then be tied back together using tie wire to secure.

The other piers where reno mattresses have been used will then be checked for damage. If damage is found then the above process will be carried out until all mattress repairs have been completed. On completion of the works the rescue boat will be removed from the watercourse.

The Marwood stairs will then be removed and fence put back to its original state. The ground hog unit will then be removed and any remaining materials. Once this has been completed the area will be cleaned and the property handed back to the owner.

Retaining Wall Repairs

For this section of works access will be made via Milnfeild to gain access to the LM retaining wall.

Prior to works commencement, the Site Supervisor will brief the contents of the WPP including access/egress arrangements and associated hazards. The work party will then sign to accept this brief.

In addition to the above, the Dive Supervisor will brief the dive team and complete all the necessary equipment checks prior to works starting.

The Site Supervisor will take samples from upstream and downstream and mark as a base level on the permit. The permit will then be fully completed. Once this has been actioned, works may now commence.

The IRATA level 3 will set ropes above the section of retaining requiring repair. Either a van or tree will be utilised as an anchor point. Once the rope access system has been set up and deemed fit for purpose the Site Supervisor will then complete the permit to work at height. Once this has been completed works now may commence.

Using the rope access equipment, trained operatives will then proceed to rake and point the wall as required. Rockbond will be utilised for all pointing works.

To note, all works will be carried out at low tide, this is due to pointing works required below the high water level.

All pointing works will be flush pointed and brush finished.

On completion of works

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
TBS1 3715.161.343 Rev 1	Reno Mattress/Masonry Repairs	17/04/21



1.2 AMCO's delivery organisation

1.2.1 The following individuals from AMCO's organisation will be involved during this work package:

Role	Name	Contact Number
Regional Director		
Regional Manager (CEM/CRE)	A. Kane	[Redacted]
Project Manager	G. Armstrong	[Redacted]
On Call Manager wk03	G. Armstrong	[Redacted]
On Call Manager wk04	A. Ovenden	[Redacted]
Site Supervisor	B. Cairnie	[Redacted]
H&S Advisor	N. Dunlop	[Redacted]
Sustainability & Assurance Advisor	M. McDermott	[Redacted]
Procurement	*	[Redacted]

1.2.2 The following companies, specialist contractors and/or individuals will be involved during this work package as defined in the CPP:

Name of company, specialist contractor or individual, etc.	Work activity / Specialism	Point of contact details	
		Name	Mobile
Aberdeen Dive	Diving Operations	TBC	TBC
ARA	Rope Access Works	Lyle Robertson	TBC

1.3 Resources

Relevant Design Documents

A copy of any drawings and design documentation relevant to this task can be found in Appendix 2

Document Ref	Document Title	Rev
	N/A	

People

Number of People and their competence associated with this WPP		Task
Competence	No of People	TBS Ref
AMCO PIC/COSS/Supervisor	1	TBS1
IRATA Level 3	1	TBS1
IRATA Level 1	2	TBS1
Dive Supervisor	1	TBS1
Divers	2	TBS1
Rescue Boat Operatives	2	TBS1

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP		Task
Plant item	No	TBS Ref
Welfare Van	1	TBS1
Site vehicles	3	TBS1
Ground Hog Unit	1	TBS1
Peli Lights	Various	TBS1
Link Trolleys	1	TBS1
Generator	1	TBS1
Cordless Hammer Drill	2	TBS1
110v Leads	Various	TBS1
Marwood Stairs	3	TBS1
Rope Access Equipment	Various	TBS1
Diving Equipment	Various	TBS1
Rescue Boat	1	TBS1

Materials



Quantity of Materials		Task
Material	Quantity	TBS Ref
Tie Wire (Roll)	1	TBS1
Rockbond Underwater Mortar Putty	40	TBS1
Heli Bar 8mm	20	TBS1
Gabion Stone (tonne)	½	TBS1

2 Working Together

2.1 At site communication

2.1.1 The Site Supervisor will brief the contents of the WPP and relevant permits before works commence along with the NWR Hazard Map.

Other information to be discussed are as follows:

- Covid-19 site operation requirements.
- Daily Whiteboard
- Any Site specific requirements/details.
- Access/Egress arrangements to the works location.
- POWRA to be carried out before each task.

The Use of mobile phones must only be from a position of safety.

Any Minor Changes to the WPP must be agreed with the On Call Manager using the POWRA booklet refer to 1.2.1 in the WPP above for contact details.

Any significant changes will require an amendment to the WPP and signed off by the CRE/CEM refer to 1.2.1 in the WPP above for contact details.

Out of Hours any incidents or issues must be discussed with the On Call Manager refer to 1.2.1 in the WPP above for contact details.

2.2 Contact details

2.2.1 The following are the main contacts for this work package:

NR Project Team

Name	Role	Contact details	Tick to confirm number works and has been tested
A Davidson	NR SPM West	[Redacted]	✓

Regulators

Organisation	Contact details	Tick to confirm number works and has been tested
Emergency Services	Emergency – 112 / Non Emergency 101	✓
British Transport Police	0800 405040	✓
HSE	Fatalities and Major Injuries - 0845 300 9923. Other - http://www.hse.gov.uk/riddor/report.htm	✓
ORR	020 7282 2000	✓
SEPA	0800 807060	✓
Flood line	0345 9881188	✓
Spill clean up	0800 592827	✓

2.3 Other parties involved with the package of work (interfaces details)

2.3.1 The following working arrangements will apply with all parties / organisations that have been identified with this work package:


Interfacing Organisation	Interface Point for:	Point of Contact and contact details	Interface arrangements
Youngs	Access	TBC	TBC
Annan Harbour	Access to watercourse	Alan Thomson 01461 728210	TBC







Work on wells, underground earthworks and tunnels			•
Work carried out by divers having a system of air supply	While repairing the reno mattress	Permit to Work in a Watercourse	<ul style="list-style-type: none"> • Dive supervisor to check all equipment prior to be putting into use • Only trained and competent personnel to use dive equipment • Full brief to be carried out prior to works be undertaken within the water • A rescue boat will be in operation should the requirement be needed
Work carried out by workers in caissons with a compressed air atmosphere			•
Work involving the use of explosives			•
Work involving the assembly or dismantling of heavy prefabricated components			•

3.2 Significant railway and construction risks

3.2.1 The following are the significant railway and construction safety and health risks that apply during this work package. A copy of the risk assessments associated with this WPP can be found in **Appendix 1**

What are the main risks (including health) during this Work Package?	When and where will the risk be present?	Permits Required	How will the risk be controlled
Site Procedures for COVID-19	At All Times	Social Distancing Inspection Form	<ul style="list-style-type: none"> • Site Operating documents to be fully briefed • 2m social distancing to be adhered to at all times • Where 2m distancing isn't possible RPE and PPE to be worn at all times, no skin-to-skin contact and minimal durations. • If any of the Site Procedures cannot be undertaken safely then works should not take place • Social Distancing Inspection Form to be completed prior to works commencing • Please reference AMCO GIFFEN COVID-19 site procedures, on-site documents and risk assessment for full details
Ecology Survey 	Prior to works commencement	N/A	<ul style="list-style-type: none"> • Ecologist will carry full survey of the culvert and the surrounding area • Ecologist to advise on site team of any protected species and invasive plants/weeds



			<ul style="list-style-type: none"> Once ecologist has confirmed that the area is safe to work in, works can now proceed
<p>Working on or near the line</p> 	At all times when accessing the operational railway	SWP	<ul style="list-style-type: none"> ES/COSS to take Possession of the worksite. ES/COSS to brief the SWP before accessing on or near the line. ALL persons will have PTS or have a TVP to access near the line. New PTS cardholders and TVP holders are to wear blue Hard hats Full Orange Hi-Vis Clothing to be worn at All times
<p>Use of Link Trolley</p> 	When traveling to and from track level work site	Hand trolley checklist	<ul style="list-style-type: none"> Hand trolley controller competence required. Carry out pre inspection and brake & push test to be carried out prior to works. Complete hand trolley checklist. Correct manual handling technique. Consider the site conditions. Load trolley evenly. Load to be secured prior to putting trolley into use
<p>Working at Height (Rope Access) (HRA – HS49)</p> 	Works at height from Rope Access equipment	Permit to work at height	<ul style="list-style-type: none"> The Site Supervisor will produce a Permit to Work at Height. Work at height permit to be granted before any works at height commence. IRATA Level 3 trained operative to establish secure point to undertake works at height. The large tree on the embankment will be utilised for this. All works at height to be undertaken by IRATA trained rope access operatives. Equipment certification to be with equipment and checked prior to use. All plant is to be tethered to rope access personnel Condition of equipment to be assessed prior to use.
<p>Working in a watercourse</p> 	At all times when working in a watercourse	Permit to work within a watercourse	<ul style="list-style-type: none"> Permit to work in watercourse to be issued before works commence. This will be for works carried out in the water course which will have a dry working area in place.



			<ul style="list-style-type: none"> All persons working within the water course will wear wellingtons or chest waders as is appropriate. The wellingtons will be cleaned before entry to prevent contamination before works commence. All generators will be set up 10m clear of watercourse. Refuelling operations to be carried out more than 10m from the watercourse. The invert will be protected with visqueen prior to works starting to catch any falling debris as works proceed The water quality will be monitored at regular intervals during the works and checked against the base line.
<p>Water Levels/Pollution</p>	Access through the watercourse as required		<ul style="list-style-type: none"> Check, Clean, Dry procedure to be followed when access through watercourse. Entry and re-entry through the watercourse to be kept to a minimum. Site supervisor to check water levels prior to permitting access. Where levels are too high alternative access route to be considered under POWRA. Silt levels to be monitored throughout works, if silt levels rise, works will cease until levels drop and silt mitigation is put in place. Water levels are to be monitored all times, if the levels indicate the water may overtop the dry working area then works will cease immediately and the invert cleared of all tools and debris.
<p>Use of Rescue Boat</p>	While conducting Rope Access Works		<ul style="list-style-type: none"> Only trained and competent operatives to be in control of the rescue boat Rescue Boat to be launched and retrieved at the safest location Rescue procedure to be tried and tested and then briefed prior to works commencement Life Jackets to be worn at times when aboard the boat
<p>COSHH Substances (HRA – HS39)</p>	When using fuels and grouts	Sypol Material MSDS	<ul style="list-style-type: none"> COSHH data on site for COSHH items



			<ul style="list-style-type: none"> All personnel shall wear full orange hi-viz clothing, hard hat and ankle support safety footwear. Other PPE will be identified by way of task specific risk assessment and issue/worn accordingly.
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3.3 Lifesaving rules

3.3.1 The following table highlights those Life Saving Rules applicable to this WPP

Always		Never	
	✓ or X		✓ or X
	✓		✓
	✓		✓
	X		X
	✓		✓
	✓		X

3.4 High Risk Activities

3.4.1 The following table highlights the High Risk Activities applicable to this WPP

 Breaking Ground	 Change Management	 Confined Spaces	 Electrical & Stored Energy	 Fire & Hot Work
Yes	Yes	No	No	No
 Lifting Activities	 People & Plant	 Railway Operations	 Working at Height	 Work Related Road Risk
No	No	Yes	Yes	No



 Works In, Over or Near Water	 Works producing dust, noise & vibration	 Activities with Potential to Cause Pollution	 Works Affecting Protected or Invasive Species	
Yes	Yes	Yes	Yes	

4 Environmental and Waste Management Arrangements

4.1 Environmental management arrangements

4.1.1 The following environmental issues are applicable to this WPP

Environmental Issues	Project Control Measures	Environmental Consents and Permits
Management of oils and chemicals	<ul style="list-style-type: none"> Storage facilities shall be positioned at least 10m away from a watercourse Drip trays shall be used whilst refuelling. Containers shall be fit for purpose, labelled and have proper fitting lids. Containers and tanks shall be made secure against vandalism or theft Refuelling and mixing shall take place in a dedicated area at least 10m away from a watercourse Spill kits shall be kept on site in high risk areas and shall be appropriate to the risk and amount of oils and chemicals present 	
Dust, Noise, Odour	<ul style="list-style-type: none"> All Personnel to be equipped with Ear defenders when noisy machinery is being used All Plant stood down when not in use Use silenced plant where possible Dust masks to be used where applicable 	
Flood Risk Management	<ul style="list-style-type: none"> Daily completion of the Permit to Work Within, Over, and Adjacent to a Watercourse (HS131) Review and communication of weather forecast, flood information and tide times. Use of national flood warning services: https://flood-warning-information.service.gov.uk/warnings Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether. 	
Ecology, Protected/Invasive species at Risk	<ul style="list-style-type: none"> Ecologist to carry out full eco survey prior to works commencement All works are to be carried in line with Ecologist recommendations 	
Working in or near a watercourse	<ul style="list-style-type: none"> Works undertaken above water level, access outside of watercourse. Weather forecast to be monitored, work undertaken during low water levels. Dry working area to be put in place prior to any works proceeding. Correct PPE to be worn Check, Clean, Dry procedure followed 	Marine Licence Required for all works



4.2 Waste management arrangements

4.2.1 The following waste management arrangements are applicable to this WPP. All waste shall be reused or recycled in accordance with the Site Waste management Plan.

Waste type	How will it be stored?	Testing required prior to disposal	Waste classification	Reuse (R) onsite / Disposal off site (D)
General site waste	Depot skip	Yes / No	Non Haz	D

5 Emergency Arrangements

5.1 Site emergency arrangements

Site Location: Annan Viaduct – GSW – 161/343 – 106m 1481yds Grid Reference: NY1869766325		
Contact	Name or Location	Tel. Number
Ambulance, Fire	Various	999 (112 from Mobile)
BT Police	Control Centre	0800 405 040
Incident Controller	NWR	0141 335 2020
Gas	Nation Grid	0800 111 999
NR Sharps	NR	01904 525 894
Scottish water	Emergency	0845 600 8855
Nearest A & E Hospital	Dumfries & Galloway Royal Infirmary (A&E)	01387 246 246
SEPA	Control Centre	0800 807 060 24/7/365
Flood line	National Flooding Helpline	0345 988 1188.
Spill response	Addler & Allan	0800 592 827

Reporting of Accidents, Incidents & Close Calls

All H&S Accidents, Major Environmental Incidents, Damage to Client or Utility Infrastructure and Rail Possession Irregularities are to be verbally reported as soon as practicable, to line management. Any Incident/Accident must be reported through the AMCO on-call as soon as site is safe and in a position to do so and or request your assistance to update NWR Control.

Person reporting to the AmcoGiffen 'On-Call Manger' to Check and Confirm the following:

- Who you are (Joe bloggs),
- Your location (Example East Junction or near to SH20 (sierra, hotel, two, zero) signal
- Identify what has happened i.e. the accident/incident/significant close call
- What action needs to be taken i.e. Emergency Assistance, Emergency Line Block etc?
- Confirm whether this has been reported to NWR Control (Decide who will report this) Reporting to NWR must be within 2 hours of the event happening.
- Photographs to be taken of location

Rope Access Equipment Rescue Plan

All rope access activities will be carried out by ARA. The supervisor is to refer to the ARARisk assessment and method statement for all methods of rescue and all rope work that will be carried out on site.

Diver Rescue Plan

All diving operations will be carried out as per Aberdeen RAMS. The Supervisor is to liaise with the diving supervisor to gather an understanding of the requirements for a rescue. A demonstration/practice exercise will be conducted to ensure the plan works. A rescue boat will be on site at all times diving operations are undertaken.

Note: Where the Emergency Services are required, state what the emergency is and provide as much detail as possible including the height of the tower - **DG12 6BW - GSW – 161/343 – 106m 1481yds**



5.1.1 First aid arrangements

5.1.1.1 The first aid arrangements for this package of work are

First aiders	Name	Qualifications
	TBC	First Aid at Work
Likely injuries associated with this work package	Works at Height Slips, trips and falls Use of rope access equipment Working in a Watercourse Use of Divers	
First aid equipment provision	Equipment	Location
	First Aid Kit	Welfare Van & On-Site

First Aid Kit to be checked prior to starting work

5.1.2 Evacuation arrangements

5.1.2.1 All site personnel will evacuate using the designated emergency exit route and make their way to the fire assembly point / muster point immediately after hearing the emergency alert. They will wait there until further notice.

Muster point will be at Milnfeild, Annan, DG12 5QP for works on track. Works off track will access via Young's, 60-64 Port Street, Annan DG12 6BW.

In the event of a fire, the person who identifies the fire will alert the workforce and all site personnel will evacuate using the designated emergency exit route and make their way to the fire assembly point / muster point immediately after hearing the emergency alert, they will wait there until further notice.

5.1.3 Fire safety arrangements

5.1.3.1 Fire extinguishers to be stationed by Petrol/diesel plant. Powder will be on site.

5.1.4 Security arrangements

5.1.4.1 Ensure access gates are secured on access/egress. Keep site vehicles locked when not attended and remove all plant, tools and materials at end of every shift and during breaks.

5.1.5 Environmental Emergencies

5.1.5.1 Extreme Weather and Flooding: If water levels rise to a level that the supervisor deems unsafe then works will be postponed until the water level lowers.

5.1.5.2 Oil Spill: Adopt the following procedure where safe to do so: STOP the source of the spill. CONTAIN the spill using available spill equipment. NOTIFY your Site Manager. CLEAN UP the spill and dispose of waste materials as a hazardous waste. If the spill is beyond your control, contact the 24hr emergency response contractor on 0800 592827.

5.1.5.3 Silt Incident: Adopt the following procedure where safe to do so: STOP the source of the silt disturbance where possible. CONTAIN the silt using resources on site (e.g., straw bales, sedimats, and creation of diversion drains). NOTIFY your Site Manager. CLEAN UP any silty water held and remove used silt mitigation measures once water quality has returned to normal.

5.1.6 Summoning emergency services

5.1.6.1 Emergency Services can be summoned by using the COSS/Site supervisors Mobile (Location to be agreed within Pre start Briefings on site) in the case of this work package plan the workforce will inform the emergency services of the following information relating to the location. **DG12 6BW - GSW – 161/343 – 106m 1481yds**



5.1.7 Railway emergency (trains and electrical)

5.1.7.1

	Site Supervisor to enter details prior to briefing	Tick on completion
ECO	0141 335 4087	✓
Signal box	N/A Possession Working	✓
Protection Signals Ref.	N/A Possession Working	✓

In the event of an emergency affecting the safety of the railway the following actions will be undertaken.

1. Do not place yourself or the safety of others in danger
2. The lead communicator on site will be one of the following people and in this order – PICOP > Route Setting Agent > Protection Controller > COSS or SWL or IWA.
3. In an emergency a train can be stopped by raising both arms in the air or at night by waving a light vigorously
4. In an emergency the **signaller / ECO** shall be contacted immediately via mobile phone or using the nearest signal post telephone.
 The lead communicator shall state (*using the phonetic alphabet to communicate any difficult words*) :
 - ‘This is an emergency call’
 - Confirm who you are speaking to the right person *ie usually the signaller or Electrical Control Operator (ECO)*
 - Tell them
 - who you are (*Joe Bloggs*),
 - what you do (*ie COSS*); and
 - your location (for example *Shapton East Junction or near to SH20 (sierra, hotel, two, zero) signal*)
 - Describe the problem and what part of the railway is affected *ie Down Main xx or Level crossing at yy*
 - Tell them what action needs to be taken *ie any emergency service required*
 - Ask the person to ‘repeat back’ the information
 - The Signaller or ECO shall end the conversation.

5.1.8 Asbestos

5.1.8.1 N/A

5.1.9 Utilities

Organisation	Contact details
Electricity	0141 567 4155
Gas	0800 912 1722
Telecoms	0800 917 3993
Water	01382 563 666

6 Work Package Arrangements

6.1 Site Layout

6.1.1 Vehicles will be stored at Milnfeild, Annan, DG12 5QP for works on track. Works off track will access via Young’s, 60-64 Port Street, Annan DG12 6BW.

6.2 Access and Egress

6.2.1 Access to the worksite will be made via Milnfeild, Annan, DG12 5QP for works on track. Works off track will access via Young’s, 60-64 Port Street, Annan DG12 6BW.



6.3 Welfare

6.3.1 Welfare facilities to be provided in the form of a Welfare Van. AMCO shall comply with the requirements of the Network Rail Welfare Standard NR/L3/INI/CP0036 Appendices A & B. Details on site welfare provision can be found in Appendix 3 of the CPP.

No. of Persons	No. of work periods (consecutive shifts, days or nights)								
	1	2	3	4	5	6	1 Week	2 Weeks	>2 Weeks
1	A	A	B	B	B	B	B	B	B
2	A	A	B	B	B	B	B	C	C
3	A	A	B	B	B	B	C	C	C
4	A	B	B	C	C	C	C	C	C
5	A	B	B	C	C	C	C	C	C
6	A	B	B	C	C	C	C	C	C
7	A	B	C	C	C	C	C	C	C
8	A	B	C	C	C	C	C	C	C
9	B	B	C	C	C	C	C	C	C
10	B	C	C	C	C	C	C	C	C
11+	C	C	C	C	C	C	C	C	C

KEY

Category A: Transient site. Arrange for sufficient and suitable local facilities to be used. These may be public or private facilities, e.g. NR stations/depots/buildings/signal boxes, garages and shops.

Category B: Transient site. Arrange for suitable and sufficient temporary welfare facilities, e.g. welfare vehicles.

Category C: Non-Transient site. Establish a site cabin with fixed welfare facilities, car parking, traffic management, site access control, etc.

Note 1 The overall travel time to any toilet provision shall be not more than 20 min from the point of work, but ideally within 10 min

Note 2 In certain circumstances local facilities, if suitable, permanently available and by agreement, may be preferable to temporary site welfare facilities.

Note 3 Due to COVID 19 the cleanliness of a Non-Transient site cannot be maintained, the workforce will have staggered breaks, with the welfare van being cleaned



between each use. There is also a welfare pod located 5 minutes from site that is to be used as a last resort for welfare arrangements.

Welfare Provision Form

NOTE to be completed in accordance with NR/L3/INI/CP0036, Appendix A, Welfare assessment requirements. If compliance is not achievable, please state what will be provided with suitable justification

Contract:	SCOAM18	Contract Ref:	MSC3715
Location:	Annan Viaduct	Date:	13/01/21
Activity:	Masonry Repairs and Reno Mattress repairs		
Duration:	11 Days	Approx. Max No. of Personnel:	10
Welfare Assessment Matrix: <i>(Please indicate what category applies to the worksite)</i>		A	B
Transient or Non – Transient site: <i>(Please state)</i>		Non – Transient site	
Local Facilities, Category A: <i>(Please state what will be used, including any restrictions)</i>			
N/A			
Welfare Vehicles, Category B: <i>(Please state what will be provided within the vehicles)</i>			
Place to eat (Microwaves for heating food), Hand wash facilities, Toilet, Hand Sanitiser,			

Non-Transient Work site Facilities, Category C:	
Facilities Details of Provision <i>(Please state what will be provided)</i>	Facilities Details of Provision <i>(Please state what will be provided)</i>
General Services	
Lighting	Within Ground Hog Unit
Heating	Within Ground Hog Unit
Water	Within Ground Hog Unit
Other:	N/A
Toilet Facilities	
No. of Male Toilets Required	1
No. of Urinals Required	1



No. of Female Toilets	1
Required	3
Other:	N/A
Washing Facilities	
No. of Sinks Required	2
Method of Drying Hands	2
Other:	N/A
Storage & Drying of Work Wear	
Clothes Storage	Ground Hog Unit
Drying Facilities	Ground Hog Unit
Other:	N/A
Rest Facilities	
Tables/Chairs	Ground Hog Unit
Heating Food	Ground Hog Unit
Heating Water	Ground Hog Unit
Drinking Water	Ground Hog Unit
Other:	N/A
Maintenance & Cleaning	
Effluent and Waste Disposal	Weekly
Cleaning Details / Frequency	Weekly
Other:	N/A
External Facilities	
External Lighting	N/A
Protected Accesses	N/A
Car Parking Arrangements	N/A
Other:	N/A

General comments on site welfare (Include size, type, number of units, justification for any non-compliance)
 N/A



Are specialist contractors required? (e.g. Asbestos, contaminated ground, lead)	Yes	No
Will the specialist contractors provide their own welfare Yes No	Yes	No
Please state what specialist welfare facilities will be provided:		

Name:	Adam Ovenden	Position:	Supervisor	Date:	13/01/21
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6.4 Rail Traffic Management

6.4.1 A possession will be in place for the one shift that requires rope access works. Hand trolleys will be in use from Milnfeild access gate.

6.5 Road Traffic Management

6.5.1 N/A



Appendix 1 – Site Layout





Appendix 2 – Risk Assessment

See attached RA 3715.161.343 Rev 1

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



Network Rail Project No: SCOAM18

AMCO Contract No: MSC3715

WPP Revision: 01

Revision Date: 13/01/21

Appendix 3 – Subcontractor RAMS

Please see attached

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	