



Burntisland

what3words - trouser.ownership.trapdoor

1 x midweek dayshift

Prepared by:
M Cheyne

.....
 (Print Name)
 [Redacted]

.....Date

.....
 (Signature)
 Depot Engineer

.....
 (Job Title)

Approved by the Contractor's Engineering
 Manager (CEM) / Contractor's Responsible
 Engineer (CRE):
B Thomson

.....
 (Print Name)

.....Date

.....
 (Signature)
 Site Agent

.....
 (Job Title)

GEM/ CRE Discipline (as stated in the CPP)

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

OR

Accepted on behalf of Network Rail / Client:

.....
 (Print Name)

.....Date

.....
 (Signature)

.....
 (Job Title)

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

Work Package Plan

Job No.	MSE - 2243
Structure	200/564
ELR / Mileage	ECN2/18m 0895yds
Grid Reference	320891, 685783
Post Code	KY3 0LX

Start Date:

Finish Date:

Work Package Plan Number:

WPP No. 2243.200.564

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**Construction [Phase Plan /
 Reference] Number**

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	Site Supervisor	Amco-Giffen	01

VERSION CONTROL

REVISION NUMBER	SUMMARY OF CHANGES
Draft	Issued for review
01	Issued for construction
02	

SEGREGATION ASSESMENT

Segregated	Yes
Responsible Manager	Name: Signature:
Appointed Site Controller	Name:
Segregation	Permanent Physical Barrier / Fixed Temporary Physical Barrier Temporary Portable Barrier / Site Warden
Segregation Comments	Segregation from the track is in the form of boundary wall/fence/steep embankment/overgrown vegetation



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1 Introduction

1.1 Brief outline of work methodology

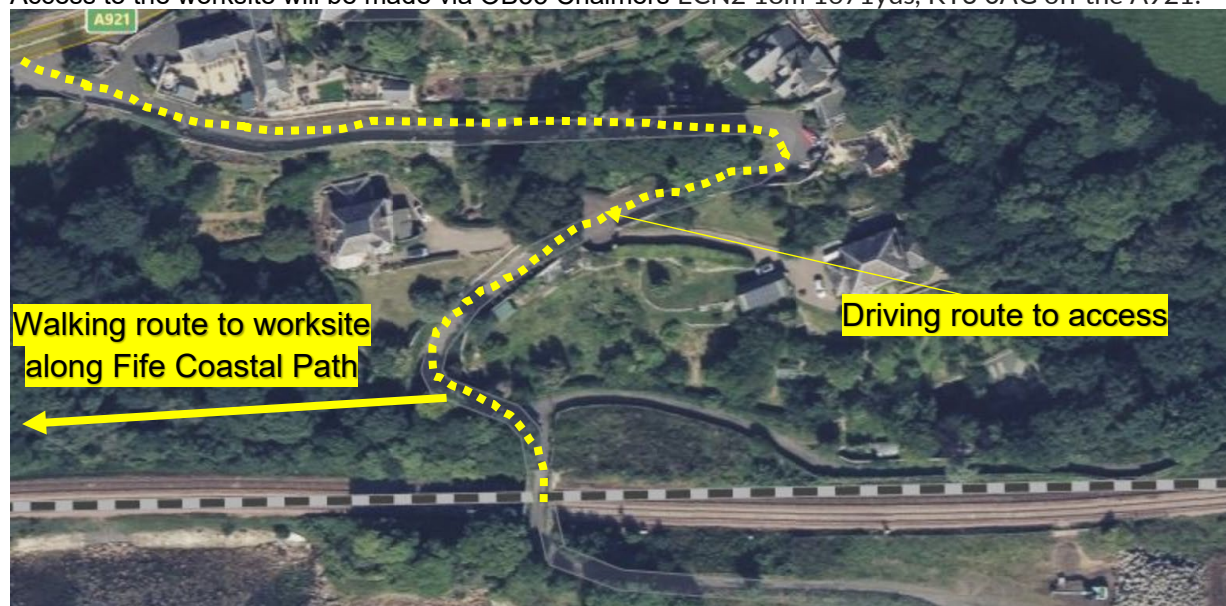
Work Details / Remit – Burntisland - Old Boat Yard Newbigging – ECN2 – 200/564 – 18m 0895yds – KY3 0LX

Grid ref: 320891, 685783

Undertake concrete bagwork repairs to area of undermining at top of crest/rock armour revetment at Section 5 - 18m 0895yds in close proximity to the adjacent coastal footpath - approx. 2.5m L x 0.5m H x 2m W. JSV to be undertaken prior to works commencing on site to establish exact scope of works to be undertaken.

CHANGE = STOP!

Access to the worksite will be made via OB55 Chalmers ECN2 18m 1671yds, KY3 0AG off the A921.



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.

SEPA flood warning web site to check. Work to start when there are no flood warnings in place.
flood.sepa.org.uk

Report any incident (at the time it happens) and any actions to resolve the issue. Any incident should be followed up with a written report to SEPA in due course. The pollution hotline number is 0800 807060 24/7/365.

Segregated Working:

- Permanent Physical Barrier will be the form of segregation used for these works.
- Supervisor will be brief the limitations of the segregation.

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- If the segregation cannot be maintained then works will then cease with immediate effect and reported to the office.

Working within a Watercourse:-

- Works to be carried out to SEPA's General Binding Rules (GBR's) if required.
- Site Supervisor to issue **Permit to Work in Water**.
- Water samples will be measured against a baseline during the works, gathered upstream of the work area and downstream of any silt mitigation measures such as Sedimats/booms etc. 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. Life buoy ring to be set up and Life jacket to be worn at all times.
- All persons working within the water course will wear wellingtons or chest waders as is appropriate. The wellingtons/chest waders will be cleaned before entry to prevent contamination before works commence. **NOTE: Follow Check, Clean, Dry procedure on access/egress to the watercourse.**
- If wellington boots are required to be worn when accessing the watercourse then the supervisor is to complete a **POWRA**. See "wearing of wellington boots" in the RA at the back of this WPP.

Working at height Rope access

- On arrival to the works location a trained and competent Level 3 will set up a safe working rope access system over the required area.
- Level 3 will then ascertain a suitable works rescue method for the system in place and ensure conditions are appropriate for the works before briefing all IRATA trained personnel on the specialist RAMS for the site.
- All IRATA personnel will then sign onto the rescue plan prior to using the system.
- Note: ALL Rope access equipment is to arrive on site Certified to LOLER Regs and the buddy system will be used for harness checks prior to accessing the safe working ropes system.

De-veg operations:-

- Competent operatives to carry out de-veg operations within a 15m exclusion zone.
- Correct PPE to be worn for the task. Eg. Vulture ballistic trousers (orange).
- Operators should work their way down into the vegetation in layers enabling the operator to identify 'hidden' items inside the foliage that may not have been visible during the original site survey.
- Nesting bird check form to be completed before any de-veg works are undertaken, especially between March and October.
- All birds are protected by law. It is illegal to intentionally take, damage or destroy a wild bird's nest while it's being used or built, or intentionally take or destroy a wild bird's egg.

Site operatives will be signed into the attendance register by the AmcoGiffen supervisor.

Note: AmcoGiffen Supervisor to carry out POWRA prior to works commencement each shift



The site supervisor will carry out a site specific briefing to the workforce prior commencing works including:

- *Work scope*
- *Whiteboard brief*
- *Location of emergency equipment*
- *Network Rail Hazzard Map*
- *Known Hazards*
- *Welfare provisions & Locations*
- *Check Competencies*

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

TBS001 – Repairs to sea wall

The supervisor will then brief the workforce on the tasks to be completed as per this work package plan.

If wellington boots are required to be worn when accessing the watercourse then the supervisor is to complete a POWRA. See “wearing of wellington boots” in the RA at the back of this WPP.

Supervisor to check tide times to determine if there is enough time to complete works.

Methodology

- Supervisor must carry out a POWRA at the beginning of each shift. This must be recorded on the tablet in the first instance or the booklet.

Access to worksite

- Turn off main road and drive down to OB 55. Note this road is single track, steep and windy. Keep speed to a minimum (5mph) and watch for pedestrians and on coming vehicles.





- Park up site vehicles at Old Boat Yard Newbigging Burntisland, next to authorised access point OB55 Chalmers - 15m 1787yds - ECN2 - w3w - pastime.indulges.stubbed.
- **Note:** This is not Network Rail property, we have access rights to the gate only. Please do not leave any litter or materials at this location. Please park responsibly and don't block any access gates or road. Workforce will then set up exclusion zone around parked vehicles using barriers and signage and maintained by the Amco operative throughout the works. This is a highly sensitive location, and all effort must be given to minimising the efforts of our activities with regards to the neighbouring properties which closely adjoin this location. Please give thought to the local residents.
- One pickup van will be able to park at the top of the footpath on the grass area making sure not to block the footpath.
- The workforce will then load all plant and material into track barrows and make way to work location 200/564 - ECN2 - 18m 895yds approx. 850yds. Making sure not to overload the barrows which could result in them tipping over. The Amco supervisor to walk in front of track barrows to alert other members of the public using the footpath.



- Once at the site of work, the supervisor will set up exclusion zone in front of the fence line at the work location using red & white cones and barrier tape, supervisor will then erect men at work signs at each side of the public footpath at the structure and will be manned by amco supervisor, works will be stopped and pedestrians escorted through the worksite safely if required.

Site set up

- **Hold point:** Supervisor to issue a **permit to enter a watercourse**.
- Supervisor to brief workforce on the emergency procedures/rescue plan in the event of an accident. *See section 5 Emergency Arrangements in this WPP.*
- In order to avoid the spread of aquatic diseases, such as crayfish plague, the check, clean and dry approach should be taken when any person or plant enters a watercourse with equipment or clothing that has previously been used in another watercourse.



- Where possible, all plant, equipment and tools to be set up at least 10m away from the watercourse. All fuelling to take place at least 10m away from watercourse on a plant nappy or drip tray. Spill kit to be available on site.
- Check the marine environment regularly for any significant changes or signs of pollution such as a visible oily sheen, discoloured (silty) water or dead fish. Work to stop immediately should signs of pollution occur. Prevent rubbish and timber from entering the beach by good housekeeping measures.
- **Hold point:** Supervisor to issue a **working at height permit** for the rope access tasks.

Rope access

- SAS Level 3 supervisor and team to complete walk through of proposed job highlighting risks and proposed sequence of events including recovery method.
- An adequate exclusion zone is to be erected under the proposed work area with signs of prohibition. Level 3 supervisor is to monitor need for exclusion zones and size in relation to work scope, vertical height and prevailing site conditions. Third parties to contact supervisor and request safe passage through the exclusion zone. This will be granted at the first opportunity when tools are downed and the area is safe. Level 3 to ensure they are happy to proceed before commencing the works.
- The level 3 supervisors must complete a specific access procedure for any areas of rigging that are complicated or present difficult recovery scenarios by their nature. This represents any non-standard application of rope access techniques.
- The level 3 supervisor to confirm to rope access team the safe system has been implemented and are ready to use.
- The level 3 supervisor is to go over the rescue procedures in the event of an emergency with his team.
- Once the works are complete the rope access team leader is to ensure the work site is left as found through the use of good house-keeping habits. Remove all debris and waste from worksite and dispose of in accordance with site regulations.
- The IRATA level 3 supervisor will set up a safe system of work using the footpath handrail as the secure anchor point.
- **Note:** While working from the ropes, all tools and equipment will be tethered to the harness throughout the duration of the works.
- The rope access operatives will then access the base of the sea wall and remove all loose/dislodged material from the scour.



- **Hold point:** Operatives to wear a FFP3 dust mask and goggles when drilling into Soluform bags and masonry to protect against Silica dust and flying debris.
- Once the loose material has been removed start to install Soluform bags (2-3 bags deep) into the void and secure with U-pins. Bags to be further secured in incremental layers with 12mm dia. X 1000mm threaded bars with Nylock nuts and washers.
- Larger stones which have fallen out of the wall to be placed in front of the bagwork for additional protection.
- Once all the works have been completed the supervisor is to ensure the worksite is left clear and tidy.
- Post photographs of worksite to be taken before leaving site at the end of each shift.
- Plant itinerary check sheet to be cross checked when leaving site to ensure no plant is left behind.
- **Hold point:** Delegated CRE to complete the **Form E** to confirm line is fit for use.
- Load up barrows and return to the parked vehicles and load up.
- Return to the yard to dispose of all waste in the appropriate skips.

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
TBS001 M Cheyne	Sea wall repairs	

1.2 AMCO's delivery organisation

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

Contacts		
On call Manager		
Regional Managing Director	Jim Double	01236 457 157
Regional Director	A Kane	[Redacted]

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Contractors Engineering Manager	David McGahon	[Redacted]
Civils CRE	B. Thomson	[Redacted]
Temporary Works Coordinator	B. Thomson	[Redacted]
Sustainability & Assurance Advisor	Katie Farmer	[Redacted]
Procurement	Procurement North	01226 243 413
Project manager	B. Thomson	[Redacted]
H & S Advisor	Steve McSorley	[Redacted]
Depot Manager Perth	M McFadyen	[Redacted]
Depot Engineer	M Cheyne	[Redacted]
Site Supervisor		

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

1.3 Resources

1.3.1 The following resources will be used for this work package:

People

Number of People and their competence associated with this WPP		Task
Competence	No of People	TBS Ref
Amco-Giffen ES/Coss/Supervisor	1	TBS001
Amco-Giffen Skilled operatives – rope access	3	TBS001

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP		Task
Plant item	No	TBS Ref
Track barrows	2	TBS001
Grinder	1	TBS001
Hammer drill	1	TBS001
Men at work signs	2	TBS001

Materials

Quantity of Materials		Task
Material	Quantity	TBS Ref
Soluform bags	150	TBS001
Threaded bar	50 @ 12mm x 1000mm	TBS001
Resin	5 tubes	TBS001
Drill bit	2 @ 14mm x 1000mm	TBS001
Terram	10 Lm	TBS001
Hazard warning tape	1 roll	TBS001
Traffic cones	8	TBS001
U-pins	40	TBS001
Nuts and washers to suit	50	TBS001

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Fuel	40 Litres	TBS001
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2 Working Together

2.1 At site communication

The Site Supervisor will brief the contents of the WPP, NWR Hazard Map and permits in the Welfare van before works commence.

Other information to be discussed are as follows:

- Daily Whiteboard
- Any Site specific requirements/details.
- Access/Egress arrangements to the works location.
- POWRA to be carried out before each task.
- The Supervisor will brief the contents of the WPP pack in the Welfare van before works commence.
- 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
Stephen Boslem	Works Delivery Manager (Structures East)	[Redacted]	✓
A Sinclair	Project Manager (Structures)	[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	✓
Incident Controller East	0330 85 26235.	
Operations Controller East	0330 85 26225	

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HSE	Fatalities and Major Injuries - 0845 3009923. Other - http://www.hse.gov.uk/riddor/report.htm	✓
ORR	020 7282 2000	✓
EA/SEPA/NRW	0800 807060	✓
Flood line	0345 9881188	✓
Spill clean up	0800 592 827	✓
Local Authority	Fife Council – 0345 155 0000	✓

3 Hazard Management

3.1 Work involving particular risks

3.1.1 The work in this package does not involve any of the particular risk(s), as detailed in Regulation 12 (2), (Schedule 3) of the CDM Regulations 2015 **OR**

The work in this package involves the following particular risk(s), as detailed in Regulation 12 (2), (Schedule 3) of the CDM Regulations 2015:

Risk	When and where will the risk be present?	Permits Required	How will this risk be controlled?
Work which puts workers at risk of falling from a height. HRA 	Sea wall repairs – rope access	Permit to Works at Height	• Permit to work at height to be issued. • Competent IRATA Contractor to provide Specific RAMS prior to works commencement • Anchor type and location to be identified as part of site briefings from level 3 operative • All works are to be conducted under the IRATA ICOPs and HASAWA working at height regulations • All Rope access equipment to arrive on site in good order inspected to LOLER regulations • Entire system to be inspected and signed off by a competent IRATA L3 tech before use • All works from ropes are to be carried out under the direct supervision of

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			a trained and competent IRATA L3 Tech • Wind readings are to be taken before and during the works from ropes and postponed when directed by the L3 tech • Rope access system and RAMS to be applicable to the task and location of works • Prior to use of the Rope access system all personnel will be briefed on the most appropriate rescue for the type of work and type of system being used
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring	Risk not present on site		
Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionizing Radiations Regulations 1999	Risk not present on site		
Work near high voltage power lines	Risk not present on site		
Work exposing workers to the risk of drowning	Risk not present on site		
Work on wells, underground earthworks and tunnels	Risk not present on site		
Work carried out by divers having a system of air supply	Risk not present on site		
Work carried out by workers in caissons with a compressed air atmosphere	Risk not present on site		
Work involving the use of explosives	Risk not present on site		



Work involving the assembly or dismantling of heavy prefabricated components	Risk not present on site		
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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
Segregated working	When not working under a safeguarded possession or line block	N/A	Permanent Physical Barrier will be the form of segregation used for these works. Supervisor/Coss will be brief the limitations of the segregation - fencing/overgrown vegetation If the segregation cannot be maintained then works will then cease with immediate effect and reported to the office.
Fatigue Management	All Works	N/A	Fatigue management shall reference Amco procedure HS62. Workloads to be appropriately planned to the duration and time of the shift. Minimise the amount of journeys required to and from site compound to area of works. Ensure regular breaks are taken. In accordance with procedure HS72 (Work Safe), all personnel have the right to stop work where they consider working practices (including working excessive hours) pose an unacceptable risk to their health and safety or to others.



Working in a high street environment – members of the public	Working next to public footpath	No	An appropriate barrier around the works to be set up: Depending on the circumstances, traffic cones/hazard warning tape may need to be upgraded to pedestrian barriers or Heras fence panels if the amount of passing pedestrians is high or the worksite is restricted. Plan work in sections if required to allow members of the public access past the works. One man to be watchman and to direct MOPs safely passed works. Men at work signs to be set up to warn MOPs of the works.
Exposure Silica dust	Drilling through Soluform bags into existing stonework	No	This can be controlled by dampening and standing up wind of the dust cloud. An exclusion zone. The use of Respiratory Protective Equipment (RPE) may be required. Tight fitting RPE with a protection factor of 20 or FFP3 may be required.
Nipping, trapping and crushing 	At all times	No	Use Competent, trained staff and ensure that correct PPE including gloves are worn at all times. Pre-work briefing, toolbox talks. Operatives to complete Point of Work Risk Assessments if any changes to work.
Works at height 	Accessing high level works	Working at height permit	Working at height permit to be issued IRATA rope access supervisor to set up rope access anchor points.
Use of harnesses – rope access	Working on sea wall	Working at height permit.	Working at height permit to be issued These checks are essential and should be carried out each time, before the lanyard/harness is used. Pre-use checks should be



			tactile and visual. The whole lanyard/harness should be subject to the check, by passing it slowly through the hands (eg to detect small cuts of 1 mm in the edges, softening or hardening of fibres, ingress of contaminants). A visual check should be undertaken in good light and will normally take a few minutes.
COSHH Substances (HRA – HS39)	When handling hazardous or items detrimental to health or the environment	No	COSHH items on site will be: Soluform bags & resin COSHH data to be available on site for COSHH items. Task Specific PPE worn at all times when handling COSHH Items Harmful substances to be used as per manufacturers recommendations. COSHH items stored off site when not in use. Operatives to be equipped with task specific PPE at all times whilst using COSHH items.
Plant – use of portable tools and equipment	Carrying out the works	Competency of operator	Low voltage equipment (110v). Regular maintenance of tools. Circuit tests and PAT HAVs assessments to be undertaken. When using angle grinder Kevlar armlets and mesh protective gloves to be worn
Operating small tools	Carrying out the works	Competency of operator	Operatives must be trained and competent. Inspect plant before use and report any faults to site supervisor. When using angle grinders Kevlar armlets and mesh protective gloves must be worn.
Cement based products	Masonry & pointing repairs	COSHH	Cement can cause ill health mainly by skin contact, inhalation of dust and manual handling. Therefore,



			appropriate PPE and COSHH awareness is essential
HAVS	When using small plant	No	Keep hands warm when operating vibrating plant and tools. Operatives to be briefed on ELV and EAV time limits. Site supervisor to monitor and record trigger times. Rotate workforce to minimise exposure times. N works to commence until Amco supervisor has referred to the trigger time register and briefed all operatives on the EAVs for the plant on site, this must be adhered to at all times during the works
Rope access operations   	Access to high level works where there is a risk of falling / sea wall	Working at height permit	Working at height permit to be issued. Amco supervisor to check competency of rope access team. Ensure rope access team have been briefed on their own RAMS and an agreed method of rescue has been agreed upon. IRATA trained persons. Level 3 to set up ropes etc.
Working in water.  	Scour repairs	Permit to enter a watercourse	Do not work alone. Difficult access and egress, possible entrapment, depth and flow will all need to be considered. Fresh concrete and cement are very alkaline and corrosive and can cause serious pollution in watercourses. It is essential to ensure that the use of wet concrete and cement in or close to any watercourse is carefully controlled so as to minimise the risk of any material entering the water. Working in confined / restricted spaces will pose significant risks at incidents involving water so a means of rescue should be considered before works commence.



Works over water  	Working next to a watercourse	Permit to enter a watercourse	Ensure that working platforms are secure with no tripping hazards. Surfaces which become wet and slippery should be cleaned and treated with sand or industrial salt.
Slips, trips and falls  	At all times	No	Get the right footwear with good tread and slip resistant soles. Take extra care in poor weather conditions – slow down and look ahead to where you are placing your feet. Play your part in keeping your work place tidy – clear waste as it is generated, clean up spills and store materials safely. In extreme conditions stop work until actions are taken to make access ways safe. Always fix and report close calls, eg: poor underfoot conditions or access, unsafe stairs or walkways
Manual handling  	At all times	No	Operatives to be trained and competent in manual handling techniques. Correct lifting equipment and techniques to be used. Assess the load before lifting. Do not lift more than you are capable. Share the load when practical to do so. See appendix for manual handling control measures
Access / egress from site    	At start and finish of shift	No	Walking routes to be suitable and all trip hazards removed.
Leptospirosis  	At all times	No	Gloves to be worn at all times, hand washing and welfare facilities to be located on site for duration of the works
Noise / Occupational  	When using power tools	No	Hearing protection to be worn when operating grinders, chainsaws, Stihl saws, strimmers, drills etc.



3.3 Plant and People Interfaces

3.3.1 The following table highlights the Plant and Vehicle Management Plan:

Please see Appendix 4 (The Plant & People Interface (PPI) Hierarchy of Risk Control) for further details

	Yes	No	N/A	Actions required/comments
1. There is a comprehensive and up to date PTMP at the location			X	PTMP is included with site documentation.
2. There is a risk assessment in place to cover all PPI/vehicle risks at the location			X	Risk Assessment highlighting PPI/ vehicle risks included in site documentation.
3. PPI/vehicle controls are included within TBS/RAMS and are detailed within the CREB board briefings			X	All PPI/ Vehicle Controls included in RAMS/ TBS and shown in Brief.
4. Reversing of plant/vehicles in unsegregated areas is controlled by trained Marshall/Banksman — even when reversing aids are fitted			X	When required banksman/marshals to ensure all reversing manoeuvres are carried out safely.
5. There is clear process/responsible persons at the location to ensure visiting drivers are briefed on location controls and arrangements for reversing/manoeuvring where segregation is not possible			X	All workforce to sign into TBS, Site Register and Toolbox Talks prior to works commencement.

Task / activity where there is a potential for Plant / People Interface	Level of Control selected in the Hierarchy	Justification for selection / Risk Control Measures
When Plant is being On-Tracked from RRAP	Eliminate / Minimise / Mitigate	- Plant operators permit to be issued before any plant movements - Plant operative to carry out pre-start checks on the machine - MO & MC to communicate utilising Dett Comms - Exclusion zones to established to mitigate plant and people interface
When Plant is in operation at Site Location	Eliminate / Minimise / Mitigate	Plant operators permit to be issued before any plant movements



		- Plant operative to carry out pre-start checks on the machine - MO & MC to communicate utilising Dett Comms. - Exclusion zones to established to mitigate plant and people interface.
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3.3 Lifesaving rules and High Risk Areas

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

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

3.3.2 The following table highlights those HRA's applicable to this WPP

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



No	No	No	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	No	

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	- Containers shall be fit for purpose, labelled and have proper fitting lids. - Containers and tanks shall be made secure against vandalism or theft - Refuelling shall take place in a dedicated area at least 10m away from a watercourse - Drip trays shall be used whilst refuelling. - Spill kits shall be kept on site	
Management of silt	Consideration shall be given to the silt hierarchy where potential for silt/soil pollution on site i.e., 1- eliminating work within the water, 2- isolation of working area, 3-minimising soil/silt movement through choice of methodology or reducing veg strip; 4-controlling runoff/silty water using straw bales, Sedimats, silt fences, etc.	•
Dust, Noise, Odour	- Dust from cutting to be suppressed using water - The workforce is to turn plant off when not in use, this will minimize noise levels within the site of work.	•
Working in or near a watercourse 	- Works undertaken above water level, access outside of watercourse. - Weather forecast to be monitored, work undertaken during low water levels, if possible. - Check, Clean, Dry procedure followed - The silt mitigation measures are to be installed as per the methodology of this work package plan where silt is disturbed through works.	



Works affecting flora or fauna	- Ecology survey to be undertaken and recommendations complied with - Work to stop if protected species or nesting birds found and advice sought.	•
Works affecting cultural heritage	- Works to comply with consent - Works to be in keeping with the style of the original structure.	•
Flood Risk Management	- Monitoring of compliance with any permit / licence / consent affecting watercourses and flood risk - 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 - Checking of any temporary works to ensure that they are suitable and sufficient to cope with seasonal weather / river flows - Measures to be established to prevent debris entering the watercourse which may pose a flood risk. - Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether.	•

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	Bagged	No	Non hazardous	D

5 Emergency Arrangements

5.1 Site emergency arrangements

Site Location: Burntisland - Old Boat Yard Newbigging – ECN2 – 200/564 – 18m 0895yds – KY3 0LX
Grid ref: 320891, 685783

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	Victoria Hospital, Kirkcaldy. KY2 5AH	01592 643 355
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 blogs),
 - 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 Amco. The supervisor is to refer to the Amco risk assessment and method statement for all methods of rescue and all rope work that will be carried out on site.

5.1.1 First aid arrangements

5.1.1.1 The first aid arrangements for this package of work are

First aiders	Name	Qualifications
	XXXXXX	First Aid at Work
Likely injuries associated with this work package	Cuts, abrasions, eye injuries, broken bones, sprains	
First aid equipment provision	Equipment	Location
	First Aid Kit First Aid Kit checklist to be completed at the start of each shift to ensure first aid box is fully stocked.	1 x kept on site during the works 1 x kept in the site welfare van

First Aid Risk Assessment

NR/L2/OHS/00110/F01 - FIRST AID RISK ASSESSMENT

To be used in conjunction with First Aid at Work business process NR/L2/OHS/00110

Date: 12/03/26



Location:	Old Boat Yard Newbigging – ECN2 – 200/564 – 18m 0895yds – KY3 0LX		
Name:	Burntisland		
Workplace/Activity being assessed:	Sea wall repairs		
1. Injury and Ill Health Using your knowledge and experience of the general level of accidents and illnesses suffered by your staff undertaking this type of activity, in the assessed environment allocate a value from 1 to 6 from the table on the right: (If necessary, consult accident records and/or staff representatives)	POTENTIAL SEVERITY		
	1 Minor injury, but no time off work		1
	2 Injury causing up to 3 days' absence		1
	3 Injury causing more than 3 days' absence		1
	4 Long-term absence		1
	5 Single Fatality		1
	6 Multiple Fatality		1
Potential severity of accident or illness	Insert figure here 		6
2. Work Activity Using your knowledge and experience of the type of activity to be undertaken, allocate an appropriate score from 0 to 5: 0 = no risk, 5= high risk or N/A, then add together for TOTAL figure NOTE: control measures shall affect your scoring			
On or near the line			0
Working at height			3
Hazardous chemicals			3
Manual handling			3
Electrical			0
Cutting equipment			3
Plant machinery			0
Working at night			0
Any additional hazardous work activity e.g. dealing with public, confined spaces, radiation sources (please score as instructions above and name activity below)			
	Insert TOTAL figure here 		12
3. Number of people working at workplace or site of work (pick most typical figure)	Lone worker (5)		3
	2 to 50 (3)		
	51 and above (5)		
	Insert figure here 		
4. Vulnerable Individuals Are there inexperienced workers or people with disabilities or health problems? (assume yes if you do not know the group e.g. Contractors, public)	Yes (5)		1
	No (1)		
	Insert figure here 		
5. Remoteness 5.1 Likely response time for emergency services to arrive on scene of incident? (pick most typical figure)	8 minutes (1)		
	30 minutes (3)		
	Over 30 minutes (5)		



	Insert figure here →		3																																				
5.2 Has a suitable road vehicle access point for evacuation been identified at the planning stage? (pick most typical figure)	Yes (1)		1																																				
	Moving worksite (3)																																						
	No (5)																																						
	Insert figure here →																																						
5.3 Is emergency mobile telephone communication available at the workplace or site of work, with coverage? (pick most typical figure)	Yes (1)		1																																				
	Usually (3)																																						
	No (5)																																						
	Insert figure here →																																						
Add the numbers you have inserted in the summary boxes for sections 1 – 5 to determine risk level from the Table below. Then use the table on Page 2 of this form for the suggested minimum level of provision for the severity level identified.																																							
<table border="1"> <tr> <td>Table:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Low Severity</td> <td>1 - 18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Medium Severity</td> <td>19 - 30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>High Severity</td> <td>31 and above</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Table:									Low Severity	1 - 18								Medium Severity	19 - 30								High Severity	31 and above							
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Medium Severity	19 - 30																																						
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CAUTION – Check the total scores are correctly calculated as it would impact on the severity category																																							
Table 1 - Suggested first aid provision																																							
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		At least 1 First Aid at Work first aider for every 25 employees, depending on the type of injuries that might occur	or out of hours • The needs of contractors working for Network Rail
High Severity	2 - 24	At least 1 Emergency First Aid at Work first aider	• Workplace or site of work remote from emergency services
	More than 25	At least 1 First Aid at Work first aider for every 25 employees, depending on the type of injuries that might occur	• Types of injuries that can occur with activity
PLEASE NOTE – First aiders working in high severity environments may require additional training or first aid equipment. More information can be found in the First Aid at Work business process NR/L2/OHS/00110			

5.1.2 Emergency Arrangements

5.1.2.2 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

5.1.3 Evacuation arrangements

5.1.3.1 If required, Evacuation will be initiated by COSS/Site Supervisor Muster Point. If evacuation is initiated it will be done verbally and all personnel will make their way to the agreed muster point. Muster point to be identified within the pre-work brief by the Amco supervisor

Muster point will be a safe distance from the works as directed by the supervisor

In the event that an individual is required to be rescued from a situation this will be carried out by a site recovery stretcher board where they will be carried back to the above muster point where they will await the emergency services – **Burntisland - Old**



Boat Yard Newbigging – ECN2 – 200/564 – 18m 0895yds – KY3 0LX - Grid ref: 320891, 685783

5.1.4 Fire safety arrangements

In the event of a fire, the person who identifies the fire will utilise the air horn 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 horn, they will wait there until further notice.

- 5.1.4.1 Firefighting equipment will be available on site in a safe location with additional equipment stored in site vehicles at the access. If in the event of a fire on site the Amco operatives, if safe to do so will extinguish it with the onsite equipment.

5.1.5 Security arrangements

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

5.1.6 Environmental Emergencies

5.1.6.1 Extreme Weather and Flooding:

- Monitoring of compliance with any permit / licence / consent affecting watercourses and flood risk.
- 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>.
- Checking of any temporary works to ensure that they suitable and sufficient to cope with seasonal weather / river flows.
- Measures to be established to prevent debris entering the watercourse which may pose a flood risk.
- Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether.

5.1.6.2 Oil Spill:

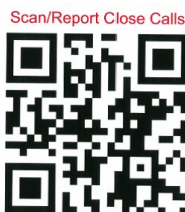
Adopt the following procedure where safe to do so: STOP the source of the spill. CONTAIN the spill using available spill equipment. NOTIFY your Site Manager. CLEAN UP the spill and dispose of waste materials as a hazardous waste. If the spill is beyond your control, contact the 24hr emergency response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

5.1.6.3 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.

5.1.7 Summoning emergency services

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; Burntisland - Old Boat Yard Newbigging – ECN2 – 200/564 – 18m 0895yds – KY3 0LX - Grid ref: 320891, 685783

Railway emergency (trains and electrical)

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

5.1.7.1 N/A

5.1.9 Utilities

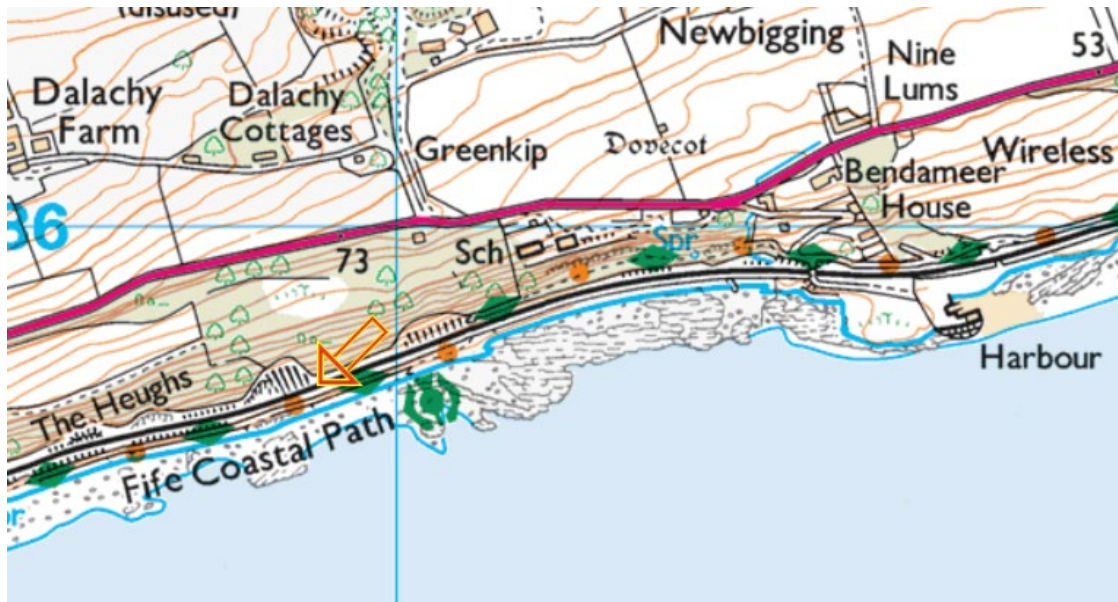
5.1.8.1 N/A

Organisation	Contact details
Electricity	Scottish Power 0800 027 0072
Gas	Scottish Gas Networks 0800 912 1700
Telecoms	British Telecom 0800 800150
Water	Scottish Water 0800 077 8778



6 Work Package Arrangements

6.1 Site Layout



6.2 Access and Egress

6.2.1 Parking/access - OB55 Chalmers ECN2 18m 1671yds, KY3 0AG off the A921.

Access to the works – along the Fife Coastal Footpath.

Access into the Watercourse – rope access

6.3 Welfare

Welfare Assessment Matrix

No. of Persons	No. of work periods (consecutive shifts, days or nights)						1	2	>2
	1	2	3	4	5	6	Week	Weeks	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 B: Transient site. Use of onsite Hog or Pod.

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.

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.

Location of nearest most suitable pod/hog.

Site Name	Burntisland Relay Room
Post code	KY3 9BS
What 3 words	///acrobat.driveways.flows
ELR	BID
Mileage	0.0116m
Grid ref:	323737, 685931
Access	534 KEY ENTRY



Door Opening Procedure for Welfare Pods

The Problem. Door won't open with the keypad or Key It has been found that some of the doors for the PODs are difficult to open. This is caused by the rubber seal pushing the door out and resulting in the lock mechanism being held against the mortise aperture preventing the lock from opening. The following procedure will resolve this matter.	
Picture 1 shows the rubber seal and the mortise aperture.	Picture 2 shows the mortise lock which is being pushed against the mortise aperture.
	
The Solution	
Outside trying to get in Push the door against the door jamb with your left hand. This compresses the rubber seal, input the key code, turn the handle anticlockwise and pull the door open. If you are using the key, push the door, turn the key anticlockwise, when the key is turned fully release the door which can be pulled open.	Inside trying to get out If its difficult to open the door from the inside pull the door handle towards you which compresses the rubber seal, and turn the bottom thumb switch lock clockwise, then push the door open
	
All faults should be reported through WelfareFaults@networkrail.co.uk	

6.4 Rail Traffic Management

6.4.1 N/A

6.5 Road Traffic Management

6.5.1 N/A



7 Hand Over and Hand Back Arrangements

7.1 Hand over and hand back arrangements

- 7.1.1 AmcoGiffen Supervisor will carry out a check of the work site to ensure no materials & equipment has been left within the worksite and surrounding area.
 Working area to be left clean & tidy.



Appendix 1 – Risk Assessment

Control of activity risks

The table identifies particular hazards and risks that may be present during the works. Toolbox talks will be given where on these risks are deemed necessary but at a rate of not less than one per week. Weekly site audits will be undertaken by the Site Supervisor / Site Manager.

PREPARED BY: M Cheyne		DATE PREPARED: 12/03/26		OVERALL RISK	
SEVERITY		PROBABILITY		RISK	
LOW	1	1	NOT LIKELY	LOW	1 TO 6
SLIGHT - FIRST AID TREATMENT	2	2	POSSIBLE - OTHER FACTORS NEEDED BUT NOT LIKELY	MEDIUM	7 TO 15
MODERATE - OVER 3 DAYS INJURY	3	3	QUITE POSSIBLE - OTHER FACTORS NEEDED - LIKELY	HIGH	16 TO 25
HIGH - MAJOR INJURY / DEATH	4	4	LIKELY - OTHER FACTORS THEN WILL HAPPEN		
VERY HIGH - MULTIPLE DEATH	5	5	VERY LIKELY - WAITING TO HAPPEN		

Applicable Tasks	
1.	Sea wall repairs
2.	
3.	
4.	

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Starting Works	Reportable or minor Incident	3	3	9	- 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. - All information to be recorded on POWRA. - Site Supervisor to brief any extra control measures and how they will be implemented and maintained.	3	✓			
Workings	Reportable or minor Incident	3	3	9	5day SSSTS supervisor on site at all times - All activities recorded in daily diary - All workings supervised at all times - Weekly Site Managers inspection carried out	3	✓			
Slips trips and falls	Reportable or minor Injury	3	3	9	- Care to be taken when walking on site, - Steel toe cap boots must be worn at all times - Site Supervisor to ensure site is cleared on a regular basis and the end of each shift.	3	✓			

Work Package Plan – [NR Project Name & Number] – Draft/Issue #



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
roads, Roadworks, Steep hills, Other road users, Weather, Collisions, Height restrictions, Animals, Fatigue, Distractions, Inexperience, Loads, Reversing, Refuelling, Parking, Speeding, Alcohol/Drugs, Loading/unloading -Fatal injuries, Permanent disability, Physical and psychological impairment, Trauma-brain and tissue, Fractured limbs/bones, Crush injuries, Lacerations/bruising, Asset damage, Property damage, Environmental damage					- Never exceed SWL –loads to be evenly distributed, secured and not protruding beyond the sides of the vehicle. - Remove keys and lock vehicle when idle. - Drivers to be respectful & courteous. - Drivers to obey speed limits and signpost directions on all routes to and from an AMCO Giffen site and on the construction site. - Drivers to follow statutory limits on working hours and must take breaks specified. - Drivers not to work under the influence of drugs / alcohol, nor consume them during working hours. - Drivers to adopt defensive driving practices, anticipating hazards and testing the braking systems of the vehicle. - Drivers not to allow radio/CD systems to distract them from driving duties. - Mobile phones prohibited, if phone call is required stop vehicle when safe to do so. - Drivers not to park in a manner that causes a hazard or obstruction to other road users. - Drivers to note road conditions/hazards and report these to line management. - Reverse parking must be followed at every office, site or depot.	4	✓			
Slips trips while wearing wellington boots	Reportable or minor Injury	3	4	12	- Wear correct size of boots. - Ensure treads are not worn. - Steel toe capped and steel shanked mid-sole. - Don't drive with them on. - Not perished.	2	✓			

Work Package Plan – [NR Project Name & Number] – Draft/Issue #



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					- Suitable re-fuelling procedures ensuring that no refuelling or plant maintenance is undertaken within 10 metres of a watercourse (and at least 30m away if possible) and use of bunds/plant nappies. - Suitable and adequate storage facilities for fuels, chemicals, oils or any substance that has the potential to pollute. - All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. - Checking that all safety clothing / equipment is in good condition, in particular footwear with non - slip soles, and is being worn. - Work area to be kept free of debris underfoot. - Exclusion zone to be maintained during works.					
COSHH (HRA – HS39)  Dermatitis: Cement and aggregates, Chemicals, Extreme weather conditions, Not wearing PPE, Improper use of PPE, Poor personal hygiene-Sensitization or burns from contact with cement materials, sealants, chemicals and their constituents	Reportable or minor Injury	3	4	12	- COSHH data on site for COSHH items – Soluform bags and resin. - Task Specific PPE worn at all times when handling COSHH Items - Harmful substances to be used as per Manufacturers recommendations - COSHH items stored off site when not in use - Operatives to be equipped with task specific PPE at all times whilst using COSHH items - Personnel reminded to wash hands before eating, drinking or smoking. - Site to be surveyed and chemicals / contaminated areas located, marked and protected. - Mandatory minimum PPE to be worn at all times as per HS57 PPE Procedure.	3	✓			

Work Package Plan – [NR Project Name & Number] – Draft/Issue #



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
clearance, Slips and trips, Snagging lanyard, Incorrect storage of harnesses / lanyards, Mobile phones, Exceeding safe working load - Significant injuries or fatalities from falls of persons					- Area of fall to be assessed to ensure sufficient clearance-aim is to provide fall restraint rather than allow free fall. - Anchorage points assessed to ascertain if lanyard can become snagged or that lines will not run over any sharp objects or edges. - Never exceed SWL of harness. - Anchorage to be clearly identified, chest height or above, and able to withstand the shock loading of a person falling in a harness. - Work area clear of potential slips and trips. Housekeeping done throughout the day. - All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. - Exclusion zone maintained during works.					
Falls from height 	Reportable or Major Injury	5	4	20	- The Site Supervisor will produce a Permit to Work at Height for the rope access team. - Work at height permit to be granted before any works at height commence. - Equipment certification to be with equipment and checked prior to use. - Condition of equipment to be assessed prior to use.	5	✓			
Working at height (Rope access) (HRA – HS49)	Major injury / death	4	4	16	- Permit to work at height to be issued. - Competent IRATA Contractor to provide Specific RAMS prior to works commencement - Anchor type and location to be identified as part of site briefings from level 3 operative	8	✓			

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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Use of Small tools 	Reportable or minor Injury	3	4	12	- Operators must be trained and competent. - Impact goggles/face shield to be worn at all times. - Inspect plant and equipment before use and take damaged sections out of use and seek replacements.	3	✓			
Operating Small Plant and tools Angle grinders (HRA – HS40) 	Reportable or major Injury	4	3	12	- Operators must be trained and competent. - Impact goggles/Face shield to be worn at all times. - When using angle grinder Kevlar armlets and mesh protective gloves to be worn. - Inspect plant and equipment before use. - Report faults to Site supervisor. - Take damaged plant out of use. - Guards to remain in place where fitted to tools. - Use HAVS register to record time on equipment. - Wearing of gloves and correct PPE for the task. - Maintenance of tools. - Rotation of workforce to reduce exposure times.	4	✓			
Works Producing Dust.	Minor / Long Term Injury	2	2	4	- All dust from abrasive wheels controlled by appropriate guards and wetting down where required. - Regular checks of abrasive wheels done to ensure proper guards are fitted. - RPE FFP3 face masks must be worn at all times during working operations. - Operative's clean shaven and evidence of face mask in use has been certified as face fitted to the operative. - All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. - Work area to be kept free of debris underfoot. Good housekeeping to be maintained across the site.	2	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					- Exclusion zone to be maintained during works. - Good ventilation in place if working. - Warning signs and notices in place setting out standards and controls. COSHH data on site for COSHH items					
Electric Tools: Electric shock, Moving tool bits, Torque/sudden movement of the tool, Flying particles, Flying dust, Vibration, Trailing electrical cables, Noise – Burns, Eye injuries, Injuries from impact or entanglement with moving tool bits, Hand/arm injury, Hand-arm vibration syndrome, Injury following trips and falls, Noise induced hearing loss, Respiratory injury	Reportable or major Injury	4	3	12	- Cable routes planned to minimise tripping hazards – route overhead if practicable. - If adjustments or changes need to be made, tools to be disconnected from the mains supply. - Only 110-volt tools with power supplied through an isolating centre tapped to earth to be used - Work area to be kept free of debris underfoot. Electrical equipment shall be free from obstruction in order to be accessible for maintenance and operation. - Gloves to the correct standard to be worn. - Safety glasses / goggles / visor to the correct standard to be worn. - Respiratory protection to the correct standard to be worn if dust to be created. - Hearing protection to correct standard to be worn. - Mandatory minimum PPE to be worn at all times. - All operatives trained to use the appropriate PPE.	4	✓			



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this).					
Exposure to Silica dust from ballast or drilling/cutting operations Aggravation to eyes / lungs due to dust - Injury to or loss of an eye due to contact with dust particles, Breathing problems and respiratory infections	Major or minor injury	4	4	16	- Exclusion zone around generated dust cloud. - Stand up wind from dust cloud. - Dampen down worksite/ballast. - Wearing of RPE, min protection factor of 20 or FFP3. Ensure close fitting along with being clean shaven. - All dust from abrasive wheels controlled by appropriate guards and wetting down. - Regular checks of abrasive wheels done to ensure proper guards are fitted. - RPE FFP3 face masks - All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. - Work area to be kept free of debris underfoot. Good housekeeping to be maintained across the site. - Exclusion zone to be maintained during works.	3	✓			
HAVs  Vibration: Whole body vibration, Hand / arm vibration—Back pain, Vibration white finger, Damaged blood vessels, Circulatory problems, Pain, Gangrene, Irritation,	Reportable or minor Injury	3	4	12	- HS40 Control of Vibration at Work to be used for guidance. - Site Management need to ensure supervisors under their control are actively monitoring vibration exposure levels so employees / operatives do not to exceed the Exposure Action/Limit Values. - Ensuring that all plant, tools and equipment are suitably used and maintained in accordance with safe systems of work and any manufacturers' recommendations. - Selection of other methods of work which reduce exposure to mechanical vibration where possible.	3	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Fatigue, Loss of concentration.					- Any excessive vibration reported as soon as possible to site supervisors.*When using a tool or piece of plant that produces vibration, break up the job with other work activities or people to reduce the harm.*Nearby persons warned when vibration, dust, noise are likely to be produced.*Exclusion zone maintained during works. - Site Supervisor to record Trigger times. - Take regular breaks, rotate the task. - Inspect plant and equipment before use and take damaged sections out of use and seek replacements.					
Noise: Communication difficulty leading to accidents, Progressive noise induced hearing loss, Tinnitus - Significant injuries or fatalities from misunderstanding communications, Irreversible damage to hearing, Total hearing loss, Sleep deprivation and anxiety due to tinnitus.	Reportable or minor Injury	3	3	9	- Change the method and/or equipment so that the noise hazard is no longer present. - Use tools and equipment with the best sound attenuation available. - Remove the source of noise to a distant location wherever possible. - Orientate plant to divert noise away from persons. - Use alternative less noisy equipment, or mufflers or silencers. - Establish demarcation zones, noise hazard areas. - Reduce the number of personnel placed at risk. - Rotate the workforce. - Warning signs and notices ("Hearing Protection Must Be Worn") in place setting out standards and controls. - All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. - Work area to be kept free of debris underfoot.	3	✓			



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					Highlight area with spray paint.					
Hygiene (HS55)	Illness, weils disease	3	2	6	- Welfare van available for shelter, place to rest and eat during breaks - Welfare van to be kept clean and tidy at all times - All site personnel to use site facilities and under no circumstances will food or drink be consumed on site. - Rubbish disposal points and regular removal from site.	3	✓			
Injury	Illness, cuts, falls	3	2	6	- Appointed Person on site (3day First Aid) - First aid kit located within welfare van - List of First Aiders in Job Pack - A&E Hospital route and location map in Job Packs. - All details included in site inductions.	3	✓			



Appendix 2 – Manual handling control measures

Manual handling

Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Why is dealing with manual handling important?

Manual handling injuries can have serious implications for the employer and the person who has been injured. They can occur almost anywhere in the workplace and heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

What do I have to do?

To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, employers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury.

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment

- Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor
- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible



Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling.

Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position.

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold.

Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture.

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting.

This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist.

Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent.

Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling.

Look ahead, not down at the load, once it has been held securely.

Move smoothly.

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.



Don't lift or handle more than can be easily managed.

There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust.

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



FM-HS-103 IDENTIFYING A CONFINED SPACE

Location	Contract Number
Description of Task	

The following document has been produced in line with the Confined Space Regulations 2007 (Reference – legislation.gov.uk).

No.	Description	Yes	No
1.	Is the working area a place including chamber, silo, vat, tank, pit, trench, sewer, culvert, well, flue, or any other similar space in which, by virtue of its enclosed nature there arises a reasonable foreseeable specified risk?		

If the answer is "YES" please complete the below table:

Can any of the following specified risks be foreseen with consideration of work to be carried out?	Yes	No
A serious injury to a person at work arising from a fire or explosion?		
The loss of consciousness of any person at work arising from an increase of body temperature?		
The loss of consciousness or asphyxiation of any person at work arising from an increase in body temperature?		
The drowning of any person at work arising from an increase in the level of liquid?		
The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment of a free flowing solid?		

If any of the above answers are "YES" then the working area is to be classed as a confined space, if not please complete the below table stating additional tasks to be taken into account specific to the worksite;

No.	Description	Yes	No
1.	Has the atmosphere been tested?		
2.	Were any gases encountered?		
3.	Could there be a deficiency of oxygen/air? e.g. any boiler, tank or pit; any duct with restricted ventilation or dead end or lengthy visit.		
4.	Could there be any residual products of combustion?		
5.	Could gas, vapour or liquid enter the space from adjoining plant, from which it has not effectively been isolated? e.g. heating plant, oil tank		
6.	Is there a sludge or deposit which could be disturbed and is likely to produce a gas or vapour? e.g. oil tank, drainage pit		
7.	Is there any proposed activity within the space that could produce a gas or vapour? e.g. cutting, welding, painting, degreasing		
8.	Is oxygen enrichment within the space a possibility?		
9.	Is the proposed work likely to generate excessively high temperatures?		
10.	Are there safe means of access into the space? e.g. ladder or access steps.		
11.	Are the contractors working under a safe system of work?		
12.	Is there a rescue plan in place?		
13.	Are the sides of the trench supported? e.g. trench boxes or shoring.		

If you've answered 'YES' to any of the above other than 1, 10, 11, 12, 13 then the work area is designated as a confined space and a competent person will need to be appointed to undertake the works.

Site Manager	Signed
Works Supervisor	Signed





ON-SITE RESCUE PLAN		
Confined Space Name/Location:	Identification #:	Date:
Attendant: _____ Employer: _____		
Employer: _____ 2) _____ On-Site Rescue Personnel/Designation: _____ 3) _____ 1) _____ 4) _____		
Methods of Communication: Attendant to Rescue Personnel:- ☐ Phone ☐ Audible Signal ☐ Radio ☐ Intercom Attendant to workers: ☐ Phone ☐ Radio ☐ Intercom ☐ Audible Signal ☐ Visual Hand Signal ☐ Rope Signal		
Methods of Rescue: ☐ External (Retrieval) ☐ Internal: _____ ☐ Congested: _____ ☐ Hauling System Required: _____ ☐ Patient lowering system required/lowering area: _____ ☐ Anchor overhead: _____ Anchorage: ☐ Beam ☐ Stairwell ☐ Support Strut ☐ Support Column ☐ Other: _____ Pre-Rigging required? ☐ Yes ☐ No		
Rescue Equipment Requirements (check ☒ where applicable below and indicate quantity needed): ☐ Hauling Systems: _____ ☐ Carabiners: _____ ☐ Pulleys: _____ ☐ Shock absorbers/lanyards: _____ ☐ Anchor Straps: _____ ☐ Webbing: _____ ☐ Ascenders: _____ ☐ Body Harnesses: _____ ☐ Rigging Plates: _____ ☐ Safety Lines: _____ ☐ Main Lines: _____ ☐ Wrist/Ankle Harnesses: _____ ☐ Fire Extinguishers: _____ ☐ _____ ☐ _____ ☐ _____		
Rescue Equipment Inspections Identified rescue equipment inspected by competent worker: _____ Employer: _____ Record of inspection(s) attached ☐ Yes		
Medical Equipment Requirements (check ☒ where applicable below and indicate quantity needed): ☐ First Aid Kit: _____ ☐ Packaging Device: _____ ☐ _____ ☐ _____		
Additional PPE Requirements (Indicate what is needed): ☐ High Visibility Vests ☐ Hearing Protection ☐ Safety Boots ☐ Hard Hats ☐ Safety Glasses/Goggles ☐ Gloves ☐ Face Shield ☐ _____ ☐ _____		
Description of Space (include location of attendant): 		
Diagram of Space (Use Back of Page if needed): 		
Completed by: _____ ☐ Entry Supervisor ☐ Attendant ☐ Other: _____ Date: _____		



arks Delivery Scotland - Slip Trip & Fall Map

od Practice Guide

eneral Guidance

- Workplace conditions change frequently and this leads to unidentified hazards appearing
- Regular and repeated identification of hazards specific to a site and the subsequent briefing of these issues is advantageous to site safety and will reduce the impact of such hazards.

- Site Inspections

- Pre-site inspections present an ideal opportunity for the identification of hazards and provide the potential for the removal of anything that presents a STF hazard.
- Hazards identified should be listed above, so that an appropriate control measure is undertaken and briefed to the workforce on site.

ccess Points

- Are they fit for purpose, look for
- Damaged / Missing steps & handrails
- Are they free from vegetation
- What lighting is required to illuminate them

Scrap Management at Depots / Access pts / On site

Is there a need to

- Demarcate the area by fencing
- Highlight the area e.g. additional lighting / painting
- Remove excess or discarded materials
- Remove fly tipped materials

lking routes

- Are they free from vegetation?
- What lighting is required to illuminate them

Work Impact on walking / working surfaces

- What waste will be produced – where will this be stored – workforce been briefed
- Tools and equipment to be used returned to bogey (storage area)
- Work area illuminated prior to work commencing
- Trailing cables from lighting generators etc.
- Lineside furniture – S & T/OHL bonds/cables – AWS Magnets
- Catch pit lids – are they marked – lid secure – not damaged – require to be fenced off.
- Troughing lids secure – not left as a hazard on site
- UTX chambers – secured – marked
- Test holes – on site – to be filled - marked
- Rails left on site - can they be moved - relocated
- High ballast shoulders
- Wildlife – rabbit holes
- Open drains marked on site
- Lifting / moving equipment – team lifting – 1 x person to control the lift – check area
- and route moving equipment is to take to ensure it is free from hazards that could be moved, workforce briefed on others

ather

- How the weather may affect the conditions at the access and worksite.
- Snow & Ice - removal from access points - grit and shovels available
- PPE required – wellingtons – ice grips – use



Works Delivery Scotland - Slip Trip & Fall Map

ne		
Mapping Diagram		
Workplace / Location		
Key	ard	trols
1		
2		
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4		
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6		
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8		
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11		