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xx/xx/22.....Date

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

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IMT Coord

.....  
(Job Title)

.....Date.

## Work Package Plan

**Retaining Wall**

**R/103/006.0536**

**MTL2**

**Leven, Fife**

**KY8 4LQ**

**Heave.oath.grape**

**6m 682yds**

**Start Date: xx/xx/2022**

**Finish Date: xx/x/2022**

### Work Package Plan Number:

**IS014xx/WPP006 (REV 00)**

### Controlled Copy Number

**WPP006**

### Construction Phase Plan Reference Number

**IS014xx/CP/01**

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## 1 Introduction

### 1.1 Brief outline of work methodology

#### 1.1.1

R/103/006.0536 is a retaining wall adjacent to the new Leven Rail Link, at the Station end. During the design phase, it has been identified that to address potential issues with the structure and potential lateral movement, the installation of rock anchors will be required. AMCOGiffen will liaise with Principal Contractor regarding access and other requirements to ensure the smooth delivery of the works. Due to other programmed works, the installation method will be either Tracked machine or RRV mounted machine to drill the anchors. This will be dictated by the extent of the track installation around the time of the retaining wall works.

#### 1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
WPP006/TB001 – Gordon Paterson	Site Mobilisation / General duties	
WPP006/TB002 – Gordon Paterson	Rope Access Installation	
WPP006/TB003 – Gordon Paterson	Rock Anchor Installation	

#### TB001 – Site Access & General Duties

**Safe System of Work: Highstreet Environment**

**Electrical Protection: Isolation (trackside): N/A**

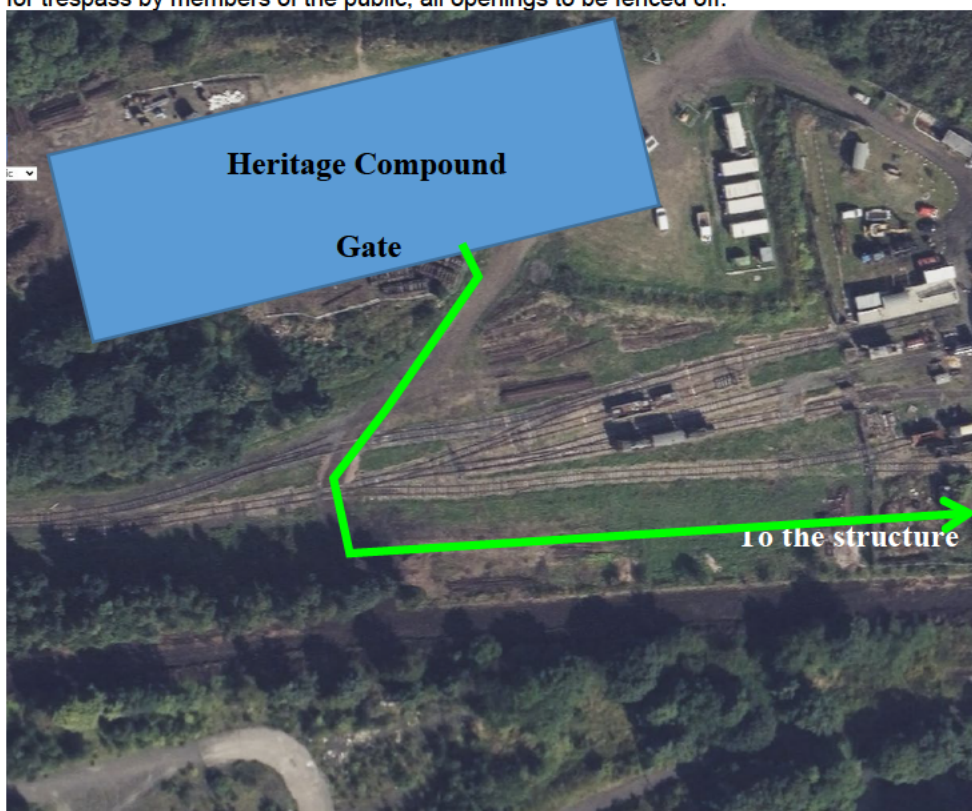
**Permits: Enviro Permit, Permit to proceed.**

- ⓐ All personnel starting on site shall be checked for a level of competency aligned with their role and responsibilities. Competency certificates for all personnel on site must be complete outlining their experience with relevance to the tasks to be undertaken. Competency evidence must be uploaded to BAM system for acceptance prior to induction being arranged by PC. BAM will seek CSCS, CPCS & PTS. Please note that NPORS cards are not accepted where a CPCS category exists. If anyone is deemed not to have the correct level of competency, training and experience the Site Supervisor may not permit them to work, this has particular relevance to Subcontractors' Operatives.
- ⓐ Marine Scotland Permit will be procured prior to works commencing. This must be in place and displayed within the site office during operations.
- ⓐ All suppliers to be notified of Traffic Management plan prior to commencement of works. This plan must be followed at all times.
- ⓐ All personnel must sign in with the site supervisor and complete the site register. This must be completed in full with travel time etc. completed. At the end of the shift personnel must sign out with the site supervisor and log the journey home in the site register. All site attendance must follow the Life Saving Rules namely, no more than 12 hours door to door, minimum of 12 hours rest between shifts, no more than 72 hours work within a 7 day period and no more than 13 continuous days without a day off. Any deviation from this needs to be reported to Senior Management and be appropriately risk assessed.
- ⓐ All operatives involved in this task must undergo a full PC Project induction from BAM followed by an AMCOGiffen site & work specific induction prior to works commencing.
- ⓐ All personnel on the site will receive a task briefing to cover the methodology and risks associated with the activities. A record of this briefing and any subsequent re-briefings will be taken in the form of signatures to the briefing record which will be returned to document control.
- ⓐ A Point of Work Risk Assessment (POWRA) and daily briefing will be carried out each day which all operatives will sign to show they have understood the methodology and hazards. Any new hazards will be identified at this point.
- ⓐ A daily white board briefing will be carried out each day, at the point of work which all site personnel will attend. Any new hazards will be identified at this point
- ⓐ At all times when working within 2m of a watercourse, all personnel must wear an auto-inflating life vest.
- ⓐ All welfare will be provided by BAM (PC). Main compound will be at the Heritage Compound with satellite welfare (groundhog unit) at the Leven Station Working Area.
- ⓐ A dilapidation photo survey shall be carried out before any works commence.
- ⓐ All waste shall be managed in accordance with the Site Waste Management Plan.





- Ⓜ All personnel holding a PTS card to swipe in at the start of every shift with the card checker. Ensure you are swiped out at the end of the shift prior to leaving site.
- Ⓜ All plant to have "Safe Zone" technology installed the team familiar with its use.
- Ⓜ **HOLD POINT**- Enviro Permit and Pollution Prevention Plan to be in place covering all works and briefed to all personnel.
- Ⓜ **HOLD POINT** – Giant Hogweed present in the area. Toolbox talk to be briefed to all personnel prior to start of works. INNS plan to detail control measures in place. All personnel to be briefed on these.
- Ⓜ All attendance on site must be pre-planned with BAM; either site walkthroughs or the commencement of works.
- Ⓜ Vehicular access via gravel road from Heritage compound, across the Heritage lines (closed) and onto the future rail route. Banksman must be in attendance and escort vehicles at all time. Due to potential for trespass by members of the public, all openings to be fenced off.



- Ⓜ Permit to work within the watercourse to be issued prior to working in or near watercourse and completed daily by the Site Supervisor. Permit to work at height will be issued prior to works and completed by Site Supervisor where applicable.
- Ⓜ All permit requirements to be adhered to for duration of the activity.
- Ⓜ **HOLD POINT** - Prior to deveg work a Nesting Bird Check will be undertaken no more than 48hrs prior to works. Nesting Bird risk increases between March and August (inclusive), during this time, for any active work, an ecologist will check the works area every 48 hours. Enviro-permits during this period are valid only for 48 hours. Outside of this time period, enviro-permits are valid for 1 month however, vigilance for nesting birds is still required
- Ⓜ Procedure for exposing any services:
  - Using the CAT & Genny, the AMCO Supervisor should mark out the service using marker paint.
  - Check Permit to Dig is in place.
  - Operatives wearing flame retardant overalls should start digging approx. 500mm to the side of the service, wearing suitable PPE and using insulated tools.
  - As they dig down, they should pull the stone/soil above the line of the service in to the excavation for removal until they discover the level of the service.
  - Upon locating of a service, the AMCO Site Supervisor should be brought over to record the findings via photographs. Depth and line of service should also be recorded.



- No excavation within 1.2m of a known service without director's approval.
- Service Record will be on site and reviewed by the AMCOGiffen Supervisor. A visual and a CAT & Genny survey will be carried out by a Super user with any services affecting the area of the steel removal found highlighted using marker paint and trial holes dug by hand to prove the line and depth of the service. This will all be carried out under the guidance of permit to dig.
- Access from the bankside will be via proprietary stair keyed into the banking upstream side of the structure.
- At Low tide, AMCOGiffen Operatives wearing buoyancy aids will then install floating silt curtains spanning the area beneath the structure along with a floating oil boom, installed in a way as to not impede any fish in the watercourse.
- Due to the tidal nature of the works, the bubble curtain will be switched off if water levels leave it unsubmerged. It will be reactivated as the tide returns.
- All mitigation measures should be checked daily and reinforced during periods of expected inclement weather.
- **At all times, the works must adhere to the Marine Licence, ref no tbc. All works should also adhere to AMCOGiffen Procedure HS44 - Work On or Adjacent to Water.**
- All personnel to be briefed on the Marine Licence Conditions & Controls prior to working within the watercourse or carrying out works likely to involve an interface with the stream.
- Any fixed plant shall be stood at least 10m away from the watercourse over a drip tray that can contain 110% of its fuel tank capacity
- Prior to entering the water all waders or footwear shall be clean, dry and free from debris from other sites to prevent the spread of invasive species and disease. All to be thoroughly cleaned before being taken off of site.
- Prior to works within a watercourse or other body of water a Permit to work within a watercourse (FM-HS-131) shall be completed. Part 1 shall be completed prior to entering and Part 2 shall be completed thereafter on a daily basis.
- All persons working in the vicinity of water must have been instructed on the risks associated with leptospirosis, the signs and symptoms and what actions to take if feeling unwell
- Safety line and life ring will be established along the works.
- When works do commence, the AMCO supervisor should monitor the works, both inside and outside the work area.
- During any activities within the vicinity of the river, water shall be monitored upstream of the works and downstream of the bubble curtain in the following manner:-
  - A water monitoring kit shall be obtained
  - A water sample shall be taken in the bottles provided upstream and downstream.
  - The water bottles shall be placed next to each other against the laminated sheet within the kit or any other white background and a photo taken.
  - The monitoring shall be recorded on the permit to work in water form and daily diaries.
  - Should the silt levels rise at any points during the works, all works must stop and the PC (within 20 minutes of the incident) must be notified along with Project Environment and Ecology manager and EnCoWand AMCO's in-house Ecology team.
  - pH shall be monitored during activities with cementitious materials in the following manner
  - a pH stick shall be taken and dipped in the water upstream of the works. The pH stick shall be compared with the colour scale on the packet and the result recorded.
  - A reading shall be then taken downstream and the process above repeated.
  - If the reading downstream is 1pH unit or greater than upstream then stop work and re-assess the measures for preventing the escape of concrete. Again the reporting process above to be followed if issues are noted.
  - Note: A pH of 9 or above will kill fish.
- The site will also register with the SEPA floodline (0845 988 1188 / <http://www.floodlinescotland.org.uk/>) and raise a permit to work in water
- Access to the South side of the structure is from the Leven Leisure Centre Car Park and under Bawbee Bridge.
- Ensure fences and gates are kept closed at all times with a banksman to monitor exclusion zones
- Communications between operator and banksman to be via Dect Comm Radios.



### TB002 – Rope Access Installation

**Safe System of Work:** Highstreet Environment

**Electrical Protection: Isolation (trackside):** N/A

**Permits:** ECO Permit. Permit to Work at Height. Permit to work in or around a watercourse. Permit to proceed.

- ☐ Twin rope working will be used to access the heights needed for drilling and coring.
- ☐ Confirm all relevant permits and preliminary paperwork is in place prior to accessing site.
- ☐ Permit will only be issued after any appropriate preparatory work has been completed and the area is clear of other trades.
- ☐ Rope Access Team to familiarize themselves with the site and scope of works. TBS to be signed by whole team and any third parties working under the safe system of work.
- ☐ Any identified hazards to be noted and discussed with all parties affected prior to works starting.
- ☐ Level 3 supervisor and team to complete walk through of proposed job highlighting risks and proposed sequence of events including recovery method.
- ☐ The level 3 team leader will rig and test all ropes and associated equipment.
- ☐ A safe rope access system shall be set up under the supervision of an IRATA level 3.
- ☐ Suitable anchor points shall be selected for the creation of a safe system of work. This will either be from the nearest rail or a fixed line with independent anchor point.
- ☐ 1no. substrate test will be taken at the start of the works – this bolt must not be used to rig ropes.
- ☐ All bolts will be subjected to a pull test prior to use. All tests will be recorded and kept in the onsite job file.

Test Type	Test Load	Hold Time
Pull Test	6kn	15 secs
Substrate Test	15kn	3 mins

- ☐ Bolts to be used as anchor points: Petzl expansion bolts, Self-tapping concrete screws, Resin M12 threaded bar
- ☐ A combination of these anchors will and can be used to create a safe rope access system.
- ☐ These anchors will be used to install 2 sets of 2 tensioned ropes to allow the rope access team to work from height. A 14mm steel cable will also be tensioned in the same place to reduce the sag effect and maintain a high point.
- ☐ The rope access operative can then access any point along the sides of the structure by clipping to all 3 lines (2 ropes and 1 cable). The 14mm cable must be used with the ropes and is NOT to be solely used as an anchor point.
- ☐ L3 to constantly assess the worksite and produce a detailed rescue plan sketch to accompany the onsite rescue plan. This will be briefed to all IRATA personnel prior to commencing work and sign the rescue plan to confirm they understand.
- ☐ IRATA Briefings and checks on equipment must be carried out and recorded on a daily basis.
- ☐ The IRATA trained Level 3 must supervise all works and check all rigging of ropes prior to works commencing during each shift.
- ☐ Level 3 supervisors to confirm to rope access team the safe system has been implemented and are ready for use.
- ☐ Once the works are complete the team leader is to ensure the work site is left as found through the use of good housekeeping habits.
- ☐ Remove all debris and waste from worksite and dispose of in accordance with site regulations.
- ☐ For rope access attached to the nearest rail, it must be ensured that there is no risk of the machine accidentally cutting the rope system. This can be done by both securing to the underside of the rail and not having ropes coming over the rail head or protecting the ropes by using a physical barrier to prevent the machine incurring on the ropes.
- ☐ **Hold Point – Enviro permits and permit to proceed.**



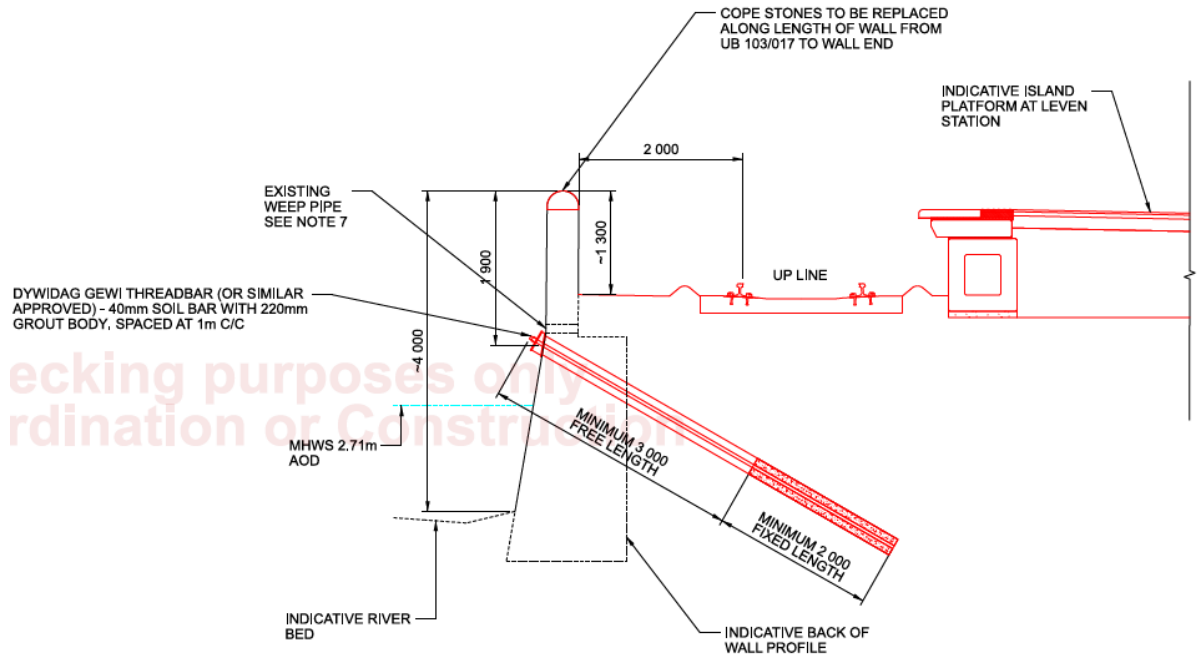
- Devegging to be carried out using hand tools as required following the guidance of the Enviro Permit.

### TB003 – Rock Anchor Installation

**Safe System of Work:** High Street Environment

**Electrical Protection: Isolation (trackside):** N/A

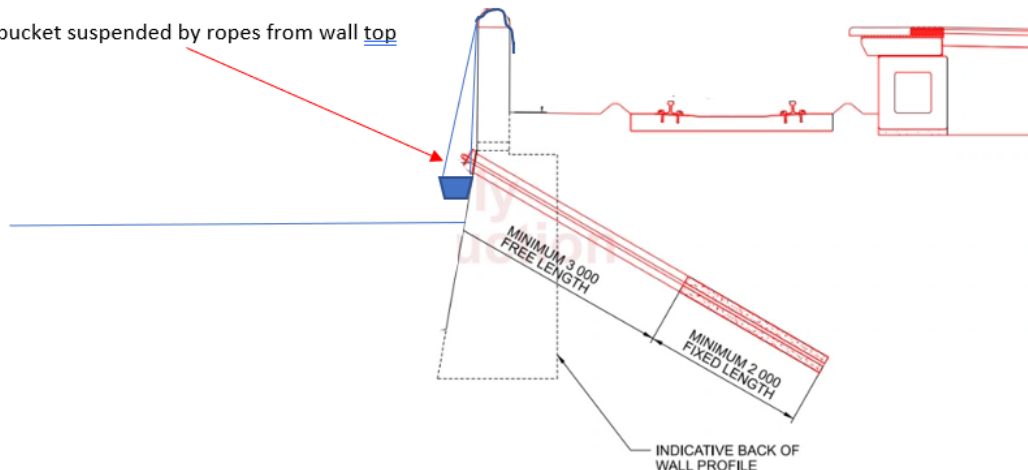
**Permits:** Enviro Permit. Permit to Work at Height, Permit to work within a watercourse.



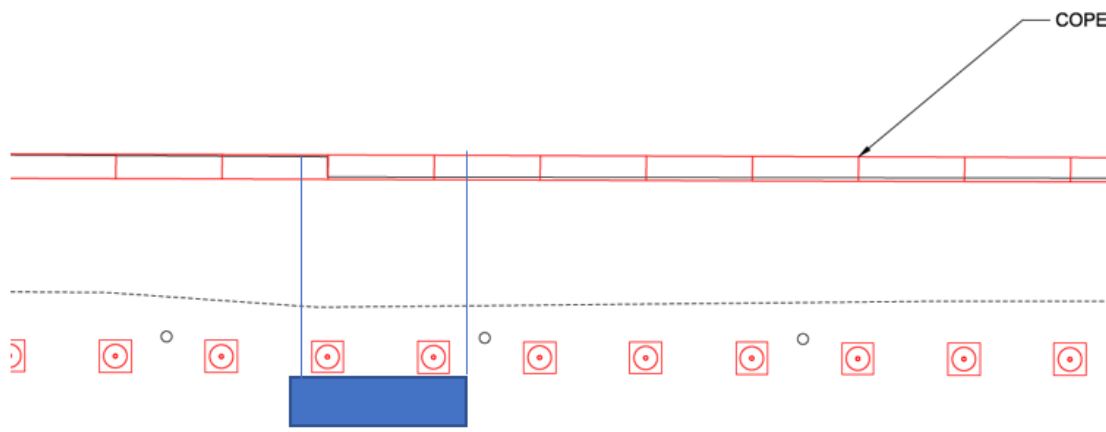
Rope access works will be set up as per the above process.

- Tracked machine to be brought to site and exclusion zone around both the machine and the rope access set up.
- RRV machine can be used however additional controls must be in place to prevent rail wheels cutting the ropes.
- Prior to works starting, a "catch system" must be set up to prevent debris entering the water course. This should consist of a bucket slung from the top of the wall and sealed with a foam edge to ensure a tight seal to the wall.

Trough/bucket suspended by ropes from wall top







Checking purposes only

- ⦿ This should be cleaned regularly by lifting up and over the wall and emptied appropriately.
- ⦿ Care should be taken when lifting to ensure material isn't dropped at the water course below.
- ⦿ Prior to the main works commencing, 2no test anchors should be drilled and fixed into the rock in agreed locations, this should be agreed with the designers. These should be tested in line with the material to be used and should be able to prove the strength achieved by the grout over a set period, namely 3 days due to the accelerator used in the grout mix.
- ⦿ The proof load of the test anchor is calculated from BS 8081:1989 as is satisfactory from NA+A1:2014 to BS EN 1997-1:2004+A1:2013. The proof load  $P_p$  is calculated by multiplying  $T_w$  (Working Load) by 1.5.
- ⦿ The load applied to the test anchor shall be applied in line with BS EN ISO 22477-5:2018, Test Method 2 for suitability testing. The loading procedure will conform to 9.3.2 of BS EN ISO 22477-5:2018.
- ⦿ The test will be deemed successful if the bar has less than 10mm of displacement.
- ⦿ Whilst these anchors are curing, it is permissible to commence main rock anchor installation.
- ⦿ There are 120No (to be confirmed) rock anchors
- ⦿ Works will be carried out by the Rock Anchor Subcontractor.
- ⦿ Permit to work at height to be in place for all works at height.
- ⦿ All drilling will be carried out by machine mounted Drill Rig. Coring will be by hand.
- ⦿ A permit to break ground will be issued prior to starting works
- ⦿ Rock Dowel Installation Quality Assurance Sheet to be completed for every anchor to be installed.
- Pre-cores
- ⦿ AMCO Giffens supervisor will set out the locations for the cores on the abutment.
- ⦿ this will be marked at a high level
- ⦿ The Rock anchor Subcontractor will use a string line to mark out the actual core locations. AMCO will sign off the agreed locations.
- ⦿ An electric powered core rig will be used to drill the 125mm diameter pre-core up to 1m through the concrete.
- ⦿ An inclinometer on the core rig mast will be used to ensure the designed inclination is achieved.
- ⦿ Holes to support the coring rig at each location will be marked and drilled with an SDS drill, and anchors installed.
- ⦿ The core rig will be winched into position and bolted to the wall at each borehole location in turn. Permit to lift to be in place for all lifting operations.
- ⦿ Slurry to be cleared up prior to entering the watercourse. As such a sump should be formed at low level which can be cleaned and removed prior to high tide. At high level, a trough will be suspended below the works aligned with the wall to ensure all materials possible are caught prior to reaching ground level.
- ⦿ No coring during high tide.



- u The core rig will be secured to separate backup ropes during the course of the works to prevent it being dropped from height.
- u The generator and water pump will be established on the higher below.

### Installing anchors

- o With the pre-core works complete, anchors can be prepared for installation.
- o Bars, couplers and drill bits will be set up at the drilling locations.
- o The excavator will sit above the works to reach the drilling locations.
- o The hydraulic drill mast will be positioned over the first pre-cored (1m) anchor position by manoeuvring the arm into place.
- o The drill angle will be set to the appropriate degrees with an angle finder.
- o With the drill stopped and the cage open the drill will have DTH drill strings attached with the DTH hammer on the distal end.
- o The drill will provide hydraulic rotation to the drill string and compressed air will be used to drive the hammer.
- o After each anchor hole is drilled to depth the string will be uncoupled and the drill reversed up the mast.
- o The next anchor hole will be coupled on between the drill and the string and then this will be drilled to depth. This will continue until the anchor hole reaches the minimum length of 5m.
- o Once the anchor hole is to depth, the drill steels will be reversed up the drill mast, with each steel being uncoupled and removed from the system, in the reverse of the drill method.
- o The grout mix will be started in the grout plant. Operators of the grout plant will wear waterproof gauntlet or long nitrile grouting gloves and a face fit respirator.
- o If holes take more than 3xTHV of grout, or if voids areas are encountered then AMCOGiffen will be informed and operatives will wait for instruction. AMCOGiffen to liaise with the designer if this situation occurs.
- o Following the completion of one hole, the drill rig will be positioned over the next hole and the process repeated. Drilling equipment will be removed to a designated washout area more than 15m away from a watercourse or other known tributary.
- o Drill logs will be kept for each hole and an ITP checklist will be filled out for each day of drilling.
- o Grout cubes will be taken throughout the works to meet the specification of works.
- o All HAVS will be recorded daily per person. Only HAVS exposure will be used for the petrol cut-off saw to cut bar and weld-mesh.

### Testing

- o An accelerator will be used as an accelerator in the grout to reduce curing time of the grout, achieving 40n to 3 days as opposed to the standard 7 days if no additive is used.
- o Nails will not be tested at 3 days of installation as the accelerator has been used.
- o All testing equipment will be checked to ensure it is in certification.
- o An exclusion zone will be set up around the anchor to be tested and people working in the vicinity will be informed when testing is to take place.
- o The bearing surface for the hydraulic jack will be prepared to allow a flat solid surface 90° to the tendon.
- o The anchor tendon will require an extension bar connecting to allow the jack to apply a load to the anchor. This must be securely screwed on with couplers equally between the anchor and the extension piece.
- o Pressure gauges will be connected to the hand pump and jack. All hydraulic connectors will be wiped clean before fitting, and checked to ensure the connector is fully homed before tightening the threaded securing collar.
- o A plate will be positioned over the nail tendon on top of the jack and secured with a nut. Dial gauges will be set up on a goal post frame to measure the movement in the top plate.
- o A small seating load will be applied and the hand pump will be used to achieve the test loads.
- o Displacement will be recorded and the results will be given to CAN project manager. Make sure all sections of the test form are completed.
- o During this operation, a gauge check will be carried out on anchors within the zone of influence to confirm acceptance. These results will be recorded for submission to the client and designer.

### Completion Works

- o Upon completion of the works, a 200mm x200mm 20mm thick stainless steel pattress plate will be installed to protect the anchor.
- o The masonry face surrounding the anchor is to be made smooth by mechanical tools to allow an even bed of mortar behind the plate.
- o M8 masonry anchors should be drilled in to the stone to secure the plate to the retaining wall.
- o Mortar should be mixed to an M15 1:2:4 (Cement:Sand:Aggregate) mix.

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



- Galvanised plate should be fitted over the bar and once the lock nut is tightened it should be sealed with the mortar to secure and seal the plate to the abutment.

## 1.2 AMCO's delivery organisation

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

Role	Name	Contact Number
Regional Director	Jim Double	[redacted]
Operations Director	Stephen Campbell	[redacted]
Senior Contracts Manager	Ross McCaffer	[redacted]
Project Manager	Gordon Paterson	[redacted]
Site Agent	John Cochrane	[redacted]
Contractors Engineering Manager	Alan Crockett	[redacted]
Contractors Responsible Engineer (Civils)	Ross McCaffer	[redacted]
Quantity Surveyor	Sean Stewart	[redacted]
General Foreman	Bryan McLaughlin	[redacted]
Senior Site Engineer	Ross Dennistoun	[redacted]
Temporary Works Co-Ordinator	John Cochrane	[redacted]
Temporary Works Supervisor	Bryan McLaughlin	[redacted]
Temporary Works Supervisor	Ross Dennistoun	[redacted]
H&S Manager	Andrew Wilson	[redacted]
Sustainability & Assurance Advisor	Mike McDermott	[redacted]
Procurement Manager	Kay O'Neil	[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
TBC	Rock Anchor Installation, Rope Access Works	Tbc	tbc
TBC	RRV Provision	tbc	Tbc



### 1.3 Resources

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

##### Relevant Design Documents

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

Document Ref	Document Title	Rev
	Site Layout/Traffic Management Plan/Drawings	01
104322 – River Ore	Utility Information Drawing	01
	AFC Drawings	01
	TW Register	01
	Lift Plans	01

##### People

Number of People and their competence associated with this WPP		Task
Competence	No of People	TBS Ref
Site Agent – SMSTS, First Aid, CSCS, Appointed Person, ALO Co-ordinator, TW Co-ordinator	1	1, 2 & 3
General Foreman – SMSTS, First Aid, CSCS	1	1, 2 & 3
General Operative – CSCS, First Aid, Plant Operators, PASMA, Lantra Chainsaw, General Civil Engineering Training, Banksman	3	1, 2 & 3
Engineer – SMSTS, TWS, First Aid	1	1, 2 & 3
RRV Team *if required	3	1, 2 & 3
Rope Access/Drilling Team	6	1, 2 & 3

##### Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP		Task
Plant item	No	TBS Ref
Hand Tools	Various	1, 2 & 3
Welfare	Various	1, 2 & 3
Power tools	Various	1, 2 & 3
RRV	1	1, 2 & 3
Van/Pickup(s)	6	1, 2 & 3
Heras Fencing	Various	1, 2 & 3





Red & White Barriers	various	1, 2 & 3
Rock Drill	1	1, 2 & 3
Rope Access Equipment	Various	1, 2 & 3
Hand core	1	1, 2 & 3
Compressor	1	1, 2 & 3
Grout mixing equipment	1	1, 2 & 3
Bubble Curtain	1	1, 2 & 3

## Materials

Quantity of Materials		Task
Material	Quantity	TBS Ref
General Consumables	Various	1, 2 & 3
Sand	12no 20kg bags	4
Hydrated Lime	2no 10kg bags	4
Cement	2no 20kg bags	4
Brick	10no	4
Silt curtain	2no	1, 2, 3, 4, 5,6, 7 & 8
Oil Boom	2no	1, 2, 3, 4, 5,6, 7 & 8
Rock Anchors (Test)	2	3
Rock Anchors (permanent)	120	3
Grout (Cement & Glenium Mix)	Various	3
Pattress Plate (200x200x20)	120	3



## 2 Working Together

### 2.1 At site communication

- 2.1.1 Communication on site will be via phone and email between all parties involved within the contract. Any accidents or incidents that occur on site should be reported to AMCO on call manager and then after Network Rail's PM, and to the relevant contact at BAM Nuttall within **20 minutes** of the incident occurring. All relevant details can be found within the CPP and WPP. Calls to emergency services will be made by mobile phone. A CAIRN is also to be completed and submitted to Amco's SHEQ team.

Stakeholder	Communication strategy
Levenmouth Reconnected Project Team, including: <ul style="list-style-type: none"> <li>Client (Representative)</li> <li>Principal Designer (Representative)</li> <li>Levenmouth Design and Engineering Assurance Lead (D&amp;EAL)</li> <li>Enterprise Engineering Manager (EEM)</li> </ul>	Communication between AMCOGiffen, Project IMT & PC Management teams will be via email, telephone and meetings both in person and Teams. Throughout the implementation phase of the works, weekly construction reports will be issued by the AMCOGiffen project team internally and to the IMT & PC project team via email detailing works completed and progress against set milestones. These weekly reports will also include a rolling two week look ahead programme providing a breakdown of planned works over the next fortnight. As required, End of Shift Texts or Emails will be sent to the IMT & PC project team detailing the status of works that were undertaken.
Designers	All communication between AMCOGiffen and the Designers will be via email, telephone or meetings, including design review meetings. The issuing of drawings and accompanying design documents will be by uploading to the project document system (If available / required). Alternative electronic and hardcopies will be issued direct to the IMT & PC project team.
Other Companies, Specialist Contractors or Individuals	Communication between AMCOGiffen and other Companies, contractors and individuals will be via email, telephone, meetings or post.
Site workers (including agency personnel)	On first arrival to site, a main contractors induction will be arrange with BAM along with an AMCOGiffen Induction. Task Briefings will be given before any operations start and at regular intervals for longer duration works. At the start of every shift, Whiteboard Briefings will be given to all involved within the works. At the end of any briefing before signing to confirm they understand the briefing, each operative will be given the opportunity to voice any concerns or ask questions prior to going on site. Tool Box talks will be carried out weekly/monthly, and as and when new notices become available or if the Site Management feels the need for operatives to receive a



	specific briefing in relation to the nature of works taking place. Close call reporting will be promoted throughout the works.
Network Rail Asset Management	Co-ordinated and managed through the IMT & PC Project Team.
Network Rail – Network Operations	Co-ordinated and managed through the IMT & PC Project Team.
Other Projects / Contractors	Co-ordinated and managed through the IMT & PC Project Team.
Local Residents	Communication between AMCOGiffen and Local Residents and Businesses is to be achieved through the delivery of notification letters and / or face to face conversations. Notification letters if required will follow the standard Network Rail template, and will include information on the project as well as contact details. This will be arranged in conjunction with the PC. For this initial phase of works, letter drops are not required.
Other Parties	As Above

## 2.2 Contact details

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

### Project Team

Role	Name	Contact details	
Project Management Lead – Integrator Team	Martin Murray	[redacted]	
Programme Manager / Owner	Thomas McPake	[redacted]	
Senior Sponsor	Martin McKinlay	[redacted]	
Scheme Project Manager	Robbie Young	[redacted]	
Contractors Engineering Manager (IMT)	Jim MacLellan	[redacted]	
Project Engineer / DPE	Gordon Pringle	[redacted]	
Safe Delivery Lead- Integrator Team	Mike Reid	[redacted]	
Project 13 Secretariat	Emma Thompson	[redacted]	
Project Environment and Ecology Manager	Edwin Lowe (IKM)	[redacted]	
Gerry Duncan	PC Project Representative	[redacted]	



### Regulators

Organisation	Contact details	Tick to confirm number works and has been tested
Emergency Services	Emergency – 112 / Non-Emergency 101	
British Transport Police	Text 61016 (Start message with 'Levenmouth') 0800 405040	
HSE	Fatalities and Major Injuries - 0845 3009923. Other - <a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>	
ORR	020 7282 2000	
SEPA	0800 80 70 60	
Flood line	0345 9881188	
Local Authority	Fife Council	
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
BAM Nuttall	On-going works along the line	Gerry Duncan [redacted]	Regular Meetings & Telephone Conversations
IKM	Ecology & EnCoW	Edwin Lowe [redacted]	Ecology & EnCoW

## 3 Management

### 3.1 Work involving particular risks

**3.1.1** 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 burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by	All works at height, Ecology Survey, Rope Access Works. Installation of Rock Anchors.	Permit to Dig. Permit to work at height.	Follow good drilling practices and guidance described in the methodology. All works to be carried out with Fall Prevention Equipment in place. No working next to a leading edge unless personnel are wearing a





the environment at the place of work or site.			harness with lanyard "clipped on" to a suitable fixed anchor point. Exclusion zone to be set up, signed and maintained below all works at height including deliveries. Banksman to control all plant movements and exclusion zones. Any access to the back of a flatbed van or HGV must only be completed once a safety rail system has been installed. Only authorised personnel involved in the works to enter the exclusion zone under the control of the banksman. Ensure equipment is certified and checked prior to each and every use. Exclusion zone to be identified, barriers and warning signs to be erected. Rope Access fixing points to be installed and signed off by a trained and competent person to a minimum of IRATA level 3. Permit to work at height in place prior to works commencing. Work to cease when wind speed reaches 30mph. Wind station to be set up prior to rope access works and wind speeds monitored. Use tethers with all tools to prevent accidental droppage. Rescue Plan to be written, briefed and practiced prior to works starting. Any issues arising from Rescue Plan demonstration must be re-assessed and the plan amended. Use tool tethers to minimise the risk of dropped objects from above.
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.	<b>During all refuelling activities. Working with grouts &amp; mortars.</b>		MSDS and COSHH assessments to be communicated to workforce with all control measures detailed in the assessment adhered to. Suitable PPE / RPE as detailed in the COSHH assessment to be used whilst working with



			<p>substances hazardous to health. Gloves to be worn should be rubber coated completely as appose to rubber palm coating only. Face masks of FFP3 variety should be worn. Face masks to be worn during working with dry dusty material operations. Gloves should be pvc with the ability to block liquids reaching skin.</p>
Work exposing workers to the risk of drowning	Works in and around the watercourse	Permit to Work In and Around a Watercourse	<p><b>Compliance with BMS procedure HS44. Rescue plan to be formulated and briefed to all personnel. Notification of works to both the emergency services but also the Coastguard to make aware of potential requirements.</b></p> <p>Life ring to be established on site and its location and use to be communicated to all personnel.</p> <p>Weather conditions, river/stream levels to be monitored before commencing works adjacent to or in the water and communicated as part of the daily briefing.</p> <p>Auto-inflating life jackets to be worn during all works within the stream and adjacent to the stream/river with rescue buoys and life lines to be positioned on the river banks adjacent to the work site. Rescue plan to be in place with mock rescue carried out.</p>
Work involving the assembly or dismantling of heavy prefabricated components.	<b>During all deliveries and collections. Working at height using winches and ropes.</b>	<b>Permit to Lift. Permit to work at height.</b>	<p>All lifting operations to be planned and assessed and lift plan produced. All lifting equipment to be checked and records kept on site. All lifting to be controlled by banksman/signaller/crane controller (cc).</p> <p>Banksman/slinger to control all plant movements if installed using kill switch.</p> <p>All lifting to take place from a failsafe position. Exclusion zones to be established and maintained around all lifting</p>



			operations. These are to be fenced off using heras type fencing. Fall/edge protection must be in place for any personnel having to access either the back of an HGV or pick up. Any lifting with the RRV on the line to be carried out under the guidance of the crane controller. CC to ensure exclusion zone set up prior to lift. Level 3 to rig rope access system and brief all on the control measures in place. Winches to be set up independent to rope access system. Tool tethers to be used for small tools.
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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
Change Management <b>CHANGE=STOP</b>	Throughout the lifetime of this package of works.	POWRA	Adhere to the following: If you haven't been briefed on a certain task, don't do it. If the work activity differs from what you have been briefed on, stop. If you become unsure how to progress your works, stop. If in doubt, speak to your line manager or supervisor. Undertake a POWRA detailing the change control measures, consult with the supervisor and proceed if safe to do so. Do not restart works until you have been re-briefed on the task. At all times, <b>CHANGE = STOP</b>



<p><b>People and plant interface</b></p>	<p><b>At all times when plant is in operation on the project.</b></p>		<p>Only Trained and authorised personnel to use plant.  Plant not to be overloaded and load not to restrict drivers view.  Reversing horns to be always working on mobile plant whilst reversing.  Banksman with plant at all times whilst working or travelling using dect comms to communicate.  Physical Exclusion zones to be established around working / manoeuvring plant.  These exclusion zones to be advised (size and delineators) at whiteboard briefing.  Should the exclusion zones be breached at any time, the banksman or machine operator must ensure all works are stopped immediately and the intruder removed before operations recommence.  Site records to document adherence to this.  Caution to be taken when parking in compound as members of the public may be in the vicinity.  Give members of the public right of way however if on the railway line, explain the dangers of being on what is a live construction site and soon to be operational railway. Escort them to a place of safety before continuing works.  5mph speed limit on road from Heritage Centre or Leisure Centre to the worksite.  Keep gates closed at all times.  Dect comms to be used to allow communication between banksman and operator at all times. Machines to have "Safe Zone" installed and personnel to be familiar with its use.  All site personnel to ensure they are wearing good quality Hi-Viz PPE at all times whilst on site.  Unloading of plant to be managed and agreed with main contractor.  Loader to be parked in a suitable position without interfering with other compound users.  Edge protection in place prior to accessing the machine.  Keep well clear when machines is on or off loading.</p>
<p><b>Working at Height – Rope Access</b></p>	<p><b>Rock Anchor Installation</b></p>		<p>Rope Access fixing points to be installed and signed off by a trained and competent person to a minimum of IRATA level 3. Permit to work at height</p>





			in place prior to works commencing. Work to cease when wind speed reaches 30mph. Wind station to be set up prior to rope access works and wind speeds monitored. Use tethers with all tools to prevent accidental droppage. Rescue Plan to be written, briefed and practiced prior to works starting. Any issues arising from Rescue Plan demonstration must be re-assessed and the plan amended. Use tool tethers to minimise the risk of dropped objects from above.
<b>Coring &amp; Drilling Works</b>	<b>Pre-coring of the stone work. Drilling of rock anchors.</b>	<b>Permit to break ground</b>	Ensure mounting plate is used and checked at regular intervals for stability and correct direction. Coring rig to be lifted using certified lifting equipment and protected from falling at all times. Ensure exclusion zone created whilst lifting, lowering or operating rig. Rigs only to be used by competent operatives with IRATA Training. Ensure adequate supply of water to minimise dust and wearing of the core and drill head. Sufficient replacement cores and drill bits to maintain a sharp cutting action. Trained persons only to change core bits. Use tool tethers to prevent dropped objects.
<b>COVID-19</b>	<b>At all times</b>		Personnel on site to ensure good compliance with COVID 19 regulations. Ensure that hand sanitisation station available at site entrance and throughout the worksite. Personnel to ensure adherence to company and Government guidance. Welfare should be set up to allow where possible for increased cleaning regime implemented by the site. Hand Sanitization points to be set up throughout the welfare area.
Work related road risk	<b>Throughout the lifetime of all works.</b>		Personnel only authorised to work maximum of 12 hour shifts including travel time with 12 hours rest in between shifts. If the above is not achievable, operatives will be staying away from home and will be staying in rented accommodation unless residing close to the project. AMCOGiffen vehicles fitted with trackers and Lightfoot to monitor driving. Drivers to take cognisance of weather conditions prior to leaving site or place of rest.
3 <sup>rd</sup> Party Interface	<b>Throughout the lifetime of all works.</b>		Ensure that good communication and correspondence is kept between AMCO and the Main Contractor.



			<p>Always ensure the area is clean, tidy and free from trip hazards.</p> <p>The public must be treated with respect and courtesy at all times</p> <p>Access is from either the Leisure Centre or Heritage Centre car park and as such it is likely that members of the public may be encountered.</p> <p>Explain the dangers and escort out of the way prior to commencing with plant operations.</p> <p>Site compound and work areas must be secured out with working hours, to prevent unauthorised access.</p> <p>Guard on duty. Through the day ensure gates are closed at all times.</p> <p>Monitor for gaps in fencing etc.</p>
<b>Fire</b>	<b>Throughout the lifetime of all works.</b>		<p>Avoidance of accumulation of combustible material. Correct storage of gasses and highly flammable liquids.</p> <p>Control of sources of ignition.</p> <p>Firefighting equipment to be readily available, serviced and maintained. No smoking to be permitted on site.</p> <p>Electrical appliances and small tools to be inspected. Hot works permit. Ensure welding operations carried out by a trained and competent welder. Exclusion zone around welding operations to be set up and maintained. Fire point to be set up, one at the compound and one at the bridge. Both to contain a first aid kit, fire extinguisher set and signage advising types of fire for each extinguisher.</p>
Manual handling	<b>Handling materials</b>		<p>The Plant and Materials will be delivered to site using a flatbed pickup truck.</p> <p>Operatives to be trained in manual handling techniques.</p> <p>Check access route before works commence for uneven ground or obstructions.</p> <p>Assess the load before lifting.</p> <p>Seek help for awkward shaped items for carrying over long distances.</p>
Plant Movements	During the lifetime of all site activities.		<p><b>Compliance with BMS procedure HS41, DE10 and HS73.</b></p> <p>Plant and People Interface</p> <p>Establish exclusion zone</p> <p>Maintain Exclusion zone</p> <p>Appoint banksman</p> <p>Check plant prior to use</p> <p>Use competent operator</p> <p>Use Detcom for communication between driver and Banksman</p> <p>Only Trained and authorised personnel to use plant.</p> <p>Plant not to be overloaded and load not to restrict drivers view.</p>



			<p>Reversing horns to be working on mobile plant at all times whilst reversing.</p> <p>Banksman with machine at all times whilst working or travelling.</p> <p>Exclusion zones to be established around working / manoeuvring plant.</p> <p>All plant to be checked daily to include Site records to document adherence to this.</p> <p>Plan to have Safe Zone technology with personnel familiar with its use.</p>																					
HAVS	Site Activities		<p>Use low vibration tools.</p> <p>Where appropriate use anti vibration handles.</p> <p>HAVS monitoring to be completed daily by Supervisor in the HAVS Monitoring Checksheet and submitted to Document Control.</p> <p>Ensure ELV's ( Elevated Limit Value) are not breached and actions are taken when EAV (Elevated Action Value)are reached.</p> <p>Rotate personnel.</p> <p>Be aware of your permitted trigger times prior to starting work.</p> <p>Do not exceed trigger times.</p> <p>Note trigger times may differ to operation times.</p> <p>Trigger times noted within the HAVS file.</p> <p>Ensure you are familiar with times prior to starting an operation.</p> <p>If the tool to be used isn't listed stop and speak to a supervisor to acquire the required data.</p> <p>Expected HAVS trigger times:</p> <table><tr><td>Makita</td><td>DHP481 2 18V drill</td><td>245mins</td></tr><tr><td>Stihl</td><td>Cut Off Saw</td><td>789mins</td></tr><tr><td>Hilti</td><td>TE15 ATC</td><td>44mins</td></tr><tr><td>Hilti</td><td>TE30 C breaker</td><td>99mins</td></tr><tr><td>Hilti</td><td>TE80 ATC</td><td>155mins</td></tr><tr><td>Hilti</td><td>TE40 ATC</td><td>105mins</td></tr><tr><td>Milwaukee</td><td>AG12 grinder</td><td>197mins</td></tr></table>	Makita	DHP481 2 18V drill	245mins	Stihl	Cut Off Saw	789mins	Hilti	TE15 ATC	44mins	Hilti	TE30 C breaker	99mins	Hilti	TE80 ATC	155mins	Hilti	TE40 ATC	105mins	Milwaukee	AG12 grinder	197mins
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Hilti	TE30 C breaker	99mins																						
Hilti	TE80 ATC	155mins																						
Hilti	TE40 ATC	105mins																						
Milwaukee	AG12 grinder	197mins																						



Site Security	Throughout the lifetime of all works.		<p>Ensure all plant and equipment is locked away and protected.</p> <p>Window guards placed on machine.</p> <p>Ensure all isolator keys are removed from plant.</p> <p>Ensure all perimeter fencing is double clipped and housed in Heras feet.</p> <p>Ensure all access/egress gates are locked with a padlock.</p> <p>Sign in/out with BAM (PC) at the Heritage compound.</p> <p>Guard on site to patrol the site.</p> <p>Check in with guard at main compound throughout the shift.</p>
Hazardous substances	During the lifetime of all site activities		<p>COSHH Assessments.</p> <p>Methodology defined in WPP.</p> <p>Correct PPE and RPE.</p> <p>Appropriate containment to be provided.</p> <p>Suitable welfare facilities</p>
Small tools	During the lifetime of all site activities		<p>Use of battery powered tools.</p> <p>Regular circuit test/PAT.</p> <p>HAVS assessments to be undertaken and briefed.</p> <p>Noise assessments to be undertaken</p>
Noise	During the lifetime of all site activities		<p>Manufacturer's guidance will be reviewed for battery powered tools.</p> <p>All personnel within the culvert portal instructed to wear hearing protection at all times whilst power tools are in use.</p>
Specialist equipment	Coring & RRV provision		<p>Only trained personnel to use equipment. Suitable full PPE to be worn for the task. All plant &amp; training certs to be held in office.</p> <p>In addition service records to be copied and retained along with ops certification. Personnel to be familiar with use of "Safe Zone"</p>
Dust	During all activities, coring, cutting drilling.		<p>Wear FFP3 dust masks at all times during drilling/cutting. Carry out occupational health assessments</p> <p>Debris from the drilling and removal of masonry to be contained to avoid entering the watercourse. Use dust suppression at all times. Whilst cutting or drilling.</p>
Weil's Disease	During the lifetime of all site activities.		<p>All areas in and around the watercourse to be classed as being at risk of Weil's disease</p> <p>communicate this risk and symptoms during daily pre-start briefing.</p> <p>Regular hand-washing and sanitise</p> <p>Carry Information card.</p> <p>Be aware of symptoms.</p>





			<p>Protect cuts and damaged skin. Wear appropriate PPE.</p> <p>Do not ingest.</p> <p>Inform GP if reporting 'flu symptoms</p>
Sharps	During the lifetime of all site activities.		<p>If discovered, fence off and advise site management who in turn will inform BAM.</p> <p>Do not touch or remove the sharp. Instruction on procedure in event of cutting / puncture.</p> <p>Encourage the wound to bleed, prevent further contamination. Report to hospital, taking offending sharp with patient.</p> <p>Inform BAM within 20 minutes using contact numbers below.</p>
Theft or vandalism			<p>All areas of the compound and sites are adequately signed and demarcated with suitable and sufficient barriers. Areas to be secured at all times outside normal working hours. Remove all valuables and potential hazards when out of use. No dangerous plant or materials to be left accessible when unattended. Main site to be secured by manned guards. Gates at the remote worksite to be secured at all times. Guard to carryout regular patrols and check in with line managers and main compound guard throughout shift. Follow guidance for requesting assistance in case of theft in progress or other anti-social behaviour.</p>
Slips, trips and falls	<b>Throughout the lifetime of all works.</b>		<p>Avoidance of accumulation of material specifically on walkways. Correct storage of plant and material.</p> <p>Take the time throughout the shift to tidy the site.</p> <p>Encourage operatives to only take the plant/materials they require for the task in hand.</p> <p>Return plant and equipment to the correct stores/vehicle upon completion of the task.</p> <p>Keep walking routes clear at all times.</p> <p>Ensure deliveries are put away as soon as they come in to prevent build up on walkways.</p> <p>Banksman / marshals to ensure public areas are clean, tidy and free from debris after any plant movements or deliveries.</p> <p>To encourage good housekeeping site supervisor to take before and</p>



			after photos of the site for inclusion in the site diaries.
Working in inclement weather	At all times during wet or warm weather.		Take extra care, particularly on slopes. Adequate Safety Footwear to be worn at all times. Lace up boots at all times unless wet weather working or carrying out a task with water. Remove trip obstructions. Remove signs from temporary fencing during forecast periods of high winds. Water suppression in periods of excessive heat/dry weather. Regular breaks. During sunny periods, operatives to take time out of the sun and to take on additional water/fluids. During wet weather ensure drying facilities are operational and wet weather clothing is available to all. Weather station to be set up to monitor for high winds etc. forecast to be corealted so periods of high tide and high winds to be avoided where possible. Monitor long and short range weather forecasts for periods of concern.
Environmental Interface	<b>Throughout the lifetime of all works.</b>	<b>EnviroPermit, PPP and the Run Off Permit. Marine Licence.</b>	24hr spill response team on standby. Trained and competent staff and personnel. Ensure any static plant laid on plant nappy. EnviroPermit and a Pollution Prevention Plan to be completed and submitted and approved prior to works starting. The details and controls within are to be adhered to at all times. Spillage granules and spill kits are to be available on site. Ensure refuelling point and storage is set up 10m (minimum) away from a known gully or watercourse. Refuelling of smaller plant from e.g. Jerry cans – a funnel must be used. Ensure oil booms are positioned alongside the bubble curtain and silt curtain to prevent any risk of oil from the machine/works entering the water course. Collect debris from works whilst carrying out operations to ensure no issue with debris entering the watercourse. No coring during periods of high tide For additional control measures please see the PPP and Enviro-permit.



Eye Protection	During the lifetime of all site activities.		To prevent eye injury – appropriate eye protection to be worn as required for the task in hand. Safety Glasses to be worn at all times when task specific eye protection not being worn. High Impact safety goggles to be worn for powered tool task. Goggles and glasses to be EN1661B standard.
Fuel spillage from task generators or self-powered tools	During the lifetime of all site activities.		Bunded generators to be used where possible. Plant nappies to be used during refuelling and operation of all non bunded generators or self-powered tools. Non-bunded generators to have a fuel tank capacity of less than 200l. Spill kits and granules to be available on site. Alder & Allan Environmental to be on 24hr call out
Nipping, trapping and crushing	During the lifetime of all site activities		Use Competent, trained staff and ensure that correct PPE including gloves are worn at all times. Pre-work briefing, toolbox talks on the risks. Operatives to complete Point of Work Risk Assessments if any changes to work.
Falling Objects	Rope access works.		Exclusion Zone to be in place below the bridge during demolition. No dropping of materials or plant from the high level.
Abrasive Wheels	Cutting of steel		Operatives with abrasive wheels competencies to change blades only. Tools to be checked prior to each use for blade wear. Only competent operatives to use tools.

### 3.3 Plant and People Interfaces

The below table highlights the Plant and Vehicle Management Plan

Task / activity where there is a potential for Plant / People Interface	Level of Control selected in the Hierarchy	Justification for selection / Risk Control Measures
Plant operating between Compound and site.	Minimise / Mitigate	Banksman to control all plant movements and positioning of materials with Single ear Det-Comms. Full exclusion zone erected around working machines using physical barriers. Members of the public to be challenged and escorted to a place of safety with plant stood down should an exclusion zone be breached. Safe Zone technology to be employed and personnel familiar with its use.
Unloading and loading of vehicles.	<del>Eliminate</del> / Minimise / Mitigate	Short duration works. All staff can be allocated to carrying out this duty. Works can be planned for quieter periods of time.



Movement of passenger vehicles on site	Minimise/Mitigate	Banksman as required. Use full area to allow for turning as oppose to reversing.
3 <sup>rd</sup> Party Interface.	Minimise/Mitigate	Risk of members of the public in the works area and access road. Inspection of access road and any potential entry points to be secured where possible. These positions to be checked regularly. Any members of the public to be dealt with courteously at all times and escorted from the works areas. Plant operations to stop until this has been actioned. Any issues advise PC and request police attendance. Educate members of the public on the risk of the site and upcoming rail line.

### 3.4 Lifesaving rules

#### 3.4.1 The following table highlights the High Risk Activities associated with these works

Breaking Ground	Confined Spaces	Electrical & Stored Energy	Fire & Hot Work	Works producing dust, noise & vibration	Activities with Potential to Cause Pollution	Works Affecting Protected or Invasive Species
Yes	No	No	Yes	Yes	Yes	No
Lifting Activities	People & Plant	Railway Operations	Working at Height	Work Related Road Risk	Temporary Works	Works In, Over or Near Water
Yes	Yes	No	Yes	Yes	No	Yes

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

Always	✓ or X	Never	✓ or X
	✓		✓
	✓		✓
	N/A		✓





	✓		✓
	✓		✓

### Working responsibly

- Always be sure the required plans and permits are in place, before you start a job or go on or near the line.
- Always use equipment that is fit for its intended purpose.
- Never undertake any job unless you have been trained and assessed as competent.
- Never work or drive while under the influence of drugs or alcohol.

### Driving

- Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.
- Always obey the speed limit and wear a seat belt.

### Working with electricity

- Always test before applying earths or straps.
- Never assume equipment is isolated – always test before touch.

### Working at height

- Always use a safety harness when working at height, unless other protection is in place.

### Working with moving equipment

- Never enter the agreed exclusion zone, unless directed to by the person in charge.

## 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 – (All works CAR/S/5000821)
Debris entering watercourse	The PPP will be adhered to at all times and will be kept with the site paperwork at Heritage Centre compound. Copy to be kept with the works folder on site.	Marine Licence





	<p>Mitigation to include no storage of dry mix within 10m of watercourse (Mix to be stored and mixed up at cess area)</p> <p>Bubble or silt curtain is to be installed around the area of works.</p> <p>No coring during periods of high tide.</p> <p>Debris to be cleared by hand prior to high tide starting.</p> <p>Trough to be set up below the works to catch debris prior to reaching the water course.</p>	
Management of oils and chemicals	<ul style="list-style-type: none"> <li>• All tanks shall be bunded in accordance with the oil storage regulations.</li> <li>• Storage facilities shall be positioned at least 10m away from a watercourse</li> <li>• Drip trays shall be used whilst refuelling.</li> <li>• Containers shall be fit for purpose, labelled and have proper fitting lids.</li> <li>• Containers and tanks shall be made secure against vandalism or theft</li> <li>• Refuelling and concrete washout shall take place in a dedicated area at least 10m away from a watercourse</li> <li>• 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.</li> </ul> <p>GBR Numbers 26 &amp; 28 to be followed throughout these works.</p>	Marine Licence
Management of silt	<ul style="list-style-type: none"> <li>• Mitigation to be installed as per the PPP</li> <li>• Regular visual water quality checks throughout instream works.</li> <li>• Consult project EnCoW if further support is required re silt mitigation.</li> <li>• If siltation is noted, stop works and allow silts to settle (if it is appropriate to do so). Seek advice from Project EnCoW or Environmental Manager.</li> <li>• Spill kits to be available throughout the duration of the works.</li> </ul>	Marine Licence
Dust, Noise, Odour	<ul style="list-style-type: none"> <li>• Dust from cutting or coring to be suppressed using water</li> <li>• Noise hierarchy to be followed in accordance with BS5228 – Eliminate, Substitute, Isolate, Control</li> <li>• Hybrid or battery operated technology to be utilised</li> <li>• Silenced plant to be used</li> <li>• Screening to be used as available.</li> </ul>	Marine Licence
Works affecting flora or fauna	<ul style="list-style-type: none"> <li>• Ecology survey to be undertaken and recommendations complied with</li> <li>• Work to stop if protected species or nesting birds found and advice sought.</li> <li>• Enviro Permit to be sourced.</li> <li>• Bird nesting survey carried out in advance of the works. Details of which to be recorded and briefed to the team.</li> <li>• Toolbox talk on any INNS present at the site to be briefed to the team at initial start.</li> <li>• Control measures to be briefed on the INNS at the site.</li> </ul>	Marine Licence



Flood Risk Management	<ul style="list-style-type: none"> <li>Ahead of works commencing, the Site Manager will review the weather forecast on a regular basis (looking at the weekly forecast, but also utilising the MET Office's long range forecast). Works may be postponed if poor weather conditions are forecast.</li> <li>Monitoring of compliance with any permit / licence / consent affecting watercourses and flood risk</li> <li>Daily completion of the Permit to Work Within, Over, and Adjacent to a Watercourse (HS131)</li> <li>Review and communication of weather forecast, flood information and tide times. Use of national flood warning services: <a href="https://flood-warning-information.service.gov.uk/warnings">https://flood-warning-information.service.gov.uk/warnings</a></li> <li>The site manager will register for flooding alerts from the River Leven. In the event of an alert, construction work will cease and all feasible materials will be moved to the laydown area. This area is situated within an area with an above 10% annual flood risk.</li> <li>Measures to be established to prevent debris entering the watercourse which may pose a flood risk.</li> <li>Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether.</li> <li>At the end of each shift, all equipment and material will be removed from the watercourse. These will be relocated to the at least 10m from the watercourse or further where possible. The Site Manager (or another nominated individual) will have responsibility for ensuring that this is undertaken at the end of every shift.</li> </ul>	Marine Licence
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#### 4.1.2 Environmental Documentation Records

Document Name	Consulted? Y/N
CEMP/ESMP	Y
Environmental Constraints Maps	Y
Project Wide Otter/Bat/Badger Licences	Y
ESTA (Environmental and Social Risk Assessment)	Y
Surface Water Management Plan/overarching PPP	Y
INNS Management Plan	Y



CAR Runoff Permit	Y
Others	Y

### 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. Any materials removed from site will be sent under the control of a Waste Transfer Note to an approved facility for recycling.

Waste type	How will it be stored?	Testing required prior to disposal	Waste classification	Reuse (R) onsite / Disposal off site (D)
Mixed Construction	Bagged/Loose in a skip	No	Non Haz	D
cores	loose	yes	Non_haz	d



## 5 Emergency Arrangements

### 5.1 Site emergency arrangements

#### 5.1.1 First aid arrangements

##### 5.1.1.1 The first aid arrangements for this package of work are

First Aiders	Name		Qualifications
	Gordon Paterson		British Red Cross trained
	John Cochrane		British Red Cross trained
	Brian McLaughlin		British Red Cross trained
	Ross Dennistoun		British Red Cross trained
Likely injuries associated with this work package	Minor Injuries, Slips trips & falls, burns		
First aid equipment provision	Equipment		Location
	First Aid Boxes, water rescue equipment, accident book.		Supervisor's vehicle + Site vehicles + site offices + First Aid Points.

A First Aid risk assessment can be found in Appendix 4 of the CPP.

#### 5.1.2 Evacuation arrangements

##### 5.1.2.1 Evacuation arrangements can be found in Appendix 5 of the CPP

#### 5.1.3 Fire safety arrangements

##### 5.1.3.1 A Fire Risk assessment can be found in Appendix 5 of the CPP.

#### 5.1.4 Security arrangements

5.1.4.1 BAM Nuttall are ultimately responsible for the security of the work sites under its control and management. As work progresses, security arrangements will be reviewed to ensure their adequacy and continued viability. However AMCOGiffen will take responsibility for their work areas and ensure these are secure during the period of the works. The PC Manager will not authorise or propose to authorise any person other than employees and contractors to come to site without prior permission. Such visitors will be fully briefed on the safety requirements of the site, and the relevant emergency arrangements, prior to the commencement of work. As far as is reasonably practicable, all office sites will be vandal proof and security arrangements will be made to ensure no unauthorised entrance during any part of the day or night.

The following measures will be undertaken:

- Site/ Works Manager will ensure that security measures are in place to control unauthorised access to infrastructure premises or those buildings owned or under the control of the project.
- All surplus or redundant materials generated through the course of the contract will be secured.



- Small tools must be stored in a safe place; e.g. a lockable steel cabinet.
- Large equipment (generators etc.) must be secured to a suitable ground anchor or other fixed object.
- Trespass and vandalism hotspot lists published by Network Rail are to be monitored on a regular basis.
- A guard will be positioned out of hours in the mobile welfare unit to guard the site. They will be guided to check in with the guard at the heritage centre by telephone or radio throughout the shift. In the event of an issue dial 999 and report to police for assistance.
- All works will be segregated from the public.

### 5.1.5 Environmental Emergencies

**5.1.5.1 Extreme Weather and Flooding:** Ahead of works commencing, the Site Manager will review the weather forecast on a regular basis (looking at the weekly forecast, but also utilising the MET Office's long range forecast). Works may be postponed if poor weather conditions are forecast. The site manager will register for flooding alerts for River Leven. In the event of an alert, construction work will cease and all feasible materials will be moved to the laydown area. At the end of each shift, all equipment and material will be removed from the watercourse. These will be relocated to the at least 10m from the watercourse or further where possible. The Site Manager (or another nominated individual) will have responsibility for ensuring that this is undertaken at the end of every shift. No in-stream works shall be undertaken in high flow, for reasons both of workforce safety and an increased likelihood of pollution with contaminated materials/fines should works be undertaken in high tides. All works. All works fall under the remit of the Run-Off Permit, **CAR/S/5000821** and to be issued marine Scotland permit an dany conditions of the Forth Ports Licences. All incidents or near misses should be reported immediately to the site manager and within 20minutes of the incident taking place to BAM Site Management. Close Call reporting QR code is at the top of this document.

**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. Any spillages are to be recorded as a close call and to be notified to both AMCOGiffen management and also BAM Nuttal's management within 20 minutes of incident occurring. All Close calls to be reported via the Close Call QR Code at the top of the page. This will be reported to both BAM and AMCOGiffen Management. Emergency spill kits will be present in all work fronts, including deployable booms. Staff will be briefed on emergency procedures. All works will cease in the event of visible discolouration of the water course. Injection of flush medium (if water) will be ceased in event of discolouration of the watercourse

The source of the spill will be identified, and all measures will be undertaken to stop the spill (i.e. cut off trenches and bunds will be constructed).

- 2) If there are any spills to land, the area will be dug out, contaminated material will be segregated and sent to an appropriate waste licensed facility
- 3) Any incident which relates to licensable activities e.g. CAR Runoff Permit, will be reported to the environmental regulators by the Project Manager and in line with the Environmental Incident and Emergency Response Plan and Construction Site Licence conditions.
- 4) Following an environmental incident onsite, the site team must complete an Environmental Incident Record Form. This form ensures that the site team undertake root cause analysis for the incident and if necessary, guides the site team into replenishing used items from the spill kit.

Environmental Pollution Prevention & Incident Response Plan will be followed if a spill reaches the water environment, oil booms will be deployed. The spill will be isolated / further prevented from reaching the water environment. Spillage reported immediately to Site Manager and Environmental Representative. Consider if an emergency response contractor is necessary, or whether spill can be dealt with by the site team and available equipment / plant. Build a bund / construct a sump/ excavate cut off trenches to prevent the water from leaving site and to direct water to a treatment location. If possible direct the water to existing settlement ponds for treatment.

**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, sedi-mats, and creation of diversion drains). NOTIFY your Site Manager. CLEAN UP any silty water held and remove used silt

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mitigation measures once water quality has returned to normal and record as a close call/incident. Any Silt Incidents to be notified to both AMCOGiffen management and also BAM Nuttall's management within 20 minutes of incident occurring. All Close calls to be reported via the Close Call QR Code at the top of the page. This will be reported to both BAM and AMCOGiffen Management.

### 5.1.6 Summoning emergency services

5.1.5.1 The project offices and compounds will have first aid facilities and defibrillators. They will be supported by competent resources. First Aid Assessment will be carried out for the project in accordance with BAM Nuttall company procedures, this will be subject to continuous review, as the project progresses. Emergency information notices will be displayed at strategic positions within the office / welfare environment. This information will also be supplied at on site locations, an emergency station comprising of the following:

- First aid facilities
- Eye wash
- Deliberators
- Fire extinguishers
- Spill kits

Each contractor will undertake a risk assessment when planning work activities and determine the first aid arrangements required

All incidents will be reported to the PC verbally within 20mins, incident notification sent within 1 hour, PC incident management and investigation requirements complied with

The nearest hospital to the work is as follows:

NEAREST ACCIDENT AND EMERGENCY HOSPITAL	Number:
Victoria Hospital A&E Hayfield House Hayfield Road Kirkcaldy KY2 5AH	Tel: 01592 643355

### 5.1.7 Asbestos

5.1.7.1 If Asbestos is thought to have been discovered on site it is not to be disturbed. Work is to be stopped and the AMCOGiffen site management is to be informed. Signage is to be put up warning personnel of possible Asbestos contamination. The Client is to investigate the suspected material analyse to see if it contains Asbestos; the contaminated area is not to be entered until the material has been analysed.



### 5.1.8 Utilities

5.1.8.1 The Levenmouth Project will comply with the following Network Rail Company standards:

- NR/L1/INI/CP1010 Policy on Working Safely in the Vicinity of Buried Services.
- NR/L2/AIF/1020 Buried Services Data Provision
- NR/L2/INI/CP1030 Working Safely in the Vicinity of Buried Services.
- NR/L2/AIF/1040 Buried Services Data Feedback
- HSE Guidance: HSG 47 Avoiding danger from underground services

Wherever possible, plans or other suitable information about all buried services in the area should be obtained before excavation work starts. The utilities / property owner should do everything reasonably practicable to ensure that such information is made available.

Levenmouth Project Underground (buried) services information will be held on the eB SNE document management system when issued.

Contractors should either pass on buried service information to the Project Team in good time or allow time to obtain it from the service owners. When this is not possible, (as may be the case with emergency or other unforeseen work) the excavation should be carried out as though there are buried services in the vicinity

Account should be taken of any indications that buried services exist, such as the presence of lamp posts, illuminated traffic signs, valve pit covers, etc. However, the absence of such indications does not necessarily mean that there are no buried services. All work associated with buried services are to be conducted in accordance with:

The Network Rail Maintenance Team is to be contacted for local advice on services, wherever practicable.

Works to break the ground must not be carried out unless an authorised Permit to Break Ground or a Permit to Spike has been issued and briefed. Full CAT scan using approved NR equipment will be conducted.

A Permit to Break Ground or permit to spike must be in place prior to any excavation works commencing.

Organisation	Contact details	
Electricity	SPEN	0800 092 9290
Gas	SGN	0800 912 1700
Telecoms	British Telecom	Free phone 111
Water	Scottish Water	0845 601 8855



## 6 Work Package Arrangements

## 6.1 Site Layout

- 6.1.1** A site layout plan can be found in Appendix 3.

## 6.2 Access and Egress

- 6.2.1 BAM Nuttall will manage site access for all its employees, Contractors, Subcontractors, Client staff and visitors. These works will be accessed by Doubledikes Level Crossing.

### 6.3 Welfare

- 6.3.1 AmcoGiffen & BAM 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. For this round of works, Principal Contractor BAM will provide a main office space at the Heritage Centre Compound for the works with the site compound provided by AMCO Giffen consisting of an all in one welfare unit.

## 6.4 Rail Traffic Management

Not applicable

## 6.5 Road Traffic Management

- 6.5.1 none.**



### 6.6 Plant & People Interface

6.5.1 Identify the hierarchy of control that applies to the site.

Ensure there is adequate control measures in place and those on site have been briefed on the risk control measures to be applied.

Where no segregation between people and plant is possible, this must be signed off by Regional Director/Senior Contracts Manager.

Description	Risk Control Measures	Tick the appropriate risk control
<b>1 - Eliminate</b> People Plant Interface removed	Large, fenced off area with people eliminated from the work area. Plant operates without marshalling.	
<b>2 - Minimise</b> Full, physical segregation of people and plant	Observe the Plant Safe Zones by physically restricting people from entering the Red and Amber exclusion zone. Erect physical barriers around a single operation outside the maximum reach of the machine. This must be marshalled. Dect Comms & Safe Zone to be used.	✓
<b>3 - Minimise</b> Partial segregation of people and plant	Observe the Plant Safe Zones by restricting people from entering the Red and Amber exclusion zone using visual means, cones or spray marks that denote the zones. This requires increased marshalling/machine controlling, a robust Safe System of Work, increased supervision and measures to prevent unauthorised access.	
<b>4 - Mitigate</b> No segregation of people and plant	Exceptional tasks that require essential personnel to enter the Red and Amber Plant Safe Zone (for example, kerb laying, disconnecting attachments, slinging loads, off-loading materials from fork lift trucks or lorry beds) must be mitigated through a robust site and task specific Safe System of Work. These tasks must only be conducted with: clear communication between the plant operator or vehicle driver and essential personnel performing the task; a method of preventing non-authorised access; a full time Plant & Vehicle Marshal/Machine Controller; increased supervision, and a strict discipline in executing the task exactly as written.	



7	Hand Over and Hand Back Arrangements
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## 7.1 Hand over and hand back arrangements

- 7.1.1 Certificate of Completion will be sought from Network Rail on completion of the works. Handback file will be produced by AMCO and submitted to Network Rail.





### APPENDICES – Supporting information

- Appendix 1 – Site Specific RA
- Appendix 2 – Drawings
- Appendix 3 – Site layout Plan
- Appendix 4 – Buried Service Information
- Appendix 5 - Lift Plan



Appendix 1 – Risk Assessment

As attached.



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Appendix 2 – Drawings

See Site File



Appendix 3 – Site Layout Plan

As attached.



## Appendix 4 – Buried Service Information

See site file.

## Appendix 5 – Lift Plan

See Site File