|  |  |  |
| --- | --- | --- |
|  | | **Work Package Plan** |
| **Aberdour** | |
| **Prepared by:**  ...............................................………........  (Print Name)  .................................................…….……. (Signature)  .................................................…….…….  (Job Title)  **Approved by the Contractor’s Engineering Manager (CEM) / Contractor’s Responsible Engineer (CRE):**  ...............................................………........  (Print Name)  .................................................…….……. (Signature)  .................................................…….…….  (Job Title)  CEM / 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)  .................................................…….……. (Signature)  .................................................…….…….  (Job Title)  (See clause 11 of NR/L2/OHS/0044 for the acceptance requirements) | ……………………..Date  …………………..…Date  …………………..…Date | |  |  | | --- | --- | | **Job No.** | **4125** | | **Structure** | **200/564** | | **ELR / Mileage** | **ECN2/18m 160yds** | | **Grid Reference** | **320247,685614** | | **Post Code** | **KY3 0RQ** | |
| **Start Date:**  **Finish Date:** |
| **Work Package Plan Number:**  **WPP No.** |
| **Controlled Copy Number**  **Add Unique No: 01** |
| **Construction [Phase Plan / Reference] Number**  **Add Unique No:** |
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**Supporting guidance**



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**Site Procedures for AmcoGiffen Sites Operating During the COVID-19 Pandemic.**

REV. 5 – 03/09/2020 1 OF 7

This document is issued as Appendix A of the AmcoGiffen ‘Business Continuity Plan - Coronavirus (COVID-19) and will be updated as UK Government guidance develops. Please ensure that you are referring to the latest version.

During the current COVID-19 outbreak we need, as far as possible, to ensure we are protecting our employees and supply chain, and minimise the risk of spread of infection, in line with the Government’s current advice.

The health and safety requirements of our sites must not be compromised. If an activity cannot be undertaken safely, in line with our SHEQ strategy and processes, it should not take place. This guidance does not supersede any legal obligations relating to health and safety, employment or equalities, and it is important that as a business we continue to comply with our existing health and safety obligations including those relating to individuals with protected characteristics.

This document will be regularly reviewed, and where required, updated in line with government guidance. This document has been reviewed against the requirements of Network Rail Work Instruction NR/L3/MTC/CP009 (Issue 5).

All AmcoGiffen sites must be fully briefed and implement the measures set out below:

**G1 – General Rules**

GR1.1 do not come to work if:

• You are showing any COVID-19 symptoms. These include high temperature, a loss or change to your sense of smell or taste (this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal) and/or a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it might be worse than usual).

• You’ve tested positive for coronavirus – this means you have coronavirus

• You live with someone who has symptoms or tested positive

• Someone in your support bubble has symptoms or tested positive

• You’re told to self-isolate by NHS Test and Trace

• You arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK.

GR1.2 Individuals shall self-isolate for at least 10 days from the onset of symptoms or until they have received a negative test for COVID-19. If you have been told to self-isolate by NHS Test and Trace or are living with someone who is symptomatic or tested positive, do not return until 14 days after the onset of symptoms of the first person who became ill.

GR1.3 Social distancing principles shall be applied by all employees, contractors and visitors as set out by the government (2m where possible, or 1m is acceptable in certain circumstances with risk mitigation where 2m is not viable).

GR1.4 If social distancing cannot be applied in line with the requirements detailed within this document, then report the details to your line manager or supervisor and do not proceed with the activity.

GR1.5 Staff and line management in an area which becomes subject to directions made by a local authority i.e. a localised lock-down, should use local media as well as their council web site to stay up to date on restrictions in place and comply with those local restrictions.

**SD1 – Vehicles and Travel**

SD1.1 If possible, personnel should travel to site individually by using their own transport or by company vehicle. Sites must review space for parking if vehicle numbers are likely to increase.

SD1.2 Use alternative means of transport to avoid public transport where possible.

SD1.3 where it is not possible to avoid public transport, from **Monday 15 June 2020**, anyone using public transport in England (buses, trains, trams etc.) will be required to wear as a minimum, a non-surgical face covering which covers the nose and mouth. Re-usable face coverings must be washed after each use.

It’s important to note that wearing a face covering does not provide protection against COVID-19 but may help reduce the risk of transmission to others if you are carrying symptoms of COVID-19.

SD1.4 Where possible, road vehicles should be single occupancy unless utilising a medium / long wheelbase crew / messing vehicle or a vehicle which has been fitted with an approved barrier. Where social distancing of 2m is not possible and installation of a fixed barrier is not practicable, the driver and passenger shall both wear single-use surgical face mask/FFP2/FFP3 and/or visor.

SD1.5 Passengers should sit as far away from each other as possible, on the diagonal from the driver and/or other occupants and good air flow should be maintained within the vehicle. Where the driver and passenger are seated side by side, they shall both wear a suitable face covering.

SD1.6 Journeys should be shared between the same individuals. Try not to rotate teams using the same vehicle.

SD1.7 Hand-cleaning facilities will be provided at entrances and exits. This should be soap and water or hand sanitiser.

SD1.8 Cleaning shall, as minimum, be completed at the start and end of every shift, and whenever there has been a change of driver and occupants.

SD1.9 Items regularly touched such as; handles, the gear stick, indicator stalks and steering wheel etc… shall be cleaned regularly and more thoroughly.

SD1.10 Plant cabs e.g. OTP, excavators etc… shall only be occupied by a single operator.

**SD2 – Site Access Points & Briefings**

SD2.1 Stop all non-essential visitors. Visits to site must be pre-arranged by telephone / e-mail and the new site control arrangements in this document must be provided to visiting individuals prior to attending site.

SD2.2 Allow plenty of space (at least 2 metres) between people waiting to enter site. Where possible use floor / ground markings and signage. Large sites will consider staggering start and finish times.

SD2.3 Require all workers to wash or sanitise their hands before entering or leaving the site.

SD2.4 The person responsible for the site must nominate one person to identify people attending site whilst maintaining 2 metres distance and then sign them in. Pens and paperwork must not be passed around and shared. Entry systems that require skin contact e.g. fingerprint scanners must be removed or disabled and covered over.

SD2.5 the person nominated to control the site signing in point will ask each worker / visitor:

• If they currently have any of the potential Covid-19 symptoms, or

• If any of the people in their household currently have symptoms.

Where any individual advises that they or a household member has symptoms they must leave site, return home and inform their line manager and HR coordinator without delay.

SD2.6 Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible, keeping a distance of 2 metres between people.

SD2.7 When briefing safety documentation, e.g. whiteboards and task briefs consider holding them outdoors wherever possible, keeping a distance of 2 metres between people.

SD2.8 do not hand out the task brief, SWP, whiteboard brief or similar to the workforce to sign, but confirm their understanding and write their name in on their behalf.

SD2.9 when scanning in sentinel cards ask the person to place the card on a surface so that it can be scanned safely and maintain 2 metres distance.

SD2.10 Regularly clean common contact surfaces in office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, and desks.

SD2.11 Ensure there is a single drop off / collection point for deliveries.

SD2.12 Delivery drivers should remain in their vehicles, if the load will allow it, and must wash or sanitise their hands before unloading goods and materials.

SD2.13 When taking deliveries do not sign the delivery ticket but ask the delivery driver to sign on your behalf.

SD2.14 Use electronic methods for transferring documentation where possible. Do not collect and return paperwork in person unless an area for collecting and returning paperwork is unavailable and electronic transfer is not possible.

**SD3 – Site Hygiene Arrangements**

SD3.1 Sufficient hand washing and / or hand sanitising facilities must be provided.

SD3.2 Hand washing facilities must be regularly cleaned.

SD3.3 Suitable, sufficient rubbish bins must be provided for hand towels with regular disposal.

SD3.4 PPE, hygiene and cleaning products are to be ordered in advance to maintain stock and securely stored.

SD3.5 All personnel shall:

• Wash their hands with soap and water (or if not available use sanitiser) a minimum of at the start of the day, at each change of task, and every two hours thereafter;

• Wash hands for at least 20 seconds (or if not available use sanitiser) before drinking, eating and smoking;

• Avoid touching their eyes, nose or mouth without having washed their hands immediately previously;

SD3.6 Equipment worn for additional protection against COVID-19 such as face masks, face coverings and gloves can be disposed of in the normal black bin waste.

Note: Where it has been agreed locally or where an individual has developed potential COVID-19 symptoms, colleagues will continue to double-bag waste items, label them, and store them for 72 hours before collection as general waste.

**SD4 – Toilet Facilities**

SD4.1 The number of people using toilet facilities must be restricted to maintain 2 metres separation. Facilities on site must be assessed and a notice posted on the door advising maximum occupancy.

SD4.2 Notices must be posted regarding hand washing or sanitising before and after using the facilities.

SD4.3 Enhanced cleaning regimes must be implemented, particularly door handles, locks and the toilet flush.

SD4.4 Where in use, portable toilets must be cleaned and emptied more frequently.

SD4.5 Suitable, sufficient rubbish bins for hand towels must be provided with regular disposal.

**SD5 – Mess / Eating Arrangements**

SD5.1 Sites will consider staggering break times to reduce congestion and contact.

SD5.2 Hand cleaning facilities or hand sanitiser must be available where people eat and must be used when entering and leaving the area.

SD5.3 everyone must be asked to bring pre-prepared meals and refillable drinking bottles from home.

SD5.4 everyone must sit a minimum of 2 metres apart from each other whilst eating.

SD5.5 where food is provided on site, it must be pre-prepared and wrapped food only.

SD5.6 Crockery, eating utensils, cups etc. should not be provided.

SD5.7 where equipment such as kettles, microwaves etc. are provided, they must be regularly cleaned.

SD5.8 Drinking water facilities must have enhanced cleaning measures (e.g. tap handles disinfected).

SD5.9 Tables must be cleaned between each use.

SD5.10 Rubbish must be put straight in the bin and not left for someone else to clear up.

SD5.11 Areas used for eating must be thoroughly cleaned at the end of each break / shift, e.g. chairs, door handles etc.

**SD6 – Changing Facilities, Showers and Drying Rooms**

SD6.1 The use of facilities must comply with 2 metres separation. Facilities on site must be assessed and a notice posted on the door advising maximum occupancy.

SD6.2 Facilities must be cleaned throughout the day and at the end of each day.

SD6.3 Sites will consider increasing the number or size of facilities available on site if possible.

SD6.4 Suitable, sufficient rubbish bins must be provided with regular disposal.

**SD7 – First Aid Arrangements**

*In the event of cardiac arrest implement the following:*

SD7.1 Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek near to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.

SD7.2 Make sure that an ambulance is called and is on its way.

SD7.3 First Aiders should place a cloth/towel over the patient’s mouth and nose and attempt compression only CPR until the ambulance arrives.

SD7.4 If available, early use of a defibrillator significantly increases the chances of survival and does not increase risk of infection.

SD7.5 after performing compression-only CPR, all First Aiders should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative.

SD7.6 In addition to the above, when administering First Aid, all First Aiders must wear appropriate PPE – e.g. FFP3 face mask, disposable gloves and eye protection therefore this equipment must be readily available at the first aid point.

SD7.7 where someone on site becomes unwell with potential COVID-19 symptoms, arrangements must be made for them to be isolated from others and return home ASAP. If they travelled in their own vehicle and are well enough to drive they should return home immediately and follow the Government advice on self-isolation. If they travelled as a passenger and have no other means of returning home safely (e.g. collected by a member of the same household) both the individual and the driver must be provided with

the most suitable vehicle available (large, enabling distancing) and must both wear a face covering (FFP3, FFP2 or KN95) and maintain significant airflow (open windows). The use of plastic sheeting as a barrier between occupants should be considered but must not impede the drivers all round vision. The vehicle must be disinfected after the unwell team member has been delivered home. Personnel who are unwell should not use public transport to return home. At site any areas inhabited by the unwell team member must be cleaned thoroughly after they leave and before other personnel are permitted to use.

SD7.8 Their immediate line manager shall advise HR / COVID-Coordinator and take instructions on any appropriate further actions.

**SD8 – Site Meetings**

SD8.1 Site meetings must be conducted remotely, unless by exception, participants are required to be together, in which case:

SD8.2 Only absolutely necessary meeting participants should attend.

SD8.3 Consider holding meetings in outdoor areas where possible.

SD8.4 Rooms should be well ventilated / windows opened to allow fresh air circulation.

SD8.5 Attendees must be 2 metres apart from each other.

**SD9 – Cleaning**

SD9.1 Enhanced cleaning procedures must be in place, including regular cleaning of:

SD9.2 Taps and washing facilities, toilet flush and seats.

SD9.3 Door handles and push plates.

SD9.4 Hand rails on staircases.

SD9.5 Machinery and equipment controls and shared tools. Note: Where stores are managed by a team member, tool collection and return shall only be to a designated area.

SD9.6 where sharing plant and tools, ensure gloves are used and equipment is cleaned and wiped down with sanitising wipes after every use. On larger sites create a defined transfer zone and cleaning station.

SD9.7 Vans and vehicles (steering wheels, controls, door handles etc.).

SD9.8 all surfaces, particularly food preparation and eating surfaces.

SD9.9 Telephone equipment, keyboards, photocopiers and other office equipment.

**SD10 – Principles for work where people could come into close contact:**

SD10.1 Work requiring skin-to-skin contact must not be carried out.

SD10.2 Plan all other work to minimise contact between workers.

SD10.3 Re-usable PPE (incl. back-to-back communication equipment) should not be shared but must be thoroughly cleaned after use and between users.

SD10.4 Single use PPE should be disposed of so that it cannot be reused.

SD10.5 from **Monday 15 June 2020**, anyone required to work in a station environment, will be required to wear a face covering. For works with Network Rail, this should be either a face mask e.g. FFP2 or KN95 mask or a visor. Homemade face coverings are not deemed to be appropriate for those working in the railway environment. Note - KN95 masks shall not be used where FFP3 protection is required e.g. to provide protection from silica dust.

SD10.6 where it is not possible to maintain 2 metres distance for a particular task it is necessary to consider the following:

a. Is the task “essential” – if ‘yes’ continue to next point, if ‘no’ refer to line management before progressing the task.

b. Is the task “short duration” e.g. short bursts of a few minutes or fairly constant throughout the shift – if it is short duration consider alternative / additional controls, if it is most of the shift it should only progress in exceptional circumstances with Operations Director / SMOC agreement.

c. Where essential short duration work is required to be undertaken within 2 metres this will require a specific local risk assessment along with additional PPE comprising FFP3 or FFP2 or KN95 face mask, eye protection (goggles or face shield) and nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove masks and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this). The disposal of PPE must be by sealing in a double plastic bag, kept separate and secure for 72 hours before final disposal.

**SD11 – Assurance / checking that applicable controls are in place:**

SD11.1 any updates to this document must be briefed to all site personnel.

SD11.2 where site and task specific arrangements are updated for the purpose of COVID-19 control the additional site / task specific arrangements should be reflected in the relevant plans, RAMS, SWP, WPP and TBS.

SD11.3 where any person on site feels that the applicable COVID-19 control arrangements are not correctly implemented, they must raise their concern immediately with the person responsible for the site or off-site line management as necessary. They may also contact the Regional Health & Safety Manager as required. In addition, the Close Call process should be used to record any concerns and examples of best practice.

SD11.4 On ‘Project’ type sites the person responsible for the site must check against the controls contained in this document when site is set up and then on a weekly basis. They must use the “Yellow Book” or FM-HS-096 (SHEQ Report) to record findings and actions. Additionally, they must use form FM-HS-211A (COVID-19 Site Social Distancing Inspection Form) to confirm that these specific Covid-19 control measures are in place.

SD11.5 On ‘Maintenance’ or short duration type sites the person responsible for the site must check against the controls contained in this document (as far as they are applicable) at least once for each remit, when site is set up and then, for remits that last longer than one week, on a weekly basis. They must use the “Yellow Book” or FM-HS-099 (SHEQ Report) to record findings and actions. Additionally, they must use form FM-HS-211A (COVID-19 Site Social Distancing Inspection Form) to confirm that these specific Covid-19 control measures are in place.

SD11.6 Visiting AmcoGiffen Senior Managers will also review site arrangements against the controls contained in this document during their Senior Manager Tours.

SD11.7 SHEQ Team site inspections will specifically include checking the controls in place on site against those contained in this document. The “Yellow Book” or FM-HS-099 (SHEQ Report) will be used to record findings and actions. Form FM-HS-211A (COVID-19 Site Social Distancing Inspection Form) will be used in addition to the “Yellow Book” to confirm that all requirements have been reviewed.

**SD12 – Measures to be taken in the event of someone reporting or displaying COVID-19 symptoms while at work:**

SD12.1 Any person who becomes ill shall distance themselves from the other workers by more than 2 metres (where safe to do so) and apply a disposable face mask (FFP2 or FFP3).

SD12.2 Arrangements shall be in place for transportation off site if an individual starts to feel unwell. Contact with others should be avoided when returning to their vehicle. If they are unable to drive, someone on site can drive them home but they must also wear a suitable face mask (FFP2 or FFP3). The vehicle (if not their own) shall be thoroughly cleaned and sanitised following the journey.

SD12.3 If a member of staff has helped someone who was taken unwell with a new, continuous cough or high temperature they shall wash or sanitise their hands for 20 seconds in line with Government guidance.

SD12. If a member of staff has been taken unwell or has been in contact with someone who was taken unwell with an issue relating to COVID-19, this needs to be reported to their line manager and their HR coordinator immediately.

Introduction

## Brief outline of work methodology

|  |
| --- |
| **Work Details / Remit –** Repairs and Proactive works to scour & voiding - carry out repairs to voids at 18m 0156y, 18m 0160y and 18m 0956y by installing concrete bagwork. |



1.1.1 ***Authorising works commencement***

Site operatives will sign in to attendance register.

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

|  |
| --- |
| * Work scope * Whiteboard brief * Location of emergency equipment * Known Hazards * Welfare provisions & Locations * Check Competencies * Slips, trips and falls form to be completed * First aid kit to be inspected every 4 weeks along with the completed assessment. * Welfare assessment to be completed to determine whether a Welfare van will be sufficient. * Site supervisor will confirm competencies, certification of plant and inspection of tools/plant prior commencement. The AMCO site supervisor must be on site at all times when works are taking place. |

|  |
| --- |
| **The site supervisor is to undertake a hazard review on site prior to works commencing to ensure that the SWP and WPP are reflective of the conditions and hazards at site. This is to include walking routes to/from site and at the place of works.  This hazard assessment is to be formally recorded on POWRA. The supervisor will record to his line manager how any further control measures required will be implemented and maintained (again recorded on POWRA).’** |

Report all incidents (pollution, flood events) and any other potential hazards to your supervisor.

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.**

Access to worksite – to be via Aberdour Play Park, Hawkcraig Road, KY3 0XB

|  |  |
| --- | --- |
| **HIGH STREET ASSESMENT** | |
| **High Street** | Yes |
| **Competent Representative** | N/A |
| **Segregation** | N/A |
| **Segregation Comments** | *N/A* |

***Working within a Watercourse:- Tidal***

|  |
| --- |
| * 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. 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.** |

**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.
* Supervisor to get the key for the play park car park padlock (Angela – Ground Keeper 07795 482 399) and drive vans into car park to unload. Ensure parked vehicles don’t obstruct other road users or pedestrians.
* Set up men at work signs to each end of public footpath.
* A small secure compound to be set up in the car park by erecting six Heras fence panels. Panels to be set up on feet and double clipped. Parked vehicles to have traffic cones and hazard warning tape around them to segregate from the general public.
* Polythene sheeting to be placed to protect the car park.
* Take delivery of steel welfare/store and 9 tonnes of Soluform bags and water containers. Deliveries to be controlled by a banksman and the supervisor is to check suitability of the access. Check for overheads and any hidden voids before allowing access for the delivery vehicles.
* Take delivery of mechanical wheelbarrows. Supervisor to check certification of the plant before use.
* Load up the mechanical barrows with the Soluform bags and transport to site to unload. One man to walk in front to worn oncoming cyclists and pedestrians for about 1300yds. Several trips will be required throughout the day.
* On arrival next to the sea wall on man to be placed to escort pedestrians past the barrows as they are being unloaded.

**SEA WALL -VOID @ 18m 0956yds**

* Supervisor to ensure access to the sea wall is safe and secure. Consider installing temporary timber stairs.
* Open up fence to allow safe access to the worksite. Set aside for re-use.
* **Hold Point:** Supervisor to issue a **permit to enter a watercourse.**
* 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
* Using the Hilti TE-80, brake out loose stones from side of wall void and place back in to the void 1m x 1m x 300mm.
* Lift the rest of the masonry which has fallen out onto the beach approx. 1.8 tonne, place into the sea wall void leaving space for the Soluform bags to finish flush with the existing face of the wall.
* Soluform bags to be passed down to the face of the works in a chain and compacted into place into the face of the sea wall.
* On completion of the works at this location, load all plant, tools onto barrow and walk to the next void.

**SEA WALL VOID @ 18m 0160yds**

* Supervisor to ensure access to the sea wall is safe and secure. Consider installing temporary timber stairs.
* Open up fence to allow safe access to the worksite. Set aside for re-use.
* Using the Hilti TE-80, brake out loose stones from side of wall void and place back in to the void 1m x 600mm x 300mm
* Lift the rest of the masonry which has fallen out onto the beach approx. 1.5 tonne, place into the sea wall void leaving space for the Soluform bags to finish flush with the existing face of the wall.
* Soluform bags to be passed down to the face of the works in a chain and compacted into place into the face of the sea wall.
* On completion of the works at this location, load all plant, tools onto barrow and walk to the next void.

**SEA WALL VOID @ 18m 0156yds**

* Supervisor to ensure access to the sea wall is safe and secure. Consider installing temporary timber stairs.
* Open up fence to allow safe access to the worksite. Set aside for re-use.
* Using the Hilti TE-80, brake out loose stones from side of wall void and place back in to the void 1m x 600mm x 300mm
* Lift the rest of the masonry which has fallen out onto the beach approx. 1.5 tonne, place into the sea wall void leaving space for the Soluform bags to finish flush with the existing face of the wall.
* Soluform bags to be passed down to the face of the works in a chain and compacted into place into the face of the sea wall.
* On completion of the works at this location, load all plant, tools onto barrow and walk to the next void.
* Once all the works have been completed the supervisor is to ensure the fence is re-instated.
* Supervisor to ensure the worksite is left clear and tidy.
* Return to compound with loaded mechanical wheelbarrows with one man in front to worn oncoming cyclists and pedestrians.
* Wheelbarrow to be re-fuelled before off hiring.
* Compound and welfare to be removed from site. Key to be returned to the grounds Keeper.
* 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.
* Extra Soluform bags maybe required once the extent of the works are determined.

1.1.2 The following tasks support this Work Package Plan:

|  |  |  |
| --- | --- | --- |
| **Reference & Prepared by:** | **Task Briefing Sheet Title** | **Activity Start Date** |
| 4125 M Cheyne | Scour repairs |  |

## 

## 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 Director | **A Boyle** | **07557 203 539** |
| Regional Manager | **A Kane** | **07881 232 506** |
| Site Agent | **B Thomson** | **07557 540 042** |
| Depot Manager Perth | **T Burrows** | **07620 587 246** |
| Depot Engineer | **M Cheyne** | **07787 877965** |
| 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*** |
|  | Mech |  |  |
|  |  |  |  |
|  |  |  |  |

## 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** |
| Supervisor | 1 | 4125 |
| Bricklayer | 2 | 4125 |
| General operative | 2 | 4125 |

**PPE**

|  |  |
| --- | --- |
| **PPE requirements for tasks outlined in this WPP** | |
| **Minimum PPE requirements to be worn at all times** | White safety helmet |
| High visibility upper and lower body clothing |
| Safety footwear |
| Safety glasses |
| Cat 2 safety gloves |
| Safety glasses |

**Plant, Equipment and Tools**

|  |  |  |
| --- | --- | --- |
| **Quantity of Plant, Equipment and Tools associated with this WPP** | | **Task** |
| **Plant item** | **No** | **TBS Ref** |
| Generator | 1 | 4125 |
| Breakers | 1 | 4125 |
| Stihl saw | 1 | 4125 |
| Mechanical wheelbarrows | 2 | 4125 |
| Men at work signs | 2 | 4125 |
| Traffic cones | 6 | 4125 |
| Heras fence panels inc. feet and clips | 6 | 4125 |

***Materials***

|  |  |  |
| --- | --- | --- |
| **Quantity of Materials** | | **Task** |
| **Material** | **Quantity** | **TBS Ref** |
| Soluform bags | 440 | 4125 |
| Timber battens | 3 | 4125 |
| Rope | 1 x roll | 4125 |
| Water containers | 6 | 4125 |
| Buckets | 4 | 4125 |
| HD Polythene | 1 roll | 4125 |
| HD Padlock | 1 | 4125 |
| Hazard warnig tape | 1 roll | 4125 |

# Working Together

## At site communication

* Whiteboard Brief.
* The Site Supervisor will brief the contents of the WPP and permits 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.

## 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** |
| **D Fleming** | **Works Delivery Manager Earthworks** | **07917 782 199** | **√** |
| **W Barrie** | **Works Delivery Manager Structures East** | **07732 642 036** | **√** |

**Regulators**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Contact details** | **Tick to confirm number works and has been tested** |
| Emergency Services | Emergency – 112 / Non Emergency 101 | **√** |
| British Transport Police | 0800 405040 | **√** |
| HSE | Fatalities and Major Injuries - 0845 3009923. Other - <http://www.hse.gov.uk/riddor/report.htm> | **√** |
| ORR | 020 7282 2000 | **√** |
| EA/SEPA/NRW | 0800 807060 | **√** |
| Flood line | 0345 9881188 | **√** |
| Local Authority | Fife Council - **03451 55 00 99** |  |

# Hazard Management

## 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](http://www.legislation.gov.uk/uksi/2015/51/schedule/3/made) **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](file:///C:\Users\barkerm\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\4V685NNE\Regulation%2012%20(2),%20(Schedule%203)%20of%20the%20CDM%20Regulations%202015):

|  |  |  |  |
| --- | --- | --- | --- |
| **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, or falling from a height, | N/A |  |  |
| 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 | N/A |  |  |
| Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionizing Radiations Regulations 1999 | N/A |  |  |
| Work near high voltage power lines | N/A |  |  |
| Work exposing workers to the risk of drowning | Sea wall repairs | Permit to enter a watercourse | Tide times to be checked and water levels to be monitored. Safe egress to be determined by supervisor. |
| Work on wells, underground earthworks and tunnels | N/A |  |  |
| Work carried out by divers having a system of air supply | N/A |  |  |
| Work carried out by workers in caissons with a compressed air atmosphere | N/A |  |  |
| Work involving the use of explosives | N/A |  |  |
| Work involving the assembly or dismantling of heavy prefabricated components | N/A |  |  |

## 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** |
| **Working in a high street environment – members of the public** | **At all times / allowing public to pass works safely** | **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. |
| **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. |
| **COSHH Substances**  **(HRA – HS39)**  **Soluform bags** | **When handling hazardous or items detrimental to health or the environment** | **No** | COSHH data on site for COSHH items. Task Specific PPE worn at all times when handing 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. |
| **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. |
| **Cement based products - Soluform** | **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 |
| **Working in water. tidal** | **Scour repairs** | **Permit to enter a watercourse** | Tide times to be checked before commencing works and the supervisor is to ensure enough time is available to carry out the works before high tide.  Do not work alone. Difficult access and egress, will 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. |
| **Slips, trips and falls** | **At all times** | **No** | Get the right footwear with good tread and slip resistant soles. Take extra care at night and in poor weather conditions – always use a hat lamp, slow down and look ahead to where you are placing your feet. On track always walk ballast to ballast and avoid walking on troughs and sleepers as these are frequently slippery. Always use hand rails when climbing or descending stairs. 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** | Correct lifting equipment and techniques. Use mechanical means where possible. Assess the load before lifting. Do not lift more than you are capable. Share the load when practical to do so |
| **Access / egress from site** | **At start and finish of shift** | **No** | Walking routes to be suitable and all trip hazards removed. Access via Aberdour Play Park Car Park along public footpath. Man to walk in front of barrows to worn oncoming cyclists and pedestrians. |
| **Noise / Occupational** | **When using power tools** | **No** | Hearing protection to be worn when operating grinders, chainsaws, Stihl saws, strimmers, drills etc. |

## 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** |
| icon-1_TICKS | **🗸** | icon-3_PERMIT | **🗸** |
| icon-2_TOOLS | **🗸** | icon-4_GLASS | **🗸** |
| icon-5_BLT | **🗸** | icon-6_ELEC | **🗸** |
| icon-8_%20DRIVING | **🗸** | icon-7_PHONE | **🗸** |
| icon-9_HARNESS | **🗸** | icon-10_EXCLUSION | **🗸** |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AMCO-H&S-ICONS-BREAKING-GROUND-(NAMED)** | **AMCO-H&S-ICONS-CHANGE-MANAGEMENT-(NAMED)** | **AMCO-H&S-ICONS-CONFINES-SPACES-(NAMED)** | **AMCO-H&S-ICONS-ELECTRICAL-(NAMED)** | **AMCO-H&S-ICONS-FIR-&-HOT-WORKS-(NAMED)** |
| **No** | **No** | **No** | **No** | **No** |
| **AMCO-H&S-ICONS-LIFTING-ACTIVITIES-(NAMED)** | **AMCO-H&S-ICONS-PEOPLE-&-PLANT-(NAMED)** | **AMCO-H&S-ICONS-RAILWAY-OPS-(NAMED)** | **AMCO-H&S-ICONS-WORKING-AT-HEIGHT-(NAMED)** | **AMCO-H&S-ICONS-ROAD-RISK-(NAMED)** |
| **No** | **No** | **No** | **No** | **No** |

# Environmental and Waste Management Arrangements

## 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 | * All tanks shall be bunded in accordance with the oil storage regulations. * Storage facilities shall be positioned at least 10m away from a watercourse * Drip trays shall be used whilst refuelling. * Containers shall be fit for purpose, labelled and have proper fitting lids. * Containers and tanks shall be made secure against vandalism or theft * Refuelling and concrete washout shall take place in a dedicated area at least 10m away from a watercourse * Spill kits shall be kept on site in high risk areas and shall be appropriate to the risk and amount of oils and chemicals present |  |
| Dust, Noise, Odour | * Dust from cutting or grinding to be suppressed using water * Stockpiles of soil to be battered back * Noise hierarchy to be followed in accordance with BS5228 – Eliminate, Substitute, Isolate, Control * Hybrid or battery operated technology to be utilised * Silenced plant to be used * Screening to be used. |  |
| 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 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. |  |

## 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)** |
| N/A |  | ~~Yes / No~~ | ~~Non Haz / Haz~~ | ~~R / D~~ |

# Emergency Arrangements

## Site emergency arrangements

|  |  |  |
| --- | --- | --- |
| **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 |

### First aid arrangements

5.1.1.1 The first aid arrangements for this package of work are

|  |  |  |
| --- | --- | --- |
| **First aiders** | **Name** | **Qualifications** |
|  | 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 | 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: | | | | 13/10/20 | | | | | | | |
| Location: | | | | Aberdour | | | | | | | |
| Name: | | | | M Cheyne | | | | | | | |
| Workplace/Activity being assessed: | | | | Scour 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 | | | | | | | | | | | 0 |
| Hazardous chemicals | | | | | | | | | | | 2 |
| Manual handling | | | | | | | | | | | 3 |
| Electrical | | | | | | | | | | | 0 |
| Cutting equipment | | | | | | | | | | | 3 |
| Plant machinery | | | | | | | | | | | 2 |
| 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*** | | | | **10** |
| **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) | | | **3** |
| 30 minutes (3) | | |
| Over 30 minutes (5) | | |
| |  | | --- | | ***Insert figure here*** | | | |
| **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. | | | | | | | | | | | **25** |
|
|
|  | **Table:** |  |  |  |  |  |  |  |  |  |
|  | **Low Severity** | | **1 - 18** |  |  |  |  |  |  |  |
|  | **Medium Severity** | | **19 - 30** | |  |  |  |  |  |  |
|  | **High Severity** |  | **31 and above** |  |  |  |  | |  | | --- | | ***Insert OVERALL score here*** | | | |
| ***CAUTION – Check the total scores are correctly calculated as it would impact on the severity category*** | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Table 1 - Suggested first aid provision** | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Potential severity of injury/ill health at workplace/site of work** | | **Number of employees** | | **Minimum number of first aid personnel on duty at all times** | | | | | **The following factors may affect provision** | | |
|
| **Low severity** | | Fewer than 25 | | At least **1 Appointed Person** | | | | | • If a low severity has been identified, there is still a possibility of an accident or illness occurring, consider providing a first aider  • Planned or unplanned absences of first aid personnel • Members of the public in the area • Employees who work shifts or out of hours • The needs of contractors working for Network Rail • Workplace or site of work remote from emergency services • Types of injuries that can occur with activity | | |
|
|
| 25 - 50 | | At least **1 Emergency First Aid at Work** first aider | | | | |
|
|
| More than 50 | | At least **1 First Aid at Work** first aider   f**or every 50 employees** | | | | |
|
|
| **Medium severity** | | 2 - 24 | | At least **1 Emergency First Aid at Work**  first aider | | | | |
|
|
| More than 25 | | At least **1 Emergency First Aid at Work** first aider  **OR**  At least **1 First Aid at Work** first aider  **for every 25 employees,**  depending on the type of injuries that might occur | | | | |
|
|
|
|
|
| **High Severity** | | 2 - 24 | | At least **1 Emergency First Aid at Work**  first aider | | | | |
|
|
| 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 | | | | |
|
|
|
|
| ***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*** | | | | | | | | | | | |
|

**FIRST AID CHECKLIST (To be documented and used locally)**

The minimum first aid provision for each workplace or worksite is;

1. a person appointed to take charge of first aid arrangements;
2. a suitably stocked first aid kit; and
3. Information for all employees on what to do in an emergency situation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOCATION** |  | | | |
| **DATE** |  | | | |
| **INSPECTED BY** |  | | | |
| **Items to consider** | | **Tick** | | **Notes and remedial action** |
| **YES** | **NO** |
| **First aid personnel** | | | | |
| Are there sufficient first aiders for the workplace/worksite? (as specified by the First Aid Risk Assessment) | |  |  |  |
| Is there an appointed person or designated first aider assigned to take charge of first aid arrangements and the summoning of emergency services? | |  |  |  |
| Are refresher training and recertification records up to date? | |  |  |  |
| **First aid information** | | | | |
| Has the first aid arrangement notice been reviewed and completed in the last year? | |  |  |  |
| Is it clearly displayed on the Health and Safety Notice Board? | |  |  |  |
| Is the information contained in it correct and up to date? | |  |  |  |
| **First aid equipment** | | | | |
| Is the first aid kit accessible and prominently displayed? | |  |  |  |
| Do the contents meet the minimum suggested requirements in Appendix A of the NR/L2/OHS/00110? | |  |  |  |
| Are the first aid kit contents in date and in good condition? | |  |  |  |
| If appropriate, is the Automated External Defibrillator (AED) accessible and prominently displayed? | |  |  |  |
| Is the AED in good working order, including within expiry dates and with sufficient battery charge? (refer to manufacturer’s guidance for further information) | |  |  |  |
| Have any faults or concerns been reported for action? | |  |  |  |
| **Accident reporting** | | | | |
| Are accidents being correctly reported on and reviewed with regards to first aid information?  (NR/2072P form via intranet) | |  |  |  |

### Emergency Arrangements

5.1.2.1 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

### Evacuation arrangements

5.1.3.1 If required, Evacuation will be initiated by Site Supervisor Muster Point – Welfare van

### Fire safety arrangements

5.1.3.1 Foam fire extinguishers to be stationed by Petrol/diesel plant.

### Security arrangements

#### Compound to be set up with Heras panels. Panels to be double clipped. Traffic cones and hazard warning tape to be set up to segregate site vehicles from the general public.

### Environmental Emergencies

5.1.5.1 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.

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

5.1.5.3 Silt Incident: N/A

### Summoning emergency services

Emergency Services can be summoned by using the Site supervisors Mobile (Location to be agreed within Pre start Briefings on site)

### 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.

Access to the track shall be via the following rail access point

### Asbestos

5.1.7.1 N/A

### 

### 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** |

# Work Package Arrangements

## Site Plan

## 

## Access and Egress

6.2.1 Access Aberdour Play Park, Hawkcraig Road, KY3 0XB

## Welfare

**Welfare Assessment Matrix**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No. of**  **Persons** | **No. of work periods (consecutive shifts, days or nights)** | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **1**  **Week** | **2**  **Weeks** | **>2**  **Weeks** |
| 1 | A | A | B | B | B | B | B | B | B |
| 2 | A | A | B | B | B | B | B | C | C |
| 3 | A | A | B | B | B | B | C | C | C |
| 4 | A | B | B | C | C | C | C | C | C |
| 5 | A | B | B | C | C | C | C | C | C |
| 6 | A | B | B | C | C | C | C | C | C |
| 7 | A | B | C | C | C | C | C | C | C |
| 8 | A | B | C | C | C | C | C | C | C |
| 9 | B | B | C | C | C | C | C | C | C |
| 10 | B | C | C | C | C | C | C | C | C |
| 11+ | C | C | C | C | C | C | C | C | C |
| **KEY**  **Category A:** Transient site. Arrange for sufficient and suitable local facilities to be used. These may be public or private facilities, e.g. NR stations/depots/buildings/signal boxes, garages and shops.  **Category B:** Transient site. Arrange for suitable and sufficient temporary welfare facilities, e.g. welfare vehicles.  **Category C:** Non-Transient site. Establish a site cabin with fixed welfare facilities, car parking, traffic management, site access control, etc.  *Note 1 The overall travel time to any toilet provision shall be not more than 20 min from the point of work, but ideally within 10 min*  *Note 2 In certain circumstances local facilities, if suitable, permanently available and by agreement, may be preferable to temporary site welfare facilities.* | | | | | | | | | |

Welfare facilities to be provided in the form of a site cabin. 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.

## Rail Traffic Management

6.4.1 N/A

# Hand Over and Hand Back Arrangements

## Hand over and hand back arrangements

7.1.1 N/A

# 

# 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: 13/10/20** | |  | **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** | |
|  | Scour repairs |
|  |  |
|  |  |
|  |  |

| **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 SMSTS/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 | ✓ |  |  |  |
| Working in cold weather | Serious injury  Minor injury | 4 | 4 | 16 | * Walking anywhere during the cold and icy weather requires extra care to avoid slipping and falling. * Make sure you pay attention to good housekeeping and keep pathways and steps as clear as possible to allow safe access to buildings and around the sites. * Ensure there is adequate lighting provided around the site and is kept maintained at all times. * Ensure there is an adequate supply of rock salt available to grit walking routes etc. * Wear warm clothing - thermals, warm socks, hats, scarves etc. * Wear waterproof clothing if the weather is wet. This will prevent you getting wet and therefore keep you warmer. The waterproofs generally act as wind-proofing as well. * Warm up before you start work. This should be done at least 15 minutes before you start work. * Check the treads on your boots, have they got any and do your boots support your ankles. If not get a pair that do. * Wear warm gloves. Fingerless gloves will still provide your hands with warmth if you need to carry out precision work. * Warm drinks - Keep yourself warm from the inside out. | 4 | ✓ |  |  |  |
| Travelling in cold weather | Death serious injury minor injury | 5 | 4 | 20 | * Check weather forecasts before travelling and unless really necessary postpone your journey. * Allow extra time for your journey. * Ensure your vehicle is prepared for your journey. | 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. * Stored in the proper manner ie standing up away from oil, grease and fuel. * Make sure worn on correct feet. | 2 | ✓ |  |  |  |  |
| High street environment works | Major or minor injury | 5 | 4 | 20 | * Depending on the location of the works, segregation by either traffic cones with hazard warning tape or pedestrian barriers and Heras panels may be required. Supervisor to check measures are adequate for the works to be carried out safely. * Men at work signs to be placed either side of the works. * Man to be positioned to escort pedestrians passed the works to ensure their safety. Stop works if required. * Compound to be set up with Heras panels. | 4 | ✓ |  |  |  |
| Working in/adjacent to or over water | Reportable or major Injury | 5 | 4 | 20 | * Awareness of hazardous flora and fauna. * Correct PPE. * Use of insect repellents. * Adherence to Weill’s Disease procedures. * Secure working platform. * Emergency preparedness and fall recovery procedure. * Trained first aiders. * Marine Scotland Licence required. * Permit to work in watercourse. * If working in water, a means of rescue to be determined and briefed to the workforce. | 4 | ✓ |  |  |  |
| COSHH (HRA – HS39) Soluform bags | Reportable or minor Injury | 3 | 4 | 12 | * COSHH data on site for COSHH items * Task Specific PPE worn at all times when handing 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 | 3 | ✓ |  |  |  |
| Working within Public access | Reportable or Major Injury/Incident | 4 | 4 | 16 | * Men at work signs to be established out with work area to notify of works undertaken * Traffic cones to be set out around parked site vehicles to segregate from the general public. * Heras panels to form compound in park car park. * Motorised wheelbarrows to be escorted by a man in front to warn oncoming cyclists and pedestrians. * Where pedestrian access is required works are to cease, site supervisor to confirm safe access is possible and permit pedestrians access. * Site Supervisor to confirm all works are stable, material stored securely and site tidied at the end of the shift. | 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 (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. * 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 | ✓ |  |  | |
| PPE | Reportable or minor Injury | 3 | 3 | 12 | * Correct PPE to be worn at all times. * Protective glasses to be worn at all times. * Task specific PPE will be used as required. * PPE should be clean and fit for use | 3 | ✓ |  |  | |
| HAVs | Reportable or minor Injury | 3 | 4 | 12 | * 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. | 3 | ✓ |  |  | |
| Manual Handling | Reportable or minor Injury | 4 | 3 | 12 | * Check access route before works commence for uneven ground or obstructions. * Assess the load before lifting. * Seek help for awkward shaped items of for carrying over long distances. * Soluform bags to be passed down to the face of the works by a chain of operatives. | 4 | ✓ |  |  | |
| Access and egress  (HS66) | Reportable or minor Injury | 3 | 3 | 9 | * Access sea wall via public path. Care to be taken as oncoming cyclists may be travelling fast. One man to be in front of wheelbarrows to warn on coming members of the public. * Supervisor to assess access for suitability. * Remove trip hazards to ensure safety of workforce | 3 | ✓ |  |  | |
| Working or accessing worksite on slippy ground | Reportable or minor injury | 3 | 4 | 12 | * Eliminate condition where possible. (Dry sand, salt, grade out uneven land, drain off standing water.) * Extra care particularly on slopes. * Adequate Safety Footwear to be worn at all times. * Remove trip obstructions. | 3 | ✓ |  |  | |
| Working or accessing worksite on inclined ground | Reportable or minor injury | 3 | 4 | 12 | * Identify alternative access. * Identify safe working locations. * Consider installing steps, safety barriers or fall protection. * Secure plant and equipment from slipping. * Additional care on grassed areas which can be slippery and loose ground. * Adequate Safety Footwear to be worn at all times. | 3 | ✓ |  |  | |
| Sharps/Hypodermic needles | Reportable or Major injury | 3 | 2 | 6 | * Keep clear until such times as area is cleaned of all sharps/needles. * Encourage the wound to bleed, prevent further contamination. Report to hospital, taking offending sharp with patient. * Contact the Local Authority Environmental Health Department to get them removed. * Report to NWR via Route Control – 0141 335 2775. * Highlight area with spray paint. | 3 | ✓ |  |  | |
| 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 3 – COVID 19 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:** | | **13/10/20** | **OVERALL RISK** | |
| **SEVERITY** | | **PROBABILITY** | | | **RISK** | |
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| 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. Scour repairs |
| 2. |
|  |
|  |

| **Hazard** | **Hazard outcome** | **S** | **P** | **Initial risk** | **Risk control measures** | **AMCO Ref** | **Residual risk** | **Applicable Tasks** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** |
| All activities. | Spread of Coronavirus from poor awareness of AmcoGiffen Covid-19 Guidance causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | **Follow Government guidelines**  All operatives, via their sponsor to be issued with clear instructions on all safety. Issue AmcoGiffen COVID-19 requirements prior to attending site – minimum one shift in advance. Proof of acceptance and understanding to be provided prior to operative being allowed onto site | AmcoGiffen Covid-19 Guidance | 6 |  |  |  |  |
| All activities. | Spread of Coronavirus from person who are unaware of AmcoGiffen Covid-19 Guidance and no control; over supplier and subcontractors causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | If any individual is already self-isolating in accordance with the Government guidelines, they are not to turn up:   * AmcoGiffen management to check register * Agencies to confirm all attending are fit for duty and no signs of illness * Sub-Contractors to confirm to Project/Depot/Site manager | AmcoGiffen Covid-19 Guidance | 6 |  |  |  |  |
| All activities | Spread of Coronavirus due to lack of suitable hand washing facilities and materials causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Hot water and soap to be available at all locations to allow operatives to wash hands as frequently as possible for 20 seconds.  Apply personal hand sanitiser as frequently as possible.  Stay 2m away from other people where possible | AmcoGiffen Covid-19 Guidance | 3 |  |  |  |  |
| All activities | Damage to mental health of employees due to:   * Concern about contracting the virus through work activities * Passing on virus to family members | 3 | 3 | 9 | Adhere to the control measures in AmcoGiffen Site Operating Procedures for Covid-19.  Adequate supervision and monitoring of site activities to provide reassurance on additional controls  When there is a ‘**Change=Stop’**, stop work and report concerns to supervisor / manager. | AmcoGiffen Covid-19 Guidance | 6 |  |  |  |  |
| Travel to and from Site | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Site to brief and implement the following arrangements, wherever possible:   * One person per van. * Road vehicles should be single occupancy unless you are able to travel in a medium / long wheelbase crew / messing vehicle that has an approved barrier installed, when two people (including the driver) are permitted. In this case the passenger should sit as far away as possible, on the diagonal, from the driver and good air flow should be maintained. Journeys should be shared between the same individuals. Try not to rotate teams using a van. * Limit the number of persons per van to maintain some distance between occupants, e.g. keep an empty seat between each occupied seat during travel to / from / during work. Try not to rotate teams using a van. * Use alternative means of transport to avoid public transport where possible. * If available, travel to site could be using own transport, as long as the relevant insurance is in place and approved by Regional Director. * Providing hand-cleaning facilities at entrances and exits. This should be soap and water or hand sanitiser. * Wipe door handles with bacterial wipes before egressing car. * Regularly clean the inside of vehicle cabs and between uses by different operators. * Vehicles to be thoroughly cleaned at the end of each shift. | AmcoGiffen Covid-19 Guidance | 3 |  |  |  |  |
| Parking at the Office, Depot and other sites. | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 2 | 3 | 6 | All vehicles to be reverse parked or nose to bumper.  If the driver parks vehicle next to another vehicle with a passenger – only 1 to egress from vehicle until 2m away before other person egresses. | AmcoGiffen Covid-19 Guidance | 3 |  |  |  |  |
| Arriving at Depot/Site – Taking of Temperatures | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Where Depots/Sites have been given a non-contact Forehead Thermometer the following to be implemented.   * Testing must be carried out when operatives arrive on site and prior to any briefings/setting up the work site. * Testing must be carried out on all who arrive on site including NWR Employees, AmcoGiffen SHEQ Team etc. Taking of temperatures will require the tester and the employee to wear the following PPE; FFP3 or FFP2 RPE, eye protection (goggles or face shield), nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove RPE and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this). * Waste which relates to COVID-19, such as facemasks, gloves, and cleaning wipes, should be double bagged, labelled with the date & time and secured/isolated for 72 hours. * The normal human body temperature range is typically stated as 36.5 – 37.5 °C * If a temperature is tested at 37.8⁰C or more, action will be taken, and the individual will be asked to leave site or the workplace and seek further advice. (NHS online). * The supervisor / tester is to inform their line manager if anyone has been asked to leave site. | AmcoGiffen Covid-19 Guidance | 3 |  |  |  |  |
| Starting Works | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | * Staggered starts should be used to reduce numbers congregating in the same place. * The site supervisor is to undertake a hazard review on site prior to works commencing to ensure that the WPP and SWP are reflective of the conditions and hazards at site. This is to include walking routes to/from the site and at place of works. * The NWR Slips & Trips form must be used prior to commencing works by the Site Supervisor to carry out their own assessment and to check against the Site Hazard Map. * All information to be recorded on POWRA. * Site Supervisor to brief any extra control measures and how they will be implemented and maintained. * Brief outside where possible. * Works are to be a min of 3m from nearest running line. | AmcoGiffen Covid-19 Guidance | 3 |  |  |  |  |
| Site Access Points & Briefings | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Site to implement the following procedures:   * Stop all non-essential visitors. * Allow plenty of space (at least two metres) between people waiting to enter site. * Require all workers to wash or sanitise their hands before entering or leaving the site. * Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible, keeping a distance of 2 metres between people. * When briefing safety documentation, e.g. whiteboards and task briefs consider holding them outdoors wherever possible, keeping a distance of 2 metres between people. * Use electronic methods for transferring documentation where possible. Do not collect and return paperwork in person unless an area for collecting and returning paperwork is unavailable and electronic transfer is not possible. * Do not hand out the task brief, SWP, whiteboard brief or similar to the workforce to sign, but write in their name on their behalf. * When scanning in sentinel cards ask the person to place the card on a surface so that it can be scanned safely and maintain 2 metres. * Regularly clean common contact surfaces in office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, and desks. * Ensure there is a single drop off / collection point for deliveries. * Delivery drivers should remain in their vehicles, if the load will allow it, and must wash or sanitise their hands before unloading goods and materials. * When taking deliveries do not sign the delivery ticket but ask the delivery driver to sign on your behalf. | AmcoGiffen Covid-19 Guidance | 3 |  |  |  |  |
| Operating small plant and tools | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | * Operators must be trained and competent for the use of the plant/tools. * Impact goggles/Face shield to be worn at all times. * Wearing of gloves (cut 5/similar type) at all times. * Inspect plant and equipment before use. Report faults to Supervisor. Take damaged plant out of use. * Regularly cleaning of plant and tools once used (before and after each shift/use). * Shared tools to be wiped down with bacterial wipes before use. * Sanitise / wash hands. * Avoid hand to face / mouth / nose / eyes touching. * Sufficient hand washing and / or hand sanitising facilities to be available. | AmcoGiffen Covid-19 Guidance | **3** |  |  |  |  |
| Poor Hygiene - vehicle | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Enhanced cleaning procedures should be in place for service vehicles including:   * Dash board and steering wheel * Use of seat covers – wiped down after each journey. * Cleaning of the vehicle internally * Cleaning of door handles – internal and external * All rubbish should to be put straight in the bin * All vehicles to be cleaned after each shift * Cleaning of machinery and equipment being transported * Regularly clean the inside of vehicle cabs and between use by different operators. | AmcoGiffen Covid-19 Guidance | **3** |  |  |  |  |
| Hygiene | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Enhanced cleaning procedures to be in place, including regular cleaning of:   * Taps and washing facilities, toilet flush and seats. * Door handles and push plates. * Hand rails on staircases. * Machinery and equipment controls and shared tools. * Vans and vehicles. * All surfaces, particularly food preparation and eating surfaces. | AmcoGiffen Covid-19 Guidance | **3** |  |  |  |  |
| Cleaning | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Enhanced cleaning procedures to be in place, including regular cleaning of:   * Taps and washing facilities, toilet flush and seats. * Door handles and push plates. * Hand rails on staircases. * Machinery and equipment controls and shared tools. * Vans and vehicles. * All surfaces, particularly food preparation and eating surfaces. * Telephone equipment, keyboards, photocopiers and other office equipment. | AmcoGiffen Covid-19 Guidance | **3** |  |  |  |  |
| Mess / Eating Arrangements | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | The following to be implemented wherever possible:   * Break times staggered to reduce congestion and contact. * Depending on communal areas i.e. Kitchen, only permit two persons at any one time. * Hand cleaning facilities or hand sanitiser should be available where people eat and should be used when entering and leaving the area. * Everyone asked to bring pre-prepared meals and refillable drinking bottles from home. * Everyone should sit 2 metres apart from each other whilst eating. * Where food is provided on site, it should be pre-prepared and wrapped food only. * Crockery, eating utensils, cups etc. should not be provided. * Where equipment such as kettles, microwaves etc. are provided, they must be regularly cleaned. * Drinking water facilities should have enhanced cleaning measures (e.g. tap handles disinfected). * Tables should be cleaned between each use. * Rubbish should be put straight in the bin and not left for someone else to clear up. * Areas used for eating must be thoroughly cleaned at the end of each break / shift, e.g. chairs, door handles etc. | AmcoGiffen Covid-19 Guidance | **6** |  |  |  |  |
| Changing Facilities, Showers and Drying Rooms | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | Regimes to be put into place to include:   * Ensure use of facilities complies with social distancing, including assessing a max number at any one time and brief workforce. * Enhanced cleaning of all facilities throughout the day and at the end of each day. * Increasing the number or size of facilities available on site if possible. * Suitable and sufficient rubbish bins with regular removal and disposal. | AmcoGiffen Covid-19 Guidance | **6** |  |  |  |  |
| Toilet Facilities | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | * The number of people using toilet facilities must be restricted to maintain 2 metres separation. Prevent use of every second cubical/urinal with a notice posted on the door advising maximum occupancy. * Notices must be posted regarding hand washing or sanitising before and after using the facilities. * Enhanced cleaning regimes must be implemented, particularly door handles, locks and the toilet flush. * Suitable, sufficient rubbish bins for hand towels must be provided with regular disposal. |  |  |  |  |  |  |
| Working within 2m of each other | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 4 | 3 | 12 | There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. Regimes to be put in place to include:   * Non-essential physical work that requires close contact between workers should not be carried out. * Work requiring skin to skin contact should not be carried out. * Plan work to minimise contact between workers. * Where it is not possible to maintain 2 metres distance for a particular task it is necessary to consider the following:   a. Is the task “essential” – if ‘yes’ continue to next point, if ‘no’ refer to line management before progressing the task.  b. Is the task “short duration” e.g. short bursts of a few minutes or fairly constant throughout the shift – if it is short duration consider alternative / additional controls, if it is most of the shift it should only progress in exceptional circumstances with Operations Director / SMOC agreement.  c. Where essential short duration work is required to be undertaken within 2 metres this will require a specific local risk assessment along with additional PPE comprising FFP3 or FFP2 RPE, eye protection (goggles or face shield), nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove RPE and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this).   * Waste which relates to COVID-19, such as facemasks, gloves, and cleaning wipes, should be double bagged, labelled with the date & time and secured/isolated for 72 hours.   Where lifts or hoists must be used:   * Lower their capacity to reduce congestion and contact at all times. * Regularly clean touchpoints, doors/gates, controls, buttons etc. | AmcoGiffen Covid-19 Guidance | **9** |  |  |  |  |
| PPE | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | * Re-usable PPE should be thoroughly cleaned after use and not shared between workers. * Single use PPE should be disposed of so that it cannot be reused. * Contaminated/Disposal of PPE should be double bagged, labelled with the date & time and secured/isolated for 72 hours. These can then be disposed of as general waste. | AmcoGiffen Covid-19 Guidance | **6** |  |  |  |  |
| Operatives feeling unwell/showing signs of COVID-19 prior/during works | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 5 | 3 | 15 | * If a worker develops a high temperature or a persistent cough while at work, they should: * Report all symptoms immediately to their lead/supervisor/manager maintaining minimum 2m (360 degrees) separation. * Return home immediately. * Avoid touching anything. * Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. * They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. | AmcoGiffen Covid-19 Guidance | **3** |  |  |  |  |
| Minor injury requiring first aid. | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | * IP to self-treat with first aider present and remaining 2m away always. * First Aid kit to be wiped down with bacterial wipes and passed to IP. * First Aider to wear surgical gloves and face mask. * All first aid equipment used to be wiped down with bacterial wipes. * Follow HS32 - Complaints, Accidents, Incidents, Rule Breaking and Non Conformance (CAIRN) Investigation and Reporting | AmcoGiffen Covid-19 Guidance | **3** |  |  |  |  |
| Major injury requiring first aid. | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 4 | 3 | 12 | * First Aider to wear surgical gloves and face mask. * All first aid equipment used to be wiped down with bacterial wipes. * Follow HS32 - Complaints, Accidents, Incidents, Rule Breaking and Non Conformance (CAIRN) Investigation and Reporting * Additional response measures to be planned if delays are anticipated with emergency services due to pressure from Coronavirus. | AmcoGiffen Covid-19 Guidance | **9** |  |  |  |  |
| Disposal of single use PPE and antibacterial wipes. | Spread of Coronavirus causing:   * Mild Illness * Severe illness * Fatality | 3 | 3 | 9 | * Contaminated/Disposal of PPE should be double bagged, labelled with the date & time and secured/isolated for 72 hours. These can then be disposed of as general waste. | AmcoGiffen Covid-19 Guidance | **3** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Works Delivery Scotland - Slip Trip & Fall Map** | | |
| **Good Practice Guide** |  |  |
| **General 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. | | |
|  | | |
| **Pre - 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. | | |
|  | | |
| **Access 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 | | |
| **Walking 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 | | |
|  | | |
| **Weather** |  |  |
| * 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | | **Date** |
| **Risk Mapping Diagram** | | | |
|  | | | |
| **Workplace / Location** | | | |
| **Key** | **Hazard** | **Controls** | |
| **1** |  |  | |
| **2** |  |  | |
| **3** |  |  | |
| **4** |  |  | |
| **5** |  |  | |
| **6** |  |  | |
| **7** |  |  | |
| 8 |  |  | |
| 9 |  |  | |
| 10 |  |  | |
| 11 |  |  | |