

Torryburn

CHANGE = STOP!

2 x Midweek Dayshifts

Prepared by:

Mark Cheyne

.....Date
(Print Name)

.....Date
(Signature)

Engineer

.....Date
(Job Title)

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

.....Date
(Print Name)

.....Date
(Signature)

.....Date
(Job Title)

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

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

OR

.....Date

Accepted on behalf of Network Rail / Client:

.....Date
(Print Name)

.....Date
(Signature)

.....Date
(Job Title)



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.

Work Package Plan

Job No.	3284
Structure	119/Seawall
ELR / Mileage	KNE1/10m 578yds
Grid Reference	301775, 686228
Post Code	KY12 8SY

Start Date:

Finish Date:

Work Package Plan Number:

WPP No: 3284.119.Seawall

Controlled Copy Number

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Construction [Phase Plan / Reference] Number

Unique No: SCOAM18

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VERSION CONTROL

REVISION NUMBER	SUMMARY OF CHANGES
Draft	
01	
02	

Supporting guidance



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APPENDICES – Supporting information

Appendix 1 – Site Layout

Appendix 2 – Risk Assessment

1 Introduction

1.1 Brief outline of work methodology

Work Details / Remit – Repairs and Proactive works to scour & voiding - Due to rapid deterioration. Carry out immediate repairs to area of slip on stone revetment. Stonework need not be reset but area stabilised by use of concrete

CHANGE = STOP!

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 – Public Car Park, Torryburn

HIGH STREET ASSESMENT	
High Street	Yes
Competent Representative	Name: Signature:

Segregation	Temporary portable barrier
Segregation Comments	<i>Men at work signs, traffic cones & hazard warning tape to be used to segregate works from the general public. Supervisor to ensure this is maintained at all times</i>

Working at Height:-

- Equipment certification to be checked and condition of equipment prior to use.
- Site Supervisor is to issue **Permit to Work at Height** for the worksite.
- Site Supervisor to establish exclusion zone around work area to prevent operatives being struck by falling debris.
- Terram sheet to be laid below work area to collect any fallen debris.

Excavators on site:-

- Supervisor to check certification of the machine and the competency of the operator.
- Excavator to work within an exclusion zone at all times and under the supervision of the banksman.
- Permit to dig to be issued before any excavations take place.
- Permit to lift to be issued before any lifting procedures take place. Lifts to be controlled by the slinger/signaller. Supervisor to ensure that the excavator is capable to carry out the planned lift.
- All plant to be provided with Bio-oil

Permit To Dig:-

- Sygma trained operative will undertake CAT 4+ and Signal Generator scan of the area, recording any services found, within the permit to dig, and highlighting services with line marker paint.
- Workforce to be briefed on locations of any found services.
- Site Supervisor will issue Permit to Dig following Sygma operative undertaking Cat and signal generator scan, ensuring all services are recorded and desk top survey have been undertaken.
- NO EXCAVATION WITHIN 1.2m OF KNOWN SERVICES.

Methodology

Site set up

- Supervisor to ensure he has a copy of the Marine License before he commences work.
- **Hold Point:** Supervisor to check tide times to ensure there is enough time available to carry out the proposed works before the tide comes back in.
- **Hold Point:** Supervisor to ensure at least one spill kit is available on-site, check contents are adequate for any spillage and that all workers are aware of its location and how to use.
- Unload all plant tools and materials from pick up van at Torryburn public car park. Ensure parked vehicles don't obstruct other road users or pedestrians.
- Take delivery of excavator and dumper. Amco supervisor to check certification of plant and competencies of operators. Also check the all plant is clean and has been provided with bio-degradable oil.

- Where possible, all plant, equipment and tools to be set up at least 10m away from the high water mark. 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
- All plant to operate within an exclusion zone and movements controlled by a banksman at all times.
- Set up a secure compound with Heras panels and feet. Panels to be double clipped to ensure stability. Plant to be stored within compound at the end of each shift.
- Hold Point: Supervisor to issue a permit to enter a watercourse.
- Before accessing the beach with plant, an oil boom to be placed a couple of metres away from the bottom of the seawall to catch any contaminates before reaching the open water.

Works

- Load up dumper with plant and tools and drive to worksite along the beach. All plant movements to be kept as close to the bottom of the seawall as possible and not to divert into the main extent of the beach where it could cause damage to marine habitats and animals.
- **Hold Point:** SYGMA trained operative to CAT scan worksite, mark up any found services and issue a **permit to dig**. Workforce to be briefed on locations of any found services.
- Mini excavator to remove displaced stones from the sea wall and lay on beach, close to the bottom of the seawall approx. 5m x 2m x 400mm
- Replace small stones which have fallen out of the seawall and place back into the scour hole, compact with bucket.
- Lay Terram sheeting on beach at bottom of the seawall to catch any mortar which could cause pollution.
- Set up mixer on an impervious layer in the car park, segregation zone to be set up with cones and hazard warning tape, at least 10m from the seawall and use mortar to point up beds and joints around the scour.
- Batch concrete and excavator to place in dumper bucket, which has to be lined with polythene sheeting. Half fill bucket to minimise spillage when travelling along the beach.
- Excavator to remove concrete from dumper and place into scour hole, taking care not to spill onto the beach. Work over the Terram sheeting when concreting. Approx. 10m² x 300mm deep.
- Compact concrete with vibrating poker.
- Once all the concrete has been placed, finish off with wooden floats to seal.
- **Hold Point:** Supervisor to issue a **working at height permit** when working off ladder to access.
- Place ladder onto wall and finish of concrete with wooden floats 10sqm. Ladder to be footed at all times, leant against a flat non slippy surface and operative to have 3 points of contact at all times.

Site tidy

- Supervisor to ensure worksite is left clear and tidy after every shift.
- 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.
- Once works have been completed all materials to be lifted off the beach along with the Terram sheeting and boom. No materials are to be left on the beach after each shift has been completed.
- All plant and tools covered in cement/mortar to be washed out into a bucket at least 10m away from the high water level
- Never allow concrete or mortar wash out in or near a marine environment; the resulting wash water is highly alkaline and can kill fish and other aquatic animals.
- Return to site vehicles with all plant and tools and load up.
- Excavator and dumper to be fuelled up to await collection.
- Remove temporary compound, and load to vehicles.

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
TBS1 3284 M Cheyne	Seawall repairs	

1.2 AMCO's delivery organisation

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

Contacts		
On call Manager	TBA	
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	TBA	

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
TBA	Excavator	-	-
TBA	Dumper	-	-

1.3 Resources

People

Number of People and their competence	
Competence	No of People
Supervisor	1
Skilled operatives	2

PPE

PPE requirements for tasks outlined in this WPP	
Minimum PPE requirements to	White safety helmet
	High visibility upper and lower body clothing
	Safety footwear

be worn at all times	Safety glasses
	Cat 2 safety gloves
	Safety glasses
Task specific PPE	Dust mask FFP1, FFP2 or FFP3

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools	
Plant item	No
Welfare Van	1
Site vehicles	1
Spill Kit	1
Plant nappies	3
Cement mixer	1
Stihl saw	1
CAT + genny	1
Generator	1
Concrete vibrating poker	1
Men at work signs	2
Traffic cones	6

Materials

Quantity of Materials	
Material	Quantity
Cement	2 x bags
Building sand	8 x bags
Type 1	2 ton
Concrete mix	3m3

2 Working Together

2.1 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.

2.2 Contact details

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

Network Rail 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	√
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Regulators

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

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

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

Interfacing Organisation	Interface Point for:	Point of Contact and contact details	Interface arrangements
Marine Scotland	License		


3 Hazard Management



3.1 Work involving particular risks







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






OR





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

Risk	How will this risk be controlled	When and where will the risk be present?	Permits required
Working on Network Rail managed infrastructure 	High street environment works. All personnel shall comply with NR standard of full orange hi viz and other task specific PPE.	At all times	SWP
Working in a high street environment – members of the public	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.	At all times / allowing public to pass works safely	No

	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.		
Excavator communications	Network rail has mandated the use of DECT Comm II Duplex RRV Communications, where personnel are required to undertake activities involving on-track machines or on-track plant on or about Network Rail managed infrastructure, to improve the machine operator's ability to communicate with people working around the RRV. Work CANNOT start without such a system being in place.		
People & Plant Interface - PPI	Minimise – Partial segregation of people and plant. Observe the Plant Safe Zones by restricting people from entering the Red and Amber exclusion zone using visual means, cones or spray marks may denote the zones. This requires increased marshalling/machine controlling, a robust Safe System of Work, increased supervision and measures to prevent unauthorised access.	Sea wall repairs	
Excavator on site	Supervisor to check certification of the machine and the competency of the operator. Excavator to work within an exclusion zone at all times and under the supervision of the banksman. Permit to dig to be issued before any excavations take place. Permit to lift to be issued before any lifting procedures take place. Lifts to be controlled by the slinger/signaller. Supervisor to ensure that the excavator is capable to carry out the planned lift.	Sea wall repairs	Permit to dig Permit to lift
Nipping, trapping and crushing 	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.	At all times	No
Dumpers 	1 Ton dumpers not to be used. Drivers should also be trained in the safe operation of the specific dumpers that they are required to drive. No one unfit to drive through the influence of alcohol, drugs or medication should be permitted to drive any vehicle. Use seat belts where ROPS are fitted. Get off the dumper when it is being loaded and ensure that the skip is not	Transporting materials to and from worksite over rough ground	Plant check sheet. Competency of operator

	<p>overloaded. Apply the parking brake, switch off the engine and remove the key when leaving the driver's seat. After carrying out the pre-use inspections, check the effectiveness of the handbrake, this should feel fairly tight and take a bit effort when applied and not at all loose. Avoid the need where possible to park loaded dumpers on any incline. If this cannot be avoided, create a bund from stone or introduce wheel chocks to prevent any movement of the dumper.</p>		
<p>Works at height</p> 	<p>Working at height permit to be issued When ladder to be used to access high level repairs on sea wall.</p>	<p>Accessing high level works</p>	<p>Working at height permit</p>
<p>Ground disturbance, Excavations</p> 	<p>BURIED SERVICES SHOULD ALWAYS BE ASSUMED TO BE PRESENT UNLESS IT IS PROVED OTHERWISE. No excavation to take place within 1.2m of known services. Service drawings to be sought and available on site. Area to be CAT scanned with hand dug trial holes as required. Permit to dig to be filled in. Tracked and wheeled excavator only to be used by competent operatives. Machines to be certificated and with valid examination certificates.</p>		<p>Permit to dig</p>
<p>COSHH Substances Cement Mortar Concrete (HRA – HS39)</p>	<p>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.</p>	<p>When handling hazardous or items detrimental to health or the environment</p>	<p>No</p>
<p>Plant – use of portable tools and equipment</p> 	<p>Low voltage equipment (110v). Regular maintenance of tools. Circuit tests and PAT HAVs assessments to be undertaken.</p>	<p>Carrying out the works</p>	<p>Competency of operator</p>
<p>Operating small tools</p> 	<p>Operatives must be trained and competent. Inspect plant before use and report any faults to site supervisor.</p>	<p>Carrying out the works</p>	<p>Competency of operator</p>
<p>Cement based products</p> 	<p>Cement can cause ill health mainly by skin contact, inhalation of dust and manual handling. Therefore, appropriate PPE and COSHH awareness is essential</p>	<p>Masonry & pointing repairs</p>	<p>COSHH</p>

<p>Use of ladders</p> 	<p>Working at height permit to be issued. Can be used where the work is of short duration, for 'light work' – ladders are not suitable for strenuous or heavy work; where you can maintain three points of contact (hand and feet) at the working position. Set up ladder on firm level ground. Do not lean the ladder against a surface that may be slippery or not robust enough to sustain the weight of the ladder + operative</p>	<p>Accessing worksite</p>	<p>Working at height permit</p>
<p>Planning to work in a watercourse</p> 	<p>WPP to have been approved by both A Kane and A Boyle. Amco Environmental team to have commented on requirements. Marine Scotland approval required if works are below high water mark. Environmental survey to have been carried out prior to commencing works. Carry out works as per approved WPP.</p>	<p>Scour repairs</p>	<p>No</p>
<p>Working in water.</p> 	<p>Check tide times to ensure there is enough time to carryout works before high tide returns. Do not work alone. Difficult access and egress, possible entrapment, depth and flow will all need to be considered. Fresh concrete and cement are very alkaline and corrosive and can cause serious pollution in watercourses. It is essential to ensure that the use of wet concrete and cement in or close to any watercourse is carefully controlled so as to minimise the risk of any material entering the water. Working in confined / restricted spaces will pose significant risks at incidents involving water so a means of rescue should be considered before works commence.</p>	<p>Scour repairs</p>	<p>Permit to enter a watercourse</p>
<p>Works over water</p> 	<p>Ensure that working platforms are secure with no tripping hazards. Surfaces which become wet and slippery should be cleaned and treated with sand or industrial salt.</p>	<p>Working next to a watercourse</p>	<p>Permit to enter a watercourse</p>
<p>Slips, trips and falls</p> 	<p>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</p>	<p>At all times</p>	<p>No</p>

	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 	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	At all times	No
Access / egress from site 	Walking routes to be suitable and all trip hazards removed. Keep all plant as close to bottom of sea wall as possible and not to track over rocky outcrops etc where marine life could be present.	At start and finish of shift	No
Leptospirosis 	Gloves to be worn at all times, hand washing and welfare facilities to be located on site for duration of the works	At all times	No
Noise / Occupational 	Hearing protection to be worn when operating grinders, chainsaws, Stihl saws, strimmers, drills etc.	When using power tools	No

3.2 Significant railway and construction risks





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







What are the main risks (including Health) during this Work Package	<i>How will the risk be controlled</i>
Working on/near Network Rail managed infrastructure	A safe system of work will be established and maintained by ES/COSS, i.e. worksite within a possession of the railway or blockage of the line with isolation where necessary. All operatives will be PTS minimum certified and wear full orange PPE.
Working in the vicinity of a public highway/public	Observe all highway rules (direction of traffic/bus lanes/etc.). Site vehicles to be parked responsibly without causing disruption to flow of traffic or blockage of accesses.

	Vehicle conspicuous Colour white/yellow. Beacons visible from 360 degrees. Beacons to be switched on at all times during manoeuvring from site to public roads.
3rd Party Interfaces	Be aware of pedestrians/vehicles that may be using the access point areas and the site. All members of the public are to be treated politely and courteously.
Weil's Disease	Identify locations and eliminate where possible. Carry Information card. Be aware of symptoms. Protect cuts and damaged skin. Wear appropriate PPE. Do not ingest. Personal hygiene. Inform GP if reporting 'flu symptoms
Sharps	Identify possible locations. Remove into sharps box using appropriate PPE and equipment. Dispose of sharps box at agreed location. Instruction on procedure in event of cutting / puncture. Encourage the wound to bleed, prevent further contamination. Report to hospital, taking offending sharp with patient. Inform NR Sharps control on 01904 525 894.
Slips, trips or falls on same level	Identification and maintenance of dedicated access routes. Removal of tripping hazards. Safe storage of materials. Cleaning up spills. Removal of rubbish and debris to an approved location. Use of non-slip flooring. Repair worn or damaged walking surfaces.
Lack of site Knowledge	All operatives, NR Staff and visitors will receive a full site induction prior to being permitted on to the works areas. This will identify any hazards/risks associated with the works at site.
Vandalism	All sites are adequately signed and demarcated with suitable and sufficient barriers. Areas to be secured at all times outside normal working hours. Remove all valuables and potential hazards when out of use. No dangerous plant or materials to be left accessible when unattended.

3.3 Lifesaving rules
















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

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

	✓		✓
	✓		✓
	✓		✓

3.4 High Risk Activities

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

High Risk Activities associated with the works					
✓ or X					
Working at Height		✓	Change Management		X
Breaking Ground		✓	Lifting Activities		X
Confined spaces		X	People & Plant		✓
Fire and Hot works		X	Electrical & Stored Energy		X
Work Related Road Risk		X	Railway Operations		X
Working in Water		✓	Works producing dust, noise and Vibration	 <small>Works producing dust, noise & vibration</small>	✓
Works in, over or near water	 <small>Works in, Over or Near Water</small>	✓	Activities with potential to cause pollution	 <small>Activities with Potential to Cause Pollution</small>	✓
Works affecting protected or invasive species	 <small>Works Affecting Protected or Invasive Species</small>	✓			

4 Environmental and Waste Management Arrangements

4.1 Environmental management arrangements

4.1.1 The following environmental issues are applicable to this WPP

Environmental Issues	Project Control Measures	Environmental Consents and Permits
Management of oils and chemicals	<ul style="list-style-type: none"> 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 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 All plant and equipment to be fit for purpose and checked daily 	None required.
Working within a watercourse	<ul style="list-style-type: none"> Site to be signed up to Flood Warning / Alerts for area Local weather forecast to be reviewed If adverse weather forecast works to be reassessed All temporary works to be removed at the end of the shift Readily biodegradable oil to be used in plant and equipment Adequate and sufficient spill kits to be on site / within the working area Biosecurity measures to be adhered to on site Water quality monitoring to be completed during works and recorded on Permit to Work in a Watercourse If water quality changes works to stop and be assessed 	Marine Scotland
Dust, Noise, Odour	<ul style="list-style-type: none"> Ear defenders and dust masks issued as required. Dust suppression kit to be used when cutting concrete or brick 	None required.

4.2 Waste management arrangements

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

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

5 Emergency Arrangements

5.1 Site emergency arrangements

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	Forth Valley Royal, Larbert. FK5 4WR	01324 566 000
SEPA	Control Centre	0800 807 060 24/7/365
Flood line	National Flooding Helpline	0345 988 1188.
Spill response	Addler & Allan	0800 592 827

5.1.1 First aid arrangements

First Aid Kits to be checked prior starting the works

5.1.1.1 The first aid arrangements for this package of work are

First aiders	Name	Qualifications
	TBC	First Aid at Work
Likely injuries associated with this work package	Cuts, abrasions, eye injuries, broken bones, sprains	
First aid equipment provision	Equipment	Location
	First Aid Kit	Welfare Van

5.1.2 Evacuation arrangements

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

5.1.3 Fire safety arrangements

5.1.3.1 Fire extinguishers to be stationed by Petrol/diesel plant.

5.1.4 Security arrangements

5.1.4.1 Ensure access gates are secured on access/egress.

5.1.5 Summoning emergency services

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

5.1.6 Railway emergency (trains and electrical)

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

1. Do not place yourself or the safety of others in danger
2. The lead communicator on site will be one of the following people and in this order – PICOP > Route Setting Agent > Protection Controller > COSS or SWL or IWA.
3. In an emergency a train can be stopped by raising both arms in the air or at night by waving a light vigorously
4. In an emergency the signaller / ECO shall be contacted immediately via mobile phone or using the nearest signal post telephone.
The lead communicator shall state (*using the phonetic alphabet to communicate any difficult words*) :
 - ‘This is an emergency call’

- Confirm who you are speaking to the right person *ie usually the signaller or Electrical Control Operator (ECO)*
- Tell them
 - who you are (*Joe Bloggs*),
 - what you do (*ie COSS*); and
 - your location (for example *Shapton East Junction or near to SH20 (sierra, hotel, two, zero) signal*)
- Describe the problem and what part of the railway is affected *ie Down Main xx or Level crossing at yy*
- Tell them what action needs to be taken *ie any emergency service required*
- Ask the person to 'repeat back' the information
- The Signaller or ECO shall end the conversation.

5.1.7 Asbestos

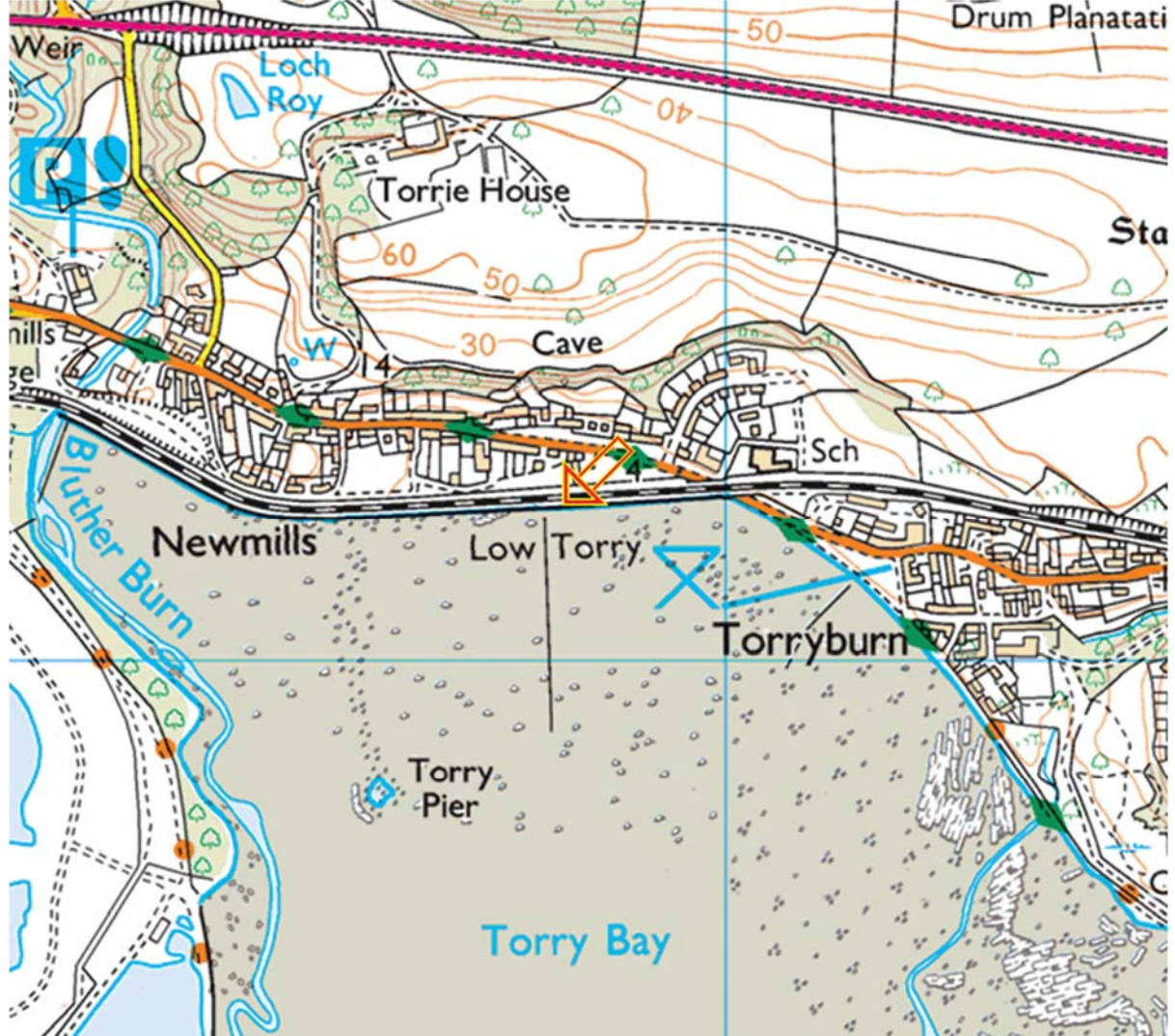
5.1.7.1 N/A

5.1.8 Utilities

5.1.8.1 See Permit to dig

6 Work Package Arrangements

6.1 Site Location



6.2 Access and Egress

On site vehicles to be parked in such a way that they do not cause obstruction to other road users or pedestrians. Ensure access to vehicles for plant, tools and materials can be undertaken safely if parked next to a live road.

6.3 Welfare

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

6.6 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:	17/04/20
Location:	Torryburn
Name:	M Cheyne
Workplace/Activity being assessed:	Sea wall repairs

1. Injury and Ill Health Using your knowledge and experience of the general level of accidents and illnesses suffered by your staff undertaking this type of activity, in the assessed environment allocate a value from 1 to 6 from the table on the right: (If necessary, consult accident records and/or staff representatives)	POTENTIAL SEVERITY		
	1 Minor injury, but no time off work		1
	2 Injury causing up to 3 days' absence		1
	3 Injury causing more than 3 days' absence		1
	4 Long-term absence		1
	5 Single Fatality		1
	6 Multiple Fatality		1
Potential severity of accident or illness	Insert figure here 		6

2. Work Activity Using your knowledge and experience of the type of activity to be undertaken, allocate an appropriate score from 0 to 5: 0 = no risk, 5= high risk or N/A, then add together for TOTAL figure
NOTE: control measures shall affect your scoring

On or near the line	0
---------------------	---

Working at height		3
Hazardous chemicals		3
Manual handling		3
Electrical		0
Cutting equipment		3
Plant machinery		3
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 →	15
3. Number of people working at workplace or site of work (pick most typical figure)	Lone worker (5)	
	2 to 50 (3)	
	51 and above (5)	
	Insert figure here →	3
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)	
	No (1)	
	Insert figure here →	1
5. Remoteness 5.1 Likely response time for emergency services to arrive on scene of incident? (pick most typical figure)	8 minutes (1)	
	30 minutes (3)	
	Over 30 minutes (5)	
	Insert figure here →	3
5.2 Has a suitable road vehicle access point for evacuation been identified at the planning stage? (pick most typical figure)	Yes (1)	
	Moving worksite (3)	
	No (5)	
	Insert figure here →	1
5.3 Is emergency mobile telephone communication available at the workplace or site of work, with coverage? (pick most typical figure)	Yes (1)	
	Usually (3)	
	No (5)	
	Insert figure here →	1
Add the numbers you have inserted in the summary boxes for sections 1 – 5 to determine risk level from the Table below. Then use the table on Page 2 of this form for the suggested minimum level of provision for the severity level identified.		
Table:		

Low Severity	1 - 18									
Medium Severity	19 - 30									
High Severity	31 and above									
<i>Insert OVERALL score here</i> →										30

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	<ul style="list-style-type: none"> • 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 for 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;

- a) a person appointed to take charge of first aid arrangements;
- b) a suitably stocked first aid kit; and
- c) 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)			

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: 17/04/20			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	
1.	Sea wall repairs
2.	
3.	
4.	


Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Starting Works	Reportable or minor Incident	3	3	9	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	✓			
Slips trips while wearing wellington boots	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> Wear correct size of boots. Ensure treads are not worn. Steel toe capped and steel shanked mid-sole. 	2	✓			


Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> 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. 					
High street environment works	Major or minor injury	5	4	20	<ul style="list-style-type: none"> Half road closure set up by traffic management contractor. Full road closure set up by traffic management contractor along with diversion signs. 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. 	4	✓			
Working in/adjacent to or over water	Reportable or major Injury	5	4	20	<ul style="list-style-type: none"> Marine Scotland License required. 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. Permit to work in watercourse. A means of rescue to be determined and briefed to the workforce. 	4	✓			

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
COSHH (HRA – HS39) 	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> COSHH data on site for COSHH items Task Specific PPE worn at all times when handling COSHH Items Harmful substances to be used as per Manufacturers recommendations COSHH items stored off site when not in use Operatives to be equipped with task specific PPE at all times whilst using COSHH items. Mixer to be set back at least 10m away from MHWS 	3	✓			
Buried Services 	Reportable or Major Injury	5	4	20	<ul style="list-style-type: none"> SYGMA trained competent person to CAT & Signal Generator scan work area. Services to be marked up on site and within Permit. Permit to dig issued prior to any breaking ground works. NO excavations within 1.2m of known services. Workforce to be briefed on locations of any found services. 	5	✓			
Falls from height Ladder 	Reportable or Major Injury	5	4	20	<ul style="list-style-type: none"> The Site Supervisor will produce a Permit to Work at Height. Work at height permit to be granted before any works at height commence. Equipment certification to be with equipment and checked prior to use. Condition of equipment to be assessed prior to use. 	5	✓			
Operated Plant 	Reportable or Major Injury	5	4	20	<ul style="list-style-type: none"> Site Supervisor to confirm plant operator's competency and certification of the operated plant. Plant operators access permit and plant checklist to be completed prior to undertaking works. 	5	✓			

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Exclusion zone to be established around all plant operations. All plant movements to be controlled by banksman and undertaken within established exclusion zone. 					
Plant & People Interface PPI	Major, reportable or minor injury	5	4	20	<ol style="list-style-type: none"> Minimise – Partial segregation of people and plant. Observe the Plant Safe Zones by restricting people from entering the Red and Amber exclusion zone using visual means, cones or spray marks may denote the zones. This requires increased marshalling/machine controlling, a robust Safe System of Work, increased supervision and measures to prevent unauthorised access. 	5	✓			
Ground worker being struck by slewing excavator causing crush injury or fatality or Ground workers	Fatal or major injury	5	4	20	<ul style="list-style-type: none"> Machine operators CPCS trained and competent. Exclusion zone to be established, no unauthorised personnel allowed within operations. Workers to wear hi visibility vests and helmets at all times. Workers to keep clear of moving excavator at all times and not to approach until signalled by excavator operator. Keep out of swing radius of machine. Ancillary devices to be fully operational. Hazard beacons lights on at times of operation. No use of mobile phones when operating plant. Remove keys and secure plant when not in use. Where possible no works will be undertaking next to excavations. Fencing, signage, bunds and or block stops to be placed around excavations to prevent plant entering excavations. 	5				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Working within Public access 	Reportable or Major Injury/Incident	4	4	16	<ul style="list-style-type: none"> Men at work signs to be established out with work area to notify of works undertaken Pedestrian barriers to be established around work area to segregate works from pedestrian traffic. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	✓			

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
HAVs 	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. Use excavator for lifting heavy items from beach into sea wall. 	4	✓			
Access and egress (HS66)	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Supervisor to check tide times to ensure access to worksite coincides with the tide going out to allow enough time to carry out the works. Supervisor to assess access for suitability. Remove trip hazards to ensure safety of workforce If working during hours of darkness ensure access is adequately illuminated. Access track via approved access points. 	3	✓			
Working or accessing worksite on slippery ground	Reportable or minor injury	3	4	12	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Identify alternative access. Identify safe working locations. Consider installing steps, safety barriers or fall protection. 	3	✓			

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> 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. 					
Leptospirosis	Reportable or Major injury	3	3	9	<ul style="list-style-type: none"> Gloves to be worn at all times. Wash hands before eating, drinking and or smoking. Report to Doctor if flu like symptoms persists. 	3	✓			
Sharps/Hypodermic needles 	Reportable or Major injury	3	2	6	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	✓			

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		