



Burntisland

//seagulls.slogged.reinforce
 4 x midweek shifts

Prepared by:
M Cheyne

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

.....Date

.....
 (Signature)
 Depot Engineer

.....
 (Job Title)

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

.....
 (Print Name)

.....Date

.....
 (Signature)
 Site Agent

.....
 (Job Title)

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)

.....Date

.....
 (Signature)

.....
 (Job Title)

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

Work Package Plan

Job No.	11173
Structure	200/493
ELR / Mileage	ECN2/21m 345yds
Grid Reference	324707,686382
Post Code	KY3 9LB

Start Date: 16/10/24

Finish Date: 19/10/24

Work Package Plan Number:
WPP No. 11173.200.493

Controlled Copy Number
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**Construction [Phase Plan /
 Reference] Number**
Add Unique No:

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L McQuade	Document Controller	Amco-Giffen	01
	Site Supervisor	Amco-Giffen	01

VERSION CONTROL

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

SEGREGATION ASSESMENT

Segregated		Yes	
Responsible Manager	Name: B Thomson Signature	Appointed Site Controller (if applicable)	
Coss Certified Site Controller	Name: Signature: PTS No:		
Segregation	Permanent physical Barrier		
Segregation Comments	<i>Works to be carried out to foot of the sea wall, therefore the steep embankment/seawall will be the form of segregation.</i>		



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1 Introduction

1.1 Brief outline of work methodology

Work Details / Remit – Burntisland – ECN2 – 200/493 – 21m 345yds – KY3 9LB

Grid Ref: 324707,686382

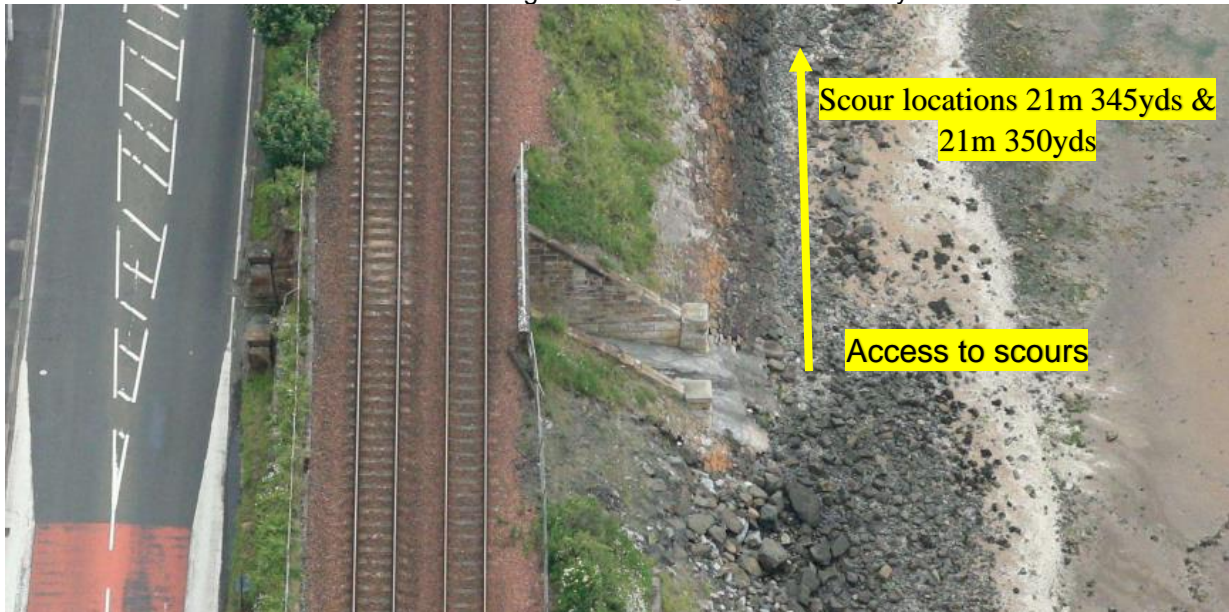
Repairs and proactive works to scour and voiding – Undertake target repairs to the following locations, photographs and locations are based on the 03/05/23 exam.

Location 1 – Photo 42 - 21m 345yds – Previous concrete repair undercut along toe infill voiding along toe with pinned concrete bagwork.

Location 2 – Photo 43 – 21m 350yds – Section has deteriorated since this exam, with more missing stones. Infill are of missing stones with pinned concrete bagwork. Apply concrete screed render to section (between previous repairs) to fill gaps/joints and prevent further water ingress/washout/

CHANGE = STOP!

Access to the worksite will be made via Bridge 090/070 @ ECN2 21m 0286yds



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

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

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

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



Segregated Working:

- Permanent Physical Barrier will be the form of segregation used for these works.
- Supervisor will be brief the limitations of the segregation.
- If the segregation cannot be maintained then works will then cease with immediate effect and reported to the office.

Use of Road traffic management

- Trained and Competent Road traffic Management operatives will set up RTM to allow access to the structure.
- RTM is to provide temporary traffic signals to allow access to the structure.
- Once set up RTM operative shall advise Supervisor on TM completion prior to any vehicles entering the area.
- RTM will then be utilised to park vehicles and access the works, providing protection arrangements at the structure throughout the works.
- RTM to provide safe access for pedestrians around the work area. RTM operative is to Marshall pedestrians through the structure, where access is required, and co-ordinate with Site supervisor for works to cease and allow safe access through the structure.

Working within a Watercourse:-

- If wellington boots are required to be worn when accessing the watercourse then the supervisor is to complete a POWRA. See “wearing of wellington boots” in the RA at the back of this WPP.
- 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.**
- **Works to be carried out in accordance with the Marine licence.**

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

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

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

- *Work scope*
- *Whiteboard brief*
- *Location of emergency equipment*



- [Network Rail Hazard Map](#)
- [Known Hazards](#)
- [Welfare provisions & Locations](#)
- [Check Competencies](#)
- [COVID-19 \(Latest Guidance\)](#)

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

[TBS001 – Seawall Repairs](#)

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

Marine licence to be in place and available on site during the works.

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

Methodology

- Supervisor to check tide tables to ensure there is enough time to complete the works before high tide.
- 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.
- Contraflow to set up a half road closure opposite Burntisland Cemetery at bridge 070 to allow safe access to the seawall for men, plant and materials.
- Once the RTM is fully operational, park up the site vehicles within the coned off lane closure. Ensure the parked vehicles don’t obstruct other road users and pedestrians.
- **Hold point:** Supervisor to issue a **permit to enter a watercourse.**
- **Supervisor to brief workforce on the emergency procedures/rescue plan in the event of an accident. See section 5 Emergency Arrangements in this WPP.**
- In order to avoid the spread of aquatic diseases, such as crayfish plague, the check, clean and dry approach should be taken when any person or plant enters a watercourse with equipment or clothing that has previously been used in another watercourse.
- Where possible, all plant, equipment and tools to be set up at least 10m away from the watercourse. All fuelling to take place at least 10m away from watercourse on a plant nappy or drip tray. Spill kit to be available on site.



Bridge 070 Access

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



- Supervisor to check access to beach from bridge 070. Due to scouring to the toe of the concrete ramp a temporary proprietary Marwood access stair will have to be installed as per the manufacturer's recommendations.



- Access along the beach to the scour locations. Work party to be briefed that the walking route along the foot of the seawall is rocky. Slips trips and falls due to loose slippery rocks.



Location 1 - Previous concrete repair @ 21m 345yds

- At 21m 345yds remove loose material from along the toe of the previous concrete repair and pack void with Soluform bags. Ensure the bags are packed in tight and drill and pin to secure.



Location 2 – 21m 350yds

- Infill areas which are missing stones with drilled and pinned Soluform bags.
- **Hold point:** Operatives to wear a FFP3 dust mask and goggles when working with cement to protect against Silica dust and flying debris.
- Set up mixer on an impervious layer (plywood/Visqueen) at least 10m away from the beach. Set up on level ground to avoid run off into the nearby beach.
- Apply concrete screed render to section (between previous repairs) to fill gaps/joints and prevent further water ingress/washout.
- Once all the works have been completed the supervisor is to ensure the worksite/beach is left clear and tidy.
- All cement/concrete to be removed from site as much as possible, and not be allowed to remain on the seawall or beach.
- All plant and tools covered in cement/mortar to be washed out into a bucket at least 10m away from the beach.
- Never allow concrete or mortar wash out in or near the beach; the resulting wash water is highly alkaline and can kill fish and other aquatic animals.
- Post photographs of worksite to be taken before leaving site at the end of each shift.
- Plant itinerary check sheet to be cross checked when leaving site to ensure no plant is left behind.
- **Hold point:** Delegated CRE to complete the **Form E** to confirm line is fit for use.
- Remove stairs from the access and load to the site vehicles along with all plant and unused materials.
- Contraflow to remove the half road closure once its safe to do so.

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
TBS001 M Cheyne	Seawall repairs	16/10/24



1.2 AMCO's delivery organisation

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

Contacts		
On call Manager		
Regional Managing Director	Jim Double	01236 457 157
Regional Director	A Kane	[Redacted]
Contractors Engineering Manager	David McGahon	[Redacted]
Civils CRE	B. Thomson	[Redacted]
Temporary Works Coordinator	B. Thomson	[Redacted]
Sustainability & Assurance Advisor	M McDermott	[Redacted]
Procurement	Procurement North	01226 243 413
Project manager	B. Thomson	[Redacted]
H & S Advisor	Mirko Videtta	[Redacted]
Depot Manager Perth	M McFadyen	[Redacted]
Depot Engineer	M Cheyne	[Redacted]
Site Supervisor		

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

Name of company, specialist contractor or individual, etc.	Work activity / Specialism	Point of contact details	
		Name	Mobile
Contraflow	RTM	Out of hours	[Redacted]

1.3 Resources

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

People

Number of People and their competence associated with this WPP		Task
Competence	No of People	TBS Ref
Amco-Giffen ES/Coss/Supervisor	1	TBS001
Amco-Giffen Skilled operatives	2	TBS001
Amco-Giffen operatives	2	TBS001

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP		Task
Plant item	No	TBS Ref
Marwood Access Stairs	1	TBS001
Mixer	1	TBS001
Generator	1	TBS001
TE-40	1	TBS001
Stihl saw	1	TBS001
TE-40	1	TBS001



Materials

Quantity of Materials		Task
Material	Quantity	TBS Ref
Soluform bags	100	TBS001
10mm concrete ballast	80 x bags`	TBS001
Cement	20 x bags	TBS001
Pins	100	TBS001
Polythene	10m x 2m	TBS001

2 Working Together

2.1 At site communication

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

Other information to be discussed are as follows:

- Covid-19 site operation requirements.
 - Daily Whiteboard
 - Any Site specific requirements/details.
 - Access/Egress arrangements to the works location.
 - POWRA to be carried out before each task.
- The Use of mobile phones must only be from a position of safety.
- Any Minor Changes to the WPP must be agreed with the **On Call Manager** using the PoWRA booklet refer to 1.2.1 in the WPP above for contact details.
- Any significant changes will require an amendment to the WPP and signed off by the **CRE/CEM** refer to 1.2.1 in the WPP above for contact details.
- Out of Hours any incidents or issues must be discussed with the On Call Manager refer to 1.2.1 in the WPP above for contact details.

2.2 Contact details

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

NR Project Team

Name	Role	Contact details	Tick to confirm number works and has been tested
Stephen Boslem	Works Delivery Manager (Structures East)	[Redacted]	√
A Sinclair	Project Manager (Structures)	[Redacted]	√



Regulators

Organisation	Contact details	Tick to confirm number works and has been tested
Emergency Services	Emergency – 112 / Non Emergency 101	✓
British Transport Police	0800 405040	✓
Incident Controller East	0330 85 26235.	
Operations Controller East	0330 85 26225	
HSE	Fatalities and Major Injuries - 0845 3009923. Other - http://www.hse.gov.uk/riddor/report.htm	✓
ORR	020 7282 2000	✓
EA/SEPA/NRW	0800 807060	✓
Flood line	0345 9881188	✓
Spill clean up	0800 592 827	✓
Local Authority	Fife Council – 0345 155 0000	✓

3 Hazard Management

3.1 Work involving particular risks

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

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

Risk	When and where will the risk be present?	Permits Required	How will this risk be controlled?
Work which puts workers at risk of falling from a height. HRA 	Risk not present on site		
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring	Risk not present on site		
Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the	Risk not present on site		

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Ionizing Radiations Regulations 1999			
Work near high voltage power lines	Risk not present on site		
Work exposing workers to the risk of drowning	Accessing the beach to carry out the works	Permit to enter a watercourse	<ul style="list-style-type: none"> Tide tables to be consulted to ensure there is enough time to carry out the planned works Lone working must not be allowed, if needed, co-workers should be there to watch very closely. An emergency plan must be in place to tackle and handle emergencies. Appropriate provision must be available for first aid. Operators also required to cover broken skin and wash hands thoroughly after coming into contact with water from rat-contaminated areas. Appropriate safety footwear may be needed to minimize the risk of slipping.
Work on wells, underground earthworks and tunnels	Risk not present on site		
Work carried out by divers having a system of air supply	Risk not present on site		
Work carried out by workers in caissons with a compressed air atmosphere	Risk not present on site		
Work involving the use of explosives	Risk not present on site		
Work involving the assembly or dismantling of heavy prefabricated components	Risk not present on site		

3.2 Significant railway and construction risks



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

What are the main risks (including health) during this Work Package?	When and where will the risk be present?	Permits Required	How will the risk be controlled
Trains	At all times on site	N/A	Works are off track, and the steep embankment/seawall has been deemed as the



			<p>permanent physical barrier throughout the works. No track access required to complete works. COSS Certified Controller is NOT required Appointed Site Controller shall brief site personnel on the segregated working.</p>
<p>Segregated working</p>	<p>When not working under a safeguarded possession or line block</p>	<p>N/A</p>	<p>Permanent Physical Barrier/seawall will be the form of segregation used for these works. Supervisor/Coss will be brief the limitations of the segregation – steep seawall If the segregation cannot be maintained then works will then cease with immediate effect and reported to the office.</p>
<p>Fatigue Management</p>	<p>All Works</p>	<p>N/A</p>	<p>Fatigue management shall reference Amco procedure HS62. Workloads to be appropriately planned to the duration and time of the shift. Minimise the amount of journeys required to and from site compound to area of works. Ensure regular breaks are taken. In accordance with procedure HS72 (Work Safe), all personnel have the right to stop work where they consider working practices (including working excessive hours) pose an unacceptable risk to their health and safety or to others.</p>
<p>Working in a high street environment – members of the public</p>	<p>At all times / allowing public to pass works safely</p>	<p>No</p>	<p>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</p>



			the public access past the works. One man to be watchman and to direct MOPs safely passed works. Men at work signs to be set up to warn MOPs of the works.
Exposure Silica dust	Working with cement	No	Mixing concrete can cause exposure. This can be controlled by dampening and standing up wind of the dust cloud. An exclusion zone. The use of Respiratory Protective Equipment (RPE) may be required. Tight fitting RPE with a protection factor of 20 or FFP3 may be required.
Nipping, trapping and crushing 	At all times	No	Use Competent, trained staff and ensure that correct PPE including gloves are worn at all times. Pre-work briefing, toolbox talks. Operatives to complete Point of Work Risk Assessments if any changes to work.
COSHH Substances (HRA – HS39)	When handling hazardous or items detrimental to health or the environment	No	COSHH items on site will be: Cement/concrete COSHH data to be available on site for COSHH items. Task Specific PPE worn at all times when handling COSHH Items Harmful substances to be used as per manufacturers recommendations. COSHH items stored off site when not in use. Operatives to be equipped with task specific PPE at all times whilst using COSHH items.
Working within half road closures 	During the works	No	Traffic management to be set up by Contraflow traffic ops. Do not start work until TM is fully operational. Operatives must wear Hi-Viz clothing and non-slip soled footwear with toe caps. If required to cross to live part of carriageway ensure that you can be seen by oncoming traffic and can estimate appropriate gaps and speed of on-coming traffic. Walk straight across the carriageway and do not carry plant, tools or materials which obscure your view of on-coming traffic. Ensure free passage for pedestrians and



			vehicles is maintained around work site. Ensure MEWPs/workforce do not stray into “safety zone” and ensure workforce does not stray into operated plant exclusion zone. All RTM works to be carried out as per Contraflow Traffic RAMS
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 	Masonry & pointing repairs	COSHH	Cement can cause ill health mainly by skin contact, inhalation of dust and manual handling. Therefore, appropriate PPE and COSHH awareness is essential
HAVS	When using small plant	No	Keep hands warm when operating vibrating plant and tools. Operatives to be briefed on ELV and EAV time limits. Site supervisor to monitor and record trigger times. Rotate workforce to minimise exposure times. N works to commence until Amco supervisor has referred to the trigger time register and briefed all operatives on the EAVs for the plant on site, this must be adhered to at all times during the works
Working in water. Tidal 	Scour repairs	Permit to enter a watercourse	Tide tables to be consulted to ensure there is enough time to complete the works. 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 a marine environment. It is essential to ensure that the use of wet



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



3.3 Lifesaving rules and High Risk Areas

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

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

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

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




Yes	Yes	Yes	No
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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"> Containers shall be fit for purpose, labelled and have proper fitting lids. Containers and tanks shall be made secure against vandalism or theft Refuelling shall take place in a dedicated area at least 10m away from a watercourse Drip trays shall be used whilst refuelling. Spill kits shall be kept on site 	
Management of silt	<ul style="list-style-type: none"> Consideration shall be given to the silt hierarchy where potential for silt/soil pollution on site i.e., 1- eliminating work within the water, 2- isolation of working area, 3- minimising soil/silt movement through choice of methodology or reducing veg strip; 4- controlling runoff/silty water using straw bales, Sedimats, silt fences, etc. 	•
Dust, Noise, Odour	<ul style="list-style-type: none"> Dust from cutting to be suppressed using water The workforce is to turn plant off when not in use, this will minimize noise levels within the site of work. 	•
Working in or near a watercourse 	<ul style="list-style-type: none"> Works undertaken above water level, access outside of watercourse. Weather forecast to be monitored, work undertaken during low water levels, if possible. Check, Clean, Dry procedure followed Works to adhere to marine licence conditions 	
Works affecting flora or fauna	<ul style="list-style-type: none"> Ecology survey to be undertaken and recommendations complied with Work to stop if protected species or nesting birds found and advice sought. 	•
Works affecting cultural heritage	<ul style="list-style-type: none"> Works to comply with consent Works to be in keeping with the style of the original structure. 	•
Flood Risk Management	<ul style="list-style-type: none"> 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 	•



	<ul style="list-style-type: none"> • 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. 	
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4.2 Waste management arrangements

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

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

5 Emergency Arrangements

5.1 Site emergency arrangements

Site Location: Burntisland – ECN2 – 200/493 – 21m 345yds – KY3 9LB
Grid Ref: 324707,686382

Contact	Name or Location	Tel. Number
Ambulance, Fire	Various	999 (112 from Mobile)
BT Police	Control Centre	0800 405 040
Incident Controller	NWR	0141 335 2020
Gas	Nation Grid	0800 111 999
NR Sharps	NR	01904 525 894
Scottish water	Emergency	0845 600 8855
Nearest A & E Hospital	Victoria Hospital, Kirkcaldy. KY2 5AH	01592 643 355
SEPA	Control Centre	0800 807 060 24/7/365
Flood line	National Flooding Helpline	0345 988 1188.
Spill response	Addler & Allan	0800 592 827

Reporting of Accidents, Incidents & Close Calls

All H&S Accidents, Major Environmental Incidents, Damage to Client or Utility Infrastructure and Rail Possession Irregularities are to be verbally reported as soon as practicable, to line management.

Any Incident/Accident must be reported through the AMCO on-call as soon as site is safe and in a position to do so and or request your assistance to update NWR Control.

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

- Who you are (Joe 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?

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- Confirm whether this has been reported to NWR Control (Decide who will report this)
 Reporting to NWR must be within 2 hours of the event happening.
- Photographs to be taken of location

5.1.1 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 First Aid Kit checklist to be completed at the start of each shift to ensure first aid box is fully stocked.	1 x kept on site during the works 1 x kept in the site welfare van

First Aid Risk Assessment

NR/L2/OHS/00110/F01 - FIRST AID RISK ASSESSMENT		
<i>To be used in conjunction with First Aid at Work business process NR/L2/OHS/00110</i>		
Date:	10/09/24	
Location:	Burntisland	
Name:	M Cheyne	
Workplace/Activity being assessed:	Seawall 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	
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	3	
Manual handling	3	
Electrical	0	
Cutting equipment	0	



Plant machinery		0
Working at night		0
Any additional hazardous work activity e.g. dealing with public, confined spaces, radiation sources (please score as instructions above and name activity below) Marine environment		3
	Insert TOTAL figure here →	9
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	
		Insert OVERALL score here →
		25
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	
<p>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</p>			

5.1.2 Emergency Arrangements

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

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

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



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

5.1.3 Evacuation arrangements

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

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

In the event that an individual is required to be rescued from a situation this will be carried out by a site recovery stretcher board where they will be carried back to the above muster point where they will await the emergency services – **Burntisland – ECN2 – 200/493 – 21m 345yds – KY3 9LB - Grid Ref: 324707,686382**

5.1.4 Fire safety arrangements

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

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

5.1.5 Security arrangements

5.1.5.1 Ensure access gates are secured on access/egress

5.1.5.2 Keep site vehicles locked when not attended and remove all plant, tools and materials at end of every shift and during breaks.

5.1.6 Environmental Emergencies

5.1.6.1 Extreme Weather and Flooding:

- Monitoring of compliance with any permit / licence / consent affecting watercourses and flood risk.
- Daily completion of the Permit to Work Within, Over, and Adjacent to a Watercourse (HS131).
- Review and communication of weather forecast, flood information and tide times. Use of national flood warning services: <https://flood-warning-information.service.gov.uk/warnings>.
- Checking of any temporary works to ensure that they suitable and sufficient to cope with seasonal weather / river flows.

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- Measures to be established to prevent debris entering the watercourse which may pose a flood risk.
- Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether.

5.1.6.2 Oil Spill:

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

5.1.6.3 Silt Incident:

N/A

5.1.7 Summoning emergency services

Emergency Services can be summoned by using the COSS/Site supervisors Mobile (Location to be agreed within Pre start Briefings on site) in the case of this work package plan the workforce will inform the emergency services of the following information relating to the location; Burntisland – ECN2 – 200/493 – 21m 345yds – KY3 9LB - Grid Ref: 324707,686382

Railway emergency (trains and electrical)

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

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

5.1.8 Asbestos

5.1.7.1 N/A



5.1.9 Utilities

5.1.8.1 N/A

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

6 Work Package Arrangements

6.1 Site Layout



6.2 Access and Egress



Parking/Access – Within half road closure on the A921 at bridge access to beach.



6.3 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 B: Transient site. Use of onsite Hog or Pod.

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

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

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

Note: Due to site and COVID-19 restrictions works will be serviced by way of Welfare van, Hog or Pod.

Welfare Vans, Hogs or Pods must be thoroughly cleaned at the end of each break / shift, e.g. chairs, door handles etc.

Equipment such as kettles, microwaves etc. are provided, they must be regularly cleaned and/or sanitised and enhanced cleaning measures.

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

Location of nearest most suitable pod/hog.

Site Name	Burntisland Relay Room
Post code	KY3 9BS
What 3 words	///acrobat.driveways.flows



ELR	BID
Mileage	0.0116
Grid ref:	323737, 685931
Access	[Redacted]

Door Opening Procedure for Welfare Pods

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

6.4 Rail Traffic Management

6.4.1 N/A



- 6.5 Road Traffic Management**
- 6.5.1 Contraflow to set up the half road closure

7 Hand Over and Hand Back Arrangements

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

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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: 10/09/24			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.	Seawall 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 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	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
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. 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	✓			
Subcontractors on site	Reportable or major injury	5	4	20	<ul style="list-style-type: none"> Amco supervisor to ensure subcontractor briefs his workforce on the contents of his methodology and risk assessments - Contraflow. Amco supervisor to ensure subcontractors methodology and risk assessments are available on site and are adhered to at all times. Amco supervisor to check competencies of subcontractor's workforce and certification of his plant are up to date. 	4	✓			
Trains - Segregated 	Reportable or Major Injury/Incident	5	4	20	<ul style="list-style-type: none"> The works will be carried out segregated and the steep seawall has been deemed as the permanent physical barrier. COSS Certified Controller is NOT required. Appointed Site Controller shall brief site personnel on the segregated working. If segregation cannot be maintained all works will cease with immediate effect. 	5	✓			
High street environment works	Major or minor injury	5	4	20	<ul style="list-style-type: none"> Half road closure set up by Contraflow traffic management contractor. 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. 	4	✓			



Scan/Report Close Calls



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					Supervisor to check measures are adequate for the works to be carried out safely. <ul style="list-style-type: none"> 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. 					
Road Works: Collision with plant or traffic, Traffic accidents, Inadequate traffic management arrangements, Close proximity of the public, Excavations at edge of roadways, Trips over objects, Contact with hazardous materials, Flying particles of stone, cement or dust, Noisy machinery, Overhead / underground services, Manual handling - Serious/fatal injuries from falls, collisions, traffic accidents, Electrocutation, Injuries from contact with hazardous materials or flying particles, Respiratory problems, Noise-induced hearing loss, Back strain	Major or minor injury	5	4	20	<ul style="list-style-type: none"> Protection arrangements as required under NRSWA - Chapter 8 by trained personnel. Use of crash barriers. Arrangements for road closures. Traffic management. Pedestrian management. Wearing of Hi Vis clothing Correct signing / coning / barriers in place for all roadworks and path works -signs footed with sandbags. Underground utility services identified and protected. Safe access for vehicles, plant and persons provided. Pedestrian walkways provided. All equipment inspected for damage daily before initial use and during use for suitability and condition. Work area to be kept free of debris underfoot. Exclusion zone to be maintained during works. 	4	✓			



Scan/Report Close Calls



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Issue: 01

Revision Date: 09/09/24

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Working in/adjacent to or over water Falls of persons into water - Hypothermia, Drowning, Physical effects of swallowing polluted or contaminated water	Reportable or major Injury	5	4	20	<ul style="list-style-type: none"> 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 licence required to be on site throughout the works. Permit to work in watercourse. Suitable means of access to the point of work in place access routes alongside water kept free of obstructions and slip hazards. Suitable first aid equipment and trained first aiders Suitable re-fuelling procedures ensuring that no refuelling or plant maintenance is undertaken within 10 metres of a watercourse (and at least 30m away if possible) and use of bunds/plant nappies. Suitable and adequate storage facilities for fuels, chemicals, oils or any substance that has the potential to pollute. All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. Checking that all safety clothing / equipment is in good condition, in particular footwear with non - slip soles, and is being worn. Work area to be kept free of debris underfoot. Exclusion zone to be maintained during works. 	4	✓			



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Suitable lighting provided for the area of works, particularly adjacent to the water. 					
COSHH (HRA – HS39)  Dermatitis: Cement and aggregates, Chemicals, Extreme weather conditions, Not wearing PPE, Improper use of PPE, Poor personal hygiene-Sensitization or burns from contact with cement materials, sealants, chemicals and their constituents	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> COSHH data on site for COSHH items – cement/concrete. Task Specific PPE worn at all times when handling COSHH Items Harmful substances to be used as per Manufacturers recommendations COSHH items stored off site when not in use Operatives to be equipped with task specific PPE at all times whilst using COSHH items Personnel reminded to wash hands before eating, drinking or smoking. Site to be surveyed and chemicals / contaminated areas located, marked and protected. Mandatory minimum PPE to be worn at all times as per HS57 PPE Procedure. Safety glasses / visors to the correct standard to be worn. Cut 5 gloves must be worn, grade D to E is considered cut 5.. Dust masks to the correct standard to be worn if required. All operatives trained to use the appropriate PPE. 	3	✓			
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. 	4	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> 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. 					
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. When using angle grinder Kevlar armllets and mesh protective gloves to be worn. Inspect plant and equipment before use. Report faults to Site supervisor. Take damaged plant out of use. Guards to remain in place where fitted to tools. Use HAVS register to record time on equipment. Wearing of gloves and correct PPE for the task. Maintenance of tools. Rotation of workforce to reduce exposure times. 	4	✓			
Electric Tools: Electric shock, Moving tool bits, Torque/sudden movement of the tool, Flying particles, Flying dust, Vibration, Trailing electrical	Reportable or major Injury	4	3	12	<ul style="list-style-type: none"> Cable routes planned to minimise tripping hazards – route overhead if practicable. If adjustments or changes need to be made, tools to be disconnected from the mains supply. Only 110-volt tools with power supplied through an isolating centre tapped to earth to be used Work area to be kept free of debris underfoot. Electrical equipment shall be free from obstruction in 	4	✓			



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
cables, Noise – Burns, Eye injuries, Injuries from impact or entanglement with moving tool bits, Hand/arm injury, Hand-arm vibration syndrome, Injury following trips and falls, Noise induced hearing loss, Respiratory injury					order to be accessible for maintenance and operation. <ul style="list-style-type: none"> Gloves to the correct standard to be worn. Safety glasses / goggles / visor to the correct standard to be worn. Respiratory protection to the correct standard to be worn if dust to be created. Hearing protection to correct standard to be worn. Mandatory minimum PPE to be worn at all times. All operatives trained to use the appropriate PPE. 					
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 Covid 19 specific PPE; 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). 	3	✓			
Exposure to Silica dust from ballast or drilling/cutting operations Aggravation to eyes / lungs due to dust -	Major or minor injury	4	4	16	<ul style="list-style-type: none"> Exclusion zone around generated dust cloud. Stand up wind from dust cloud. Dampen down worksite/ballast. Wearing of RPE, min protection factor of 20 or FFP3. Ensure close fitting along with being clean shaven. All dust from abrasive wheels controlled by appropriate guards and wetting down. 	3	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Injury to or loss of an eye due to contact with dust particles, Breathing problems and respiratory infections					<ul style="list-style-type: none"> Regular checks of abrasive wheels done to ensure proper guards are fitted. RPE FFP3 face masks All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. Work area to be kept free of debris underfoot. Good housekeeping to be maintained across the site. Exclusion zone to be maintained during works. 					
HAVs  Vibration: Whole body vibration, Hand / arm vibration–Back pain, Vibration white finger, Damaged blood vessels, Circulatory problems, Pain, Gangrene, Irritation, Fatigue, Loss of concentration.	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> HS40 Control of Vibration at Work to be used for guidance. Site Management need to ensure supervisors under their control are actively monitoring vibration exposure levels so employees / operatives do not to exceed the Exposure Action/Limit Values. Ensuring that all plant, tools and equipment are suitably used and maintained in accordance with safe systems of work and any manufacturers' recommendations. Selection of other methods of work which reduce exposure to mechanical vibration where possible. Any excessive vibration reported as soon as possible to site supervisors.*When using a tool or piece of plant that produces vibration, break up the job with other work activities or people to reduce the harm.*Nearby persons warned when vibration, dust, 	3	✓			



Scan/Report Close Calls



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					noise are likely to be produced.*Exclusion zone maintained during works. <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. 					
Manual Handling Dropping objects, Touching material with unprotected skin, Over exertion - Minor or serious injuries to the back or other parts of the body	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. See appendix for manual handling control measures Eliminate risk by design where practicable. Use of mechanical aids where possible. Limit the weight of units to be transported. (Bagged materials available in small sizes used in preference to heavier weights) All mechanical aids inspected for damage daily before initial use and frequently during use for suitability and condition. Use of additional personnel. Identification of weights on materials Minimise body movements i.e. reduce need for twisting and repetitive movements Restrict distance carried. Provision of handles or means for lifting or carrying. The provision of suitable footwear and gloves shall be considered. Training in use of kinetic handling. 	4	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Work area to be kept free of debris underfoot. Storage areas to be set up near to point of use. Clear access/egress to be always maintained, from storage to point of use. Exclusion zone to be maintained during works. 					
Access and egress (HS66)	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> 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	<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. 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	✓			
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. 	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"> Report to NWR via Route Control – 0141 335 2775. Highlight area with spray paint. 					
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	✓			



Appendix 2 – Manual handling control measures

Manual handling

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

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

Why is dealing with manual handling important?

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

What do I have to do?

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

For any lifting activity

Always take into account:

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

If you need to lift something manually

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

If you need to use lifting equipment

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



Good handling technique for lifting

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

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

Think before lifting/handling.

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

Adopt a stable position.

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

Get a good hold.

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

Start in a good posture.

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

Don't flex the back any further while lifting.

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

Keep the load close to the waist.

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

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

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

Keep the head up when handling.

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

Move smoothly.

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

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

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

Put down, then adjust.

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

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



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		