

Culcross

CHANGE = STOP!

Prepared by:

Mark Cheyne

.....Date
(Print Name)

[Redacted]

.....
(Signature)

Engineer

.....
(Job Title)

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

.....Date
(Print Name)

.....
(Signature)

.....
(Job Title)

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

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

OR

Accepted on behalf of Network Rail / Client:

.....
(Print Name)

.....
(Signature)

.....
(Job Title)



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.	3227
Structure	200/562
ELR / Mileage	KNE1/7m 02yds
Grid Reference	298917, 685846
Post Code	KY12 8HQ

Start Date:

Finish Date:

Work Package Plan Number:

WPP No: 3227.200.562

Controlled Copy Number

Unique No: 01

Construction [Phase Plan / Reference] Number

Unique No: SCOAM18

This document is the property of Amalgamated Construction Ltd, the **Principal Contractor** or **Contractor** on the project.

Controlled copies will have a controlled copy number shown in **RED**. Any variation will be regarded as uncontrolled for information only.

The responsibility for the health, safety and environmental management of the Works rests fully and unreservedly with the Amalgamated Construction Ltd. The acceptance of a Work Package Plan on behalf of Network Rail and involvement in Studies or Audits does not in any way absolve Amalgamated Construction Ltd from that accountability and responsibility, nor is it intended to confirm or suggest that Amalgamated Construction Ltd fully meets the statutory requirements.

DISTRIBUTION LIST

ISSUED TO:	JOB TITLE	ORGANISATION	VERSION
Document Control Master			

VERSION CONTROL

REVISION NUMBER	SUMMARY OF CHANGES
Draft	
01	
02	

Supporting guidance



L2OHS0044_F02.pdf

CONTENTS

1	Introduction	9
1.1	Brief outline of work methodology	9
1.2	AMCO's delivery organisation	13
1.3	Resources	13
2	Working Together	14
2.2	Contact details	14
2.3	Other parties involved with the package of work (interfaces details)	Error! Bookmark not defined.
3	Hazard Management	15
3.1	Work involving particular risks	15
3.2	Significant railway and construction risks	18
3.3	Lifesaving rules	20
4	Environmental and Waste Management Arrangements	21
4.1	Environmental management arrangements	21
4.2	Waste management arrangements	22
5	Emergency Arrangements	22
5.1	Site emergency arrangements	22
5.1.1	First aid arrangements	22
5.1.2	Evacuation arrangements	22
5.1.3	Fire safety arrangements	22
5.1.4	Security arrangements	22
5.1.5	Summoning emergency services	23
5.1.6	Railway emergency (trains and electrical)	23
5.1.7	Asbestos	23
5.1.8	Utilities	23
6	Work Package Arrangements	24
6.1	Site Location	24
6.2	Access and Egress	24
6.3	Welfare	24
6.4	Rail Traffic Management	25
6.5	Road Traffic Management	Error! Bookmark not defined.
	Control of activity risks	29

APPENDICES – Supporting information

Appendix 1 – Sub-contractor RAMS

Appendix 2 – Risk Assessment

Appendix 3 – COVID 19 Risk Assessment

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

REV. 4 - 19/06/2020 1

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

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

The health and safety requirements of our sites must not be compromised. If an activity cannot be undertaken safely, in line with our SHEQ strategy and processes, it should not take place.

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

SD1 – Travel to and from Site

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

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

SD1.3 Where it is not possible to avoid public transport, from **Monday 15 June 2020**, anyone using public transport in England (buses, trains, trams etc.) will be required to wear a face covering.

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

SD1.4 Road vehicles should be single occupancy unless you are able to travel in a medium / long wheelbase crew / messing vehicle, which has an approved barrier installed, when two people (including the driver) are permitted. In this case the passenger should sit as far away as possible, on the diagonal, from the driver and good air flow should be maintained. Journeys should be shared between the same individuals. Try not to rotate teams using a van.

SD1.5 Hand-cleaning facilities will be provided at entrances and exits. This should be soap and water or hand sanitiser.

SD2 – Site Access Points & Briefings

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

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

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

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

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

- If they currently have any of the potential Covid-19 symptoms, or
- If any of the people in their household currently have symptoms, or
- If they are living with a vulnerable person who is shielding from Covid-19

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

REV. 4 - 19/06/2020 2

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

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

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

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

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

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

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

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

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

SD3 – Site Hygiene Arrangements

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

SD3.2 Hand washing facilities must be regularly cleaned.

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

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

SD3.5 All personnel shall:

- Wash their hands with soap and water (or if not available use sanitizer) a minimum of at the start of the day, at each change of task, and every two hours thereafter;
- Wash hands for at least 20 seconds (or if not available use sanitizer) before drinking, eating and smoking;
- Avoid touching their eyes, nose or mouth without having washed their hands immediately previously;

SD3.6 Waste from possible cases of COVID-19, such as face masks, gloves, and cleaning wipes, should be double bagged. These bags should be externally marked with the date and time by the individual who sealed the bag and then placed in a secure, isolated area for 72 hours or until a negative result is known. It is only once all the bags within the area have passed the 72-hour mark or until a negative result is known, should the waste be collected by contractors, as general waste.

SD4 – Toilet Facilities

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

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

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

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

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

REV. 4 - 19/06/2020 3

SD5 – Mess / Eating Arrangements

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

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

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

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

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

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

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

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

SD5.9 Tables must be cleaned between each use.

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

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

SD6 – Changing Facilities, Showers and Drying Rooms

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

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

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

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

SD7 –First Aid Arrangements

In the event of cardiac arrest implement the following:

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

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

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

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

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

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

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

REV. 4 - 19/06/2020 4

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

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

SD8 – Site Meetings

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

SD8.2 Only absolutely necessary meeting participants should attend.

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

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

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

SD9 – Cleaning

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

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

SD9.3 Door handles and push plates.

SD9.4 Hand rails on staircases.

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

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

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

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

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

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

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

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

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

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

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

REV. 4 - 19/06/2020 5

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

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

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

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

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

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

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

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

SD11.4 On ‘Project’ type sites the person responsible for the site must check against the controls contained in this document when site is set up and then on a weekly basis. They must use the “Yellow Book” or FM-HS-099 (SHEQ Report) to record findings and actions. Additionally, they must use form FM-HS-211A (COVID-19 Site Social Distancing Inspection Form) to confirm that these specific Covid-19 control measures are in place.

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

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

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

1 Introduction

1.1 Brief outline of work methodology

Work Details / Remit – Repairs and Proactive works to scour & voiding - Undertake JSV with asset management to scope holding remedial works to coastal defence. To be planned to ensure full viewing of defence at low tide. Based on JSV produce costed programme of works to agree areas for selection by asset management. Works to be undertaken under separate work item

(CAPEX, Policy Target X) *** Additional text By barriew on 11/05/2020 14:06:58 - 20/21 Repairs and Proactive works to scour & voiding – Carry out holding repairs to areas of scour & voiding to approximately 60m2 of sea defence wall. Works consist of bagging & rock armour installation.

(CAPEX, Policy Target X) *** Additional text By barriew on 09/06/2020 14:47:52 - Re instatement of rock armour utilising displaced rock armour

on site, no requirement to haul new rock armour to site. *** Additional text By barriew on 10/06/2020 10:28:06 - Carry out above mentioned agreed repairs under MRN 3225 26 week work item

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 – at structure. Supervisor to check tide times to ensure there is enough time to carry out the works safely.

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 form the general public. Supervisor to ensure this is maintained at all times</i>

Safeguarded Possession Working:-

- The ES will then set up worksite with permission of PICOP.
- ES to sign in COSS after permission to start work granted from PICOP.
- COSS will then brief contents of SWP and to Work party including limitations.
- COSS will then give permission to the Supervisor to access track as per limitations in COSS
- **COSS/Supervisor to complete Form 5 on completion of each shift to assess works and confirm work site is suitable for live traffic.**

Working within a Watercourse:-

- 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.**

Plant on track:-

- Adequate lighting to be provided at approved access/egress point.
- Machine controller to check certification and competencies of plant and operator. Amco supervisor to ensure this is carried out.
- RRV to on and off-track under the supervision of machine controller.
- Exclusion zone to be set up around on and off-tracking operations.
- Exclusion zone to be in operation around travelling and working RRV.

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.

Methodology

Delivery of plant –collection of plant

- Park up site vehicles at RRAP to take delivery of on track plant.
- Ensure the parked vehicles don't obstruct others.
- Supervisor to ensure the delivery lay down area is suitable for heavy vehicles. No hidden voids and overhead obstructions.
- Trip hazards to be removed if present.
- Delivery vehicle to drive straight into access area. No reversing off the carriageway is permitted. Hazard beacons/lights to be on before slowing down to access.
- Reversing vehicles to be within an exclusion zone and controlled by a banksman.
- Delivery of plant to take place well away from the live railway as no ALO is in place.
- Exclusion zone to be in operation during the unloading of plant.
- Park up RRV's etc. in a secure location, well away from the track.
- Works to be carried out in accordance with AMCO procedure DE
- Works carried out at per POS plan
- Collection of plant to be carried out as per the delivery.
- When low loader is leaving site, hazard beacon/lights to be on. Access carriageway when it is safe to do so. Do not make oncoming traffic brake or swerve to avoid.
- Delivery/Collection form to be completed and signed off by AMCO Supervisor & on track plant Rep.

Sunday night shift

- **Hold Point:** ES/Coss to sign into the safeguarded possession and set out marker boards as required.
- Coss to brief the workforce on the contents of the SWP.
- Spill kit to be available on site. Location of kit to be briefed to the worksite and how to use.
- Set up lights at access and remove any trip hazards which might be present.

- On track the RRV + trailers under the supervision of the machine controller and load on the 8 tonne excavator (excavator to be provided with bio-degradable oil) along with 100 Natcem 35 bags. Exclusion zone to be in operation around this task.
- Drive to the worksite to unload excavator and set up task lighting.
- Unload excavator with bog mats.
- Take down boundary fencing to allow access to the beach and set aside for re-use.
- **Hold Point:** Supervisor to issue a **permit to enter a 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
- Excavator to track to the worksite along the beach, keeping off the natural rock formations.
- Unload the Natcem 35 sand bags at the 3 locations for the infill of the scour holes.
- Park up the excavator securely above MHWS.
- Reinstate the boundary fence.
- RRV to return to access to off track under the supervision of the machine controller.
- ES/Coss to sign out of the possession once he has confirmed the line is fit for traffic.

Midweek day shifts

- The 8 tonne machine will make a ramp down to the beach with the stones that are already on the beach and track along to the worksites.
- Working within an exclusion zone, the excavator will reinstate the failed rock armour at the locations marked out by JSV with NWR. Only use the rock armour which has fallen from the sea wall. Do not remove any of the natural rock from the beach. Banksman and supervisor to be in attendance at all times.
- At the end of every shift all plant to be removed to a position of safety above MHWS.
- Once all works have been completed the supervisor is to ensure the worksite is left clear and tidy.
- Post photographs of worksite to be taken before leaving site at the end of each shift.
- Plant itinerary check sheet to be cross checked when leaving site to ensure no plant is left behind.

Thursday nightshift

- Hold Point: ES/Coss to sign into the safeguarded possession and set out marker boards as required.
- Coss to brief the workforce on the contents of the SWP.
- Set up lights at access and remove any trip hazards which might be present.
- On track the RRV + trailers under the supervision of the machine controller.
- Travel to worksite and take down boundary fence and set aside for re-use.
- Track excavator back to RRV location and load onto the trailer with bog mats.
- Re-instate the boundary fence to original specification..
- ES/Coss to sign out of the possession once he has confirmed the line is fit for traffic.
- Travel back to access to off track under the supervision of the machine controller.

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
TBS1 3227 M Cheyne	Sea wall 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	A Kane	07881 232 506
On call Manager	John Stewart	07818 016 737
On call Manager	D MacLennan	07881 232 498
On call Manager	J Fitzsimmons	07881 232 500
On call Manager	R Czarnocki	07881 232 520
On call Manager	S McMichael	07881 232 509
On call Manager	D MacLennan	07881 232 498
On call Manager	M Keenan	07748 760 693
On call Manager	T Rooney	07876 878 976
On call Manager	A Ovenden	07585 909 204
On call Manager	B Thomson	07557 540 042
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	T McGill	07827 978312
Site Supervisor	J Crawford	07881 232 523
Site Supervisor	M Graham	07468 477258
Site Supervisor	J Henderson	07770 308999
Site Supervisor	A Kemp	07876 878976
Site Supervisor	M McFadyen	07825 508030
Site Supervisor	K Angus	07881 232517
Site Supervisor	T Burrows	07620 587 246
07620 587 246	B Thomson	07557 540 042

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
	RRV Hire	-	-
	8 tonne excavator hire	-	-

1.3 Resources

People

Number of People and their competence	
Competence	No of People
ES/Coss/Supervisor	1
Skilled operative	1

PPE

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

Task specific PPE	Dust mask FFP1, FFP2 or FFP3
	Impact goggles
	Kevlar armlets
	Mesh protective gloves

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools	
Plant item	No
Welfare Van	1
Site vehicles	1
Spill Kit	1
Plant nappies	1
Grinder	1
Generator	1
Lights	4

Materials

Quantity of Materials	
Material	Quantity
Natcem 35 bags	100

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 ES/COSS/Supervisor will brief the contents of the SWP pack in the Welfare van before works commence.
- The Use of mobile phones must only be from a position of safety.
- Any Minor Changes to the WPP must be agreed with the **On Call Manager** using the PoWRA booklet refer to 1.2.1 in the WPP above for contact details.
- Any significant changes will require an amendment to the WPP and signed off by the **CRE/CEM** refer to 1.2.1 in the WPP above for contact details.
- Out of Hours any incidents or issues must be discussed with the On Call Manager refer to 1.2.1 in the WPP above for contact details.

2.2 Contact details

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

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	✓

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	Fife Council - 03451 55 00 99	✓
Spill clean up	0800 592827	✓









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    	Works to be carried out under safeguard possession. ES to contact PICOP and get permission to set up worksite Once worksite is granted ES to sign in COSS. COSS to deliver COSS briefing to all members of work party. Sentinel cards to be scanned and checked for all members of work party. 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. 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.	At all times / allowing public to pass works safely	No
RRV operations    	Competent personnel to operate plant. Machine controller to check relevant certificates of operator and equipment supplied. Machine controller to supervise all movements.	Access for men, plant, tools and materials Excavations	No

	POS rep to brief MO and MC of site specific geometry issues.		
Ground conditions for RRV 	Approach road to on/off tracking point as well as RRAP must be checked and deemed suitable prior to on/off tracking machine. Trailer (landing areas) to be checked for suitability of load being placed.	Accessing worksite / transporting materials, and plant	No
Damage to infrastructure & plant during on/off tracking of RRV 	Correct on/off tracking conditions as per COP007 to be used. Machine controller to supervise on/off tracking. On tracking point to be well illuminated. Terram and timber protection to infrastructure to be used as required.	Accessing worksite / transporting materials, and plant	No
RRV and 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.		
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.		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	At all times	No

	<p>briefing, toolbox talks. Operatives to complete Point of Work Risk Assessments if any changes to work.</p>		
<p>COSHH Substances (HRA – HS39)</p>	<p>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.</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. When using angle grinder Kevlar armlets and mesh protective gloves to be worn</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. When using angle grinders Kevlar armlets and mesh protective gloves must be worn.</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>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. SEPA approval as required or Marine Scotland 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>Supervisor to check tide times to ensure there is enough time to carry out the works and to get to a place of safety.</p> <p>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</p>	<p>Scour repairs</p>	<p>Permit to enter a watercourse</p>

	in confined / restricted spaces will pose significant risks at incidents involving water so a means of rescue should be considered before works commence.		
Slips, trips and falls  	Get the right footwear with good tread and slip resistant soles. Take extra care at night and in poor weather conditions – always use a hat lamp, slow down and look ahead to where you are placing your feet. On track always walk ballast to ballast and avoid walking on troughs and sleepers as these are frequently slippery. Always use hand rails when climbing or descending stairs. Play your part in keeping your work place tidy – clear waste as it is generated, clean up spills and store materials safely. In extreme conditions stop work until actions are taken to make access ways safe. Always fix and report close calls, eg: poor underfoot conditions or access, unsafe stairs or walkways	At all times	No
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    	Use of designated crossing, access points and walking routes where applicable. Walking routes to be suitable and all trip hazards removed.	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
Working in the hours of darkness  	Task lighting to be set up during the hours of darkness to facilitate the works. Operatives to wear cap lamps when working in the hours of darkness	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
Noise / environmental  	Noise letters to be distributed to local residents as required. No shouting and swearing onsite and all non-essential plant to be switched off until required.	At all times	No

3.2

3.2.1

Significant railway and construction risks











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	How will the risk be controlled
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. All operatives will be PTS trained. 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		X	Change Management		X
Breaking Ground		X	Lifting Activities		X
Confined spaces		X	People & Plant		✓
Fire and Hot works		X	Electrical & Stored Energy		X

Work Related Road Risk		X	Railway Operations		✓
Working in Water		✓	Works producing dust, noise and Vibration	 Works producing dust, noise & vibration	✓
Works in, over or near water	 Works In, Over or Near Water	✓	Activities with potential to cause pollution	 Activities with Potential to Cause Pollution	✓
Works affecting protected or invasive species	 Works Affecting Protected or Invasive Species	X			

4 Environmental and Waste Management Arrangements

4.1 Environmental management arrangements

Applicable correspondence added here

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 	None required.

	<ul style="list-style-type: none"> 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 	
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
		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 COSS/Site Supervisor Muster Point – Welfare van

5.1.3 Fire safety arrangements

5.1.3.1 Foam 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 COSS/Site supervisors Mobile (Location to be agreed within Pre start Briefings on site)

5.1.6 Railway emergency (trains and electrical)

	Contact Details
ECO	Refer SWP Pack
Signal box	Refer SWP Pack
Protection Signals Ref	Refer SWP Pack

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 N/A

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.

6.4 Rail Traffic Management

See enclosed SWP pack for details

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:	15/07/20		
Location:	Culross		
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			3
Working at height			0

Hazardous chemicals		3
Manual handling		3
Electrical		0
Cutting equipment		3
Plant machinery		3
Working at night		3
Any additional hazardous work activity e.g. dealing with public, confined spaces, radiation sources (please score as instructions above and name activity below)		
	<div style="border: 1px solid black; padding: 5px;"> Insert TOTAL figure here ➔ </div>	15
3. Number of people working at workplace or site of work (pick most typical figure)	Lone worker (5)	3
	2 to 50 (3)	
	51 and above (5)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here ➔ </div>	
4. Vulnerable Individuals Are there inexperienced workers or people with disabilities or health problems? (assume yes if you do not know the group e.g. Contractors, public)	Yes (5)	1
	No (1)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here ➔ </div>	
5. Remoteness 5.1 Likely response time for emergency services to arrive on scene of incident? (pick most typical figure)	8 minutes (1)	3
	30 minutes (3)	
	Over 30 minutes (5)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here ➔ </div>	
5.2 Has a suitable road vehicle access point for evacuation been identified at the planning stage? (pick most typical figure)	Yes (1)	1
	Moving worksite (3)	
	No (5)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here ➔ </div>	
5.3 Is emergency mobile telephone communication available at the workplace or site of work, with coverage? (pick most typical figure)	Yes (1)	1
	Usually (3)	
	No (5)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here ➔ </div>	
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 ➡								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					<ul style="list-style-type: none"> Workplace or site of work remote from emergency services Types of injuries that can occur with activity 		
	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					<ul style="list-style-type: none"> Workplace or site of work remote from emergency services Types of injuries that can occur with activity 		
	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 person appointed to take charge of first aid arrangements;
- a suitably stocked first aid kit; and
- 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)			

Appendix 2



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: 15/07/20		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, especially on track and during the night. 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	✓			
3 rd Parties 	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Green Zone working. Exclusion zone to be established around work area, throughout works, to prevent unauthorised access. Make area safe at breaks and end of shift. Collect waste and dispose of offsite. Ensure notice of works is in place, Men at Work Signs. Work area to be kept clear throughout and on completion of works. 	3	✓			
Working on/near the line 	Reportable or major Injury	5	4	20	<ul style="list-style-type: none"> ES/COSS will take possession of the worksite. COSS will brief the contents of the SWP before accessing on or near the line. ALL persons will have PTS or have a TVP to access on or near the line. Full Orange Hi-Vis Clothing to be worn at All times COSS/Supervisor to complete Form 5 on completion of each shift to assess works and confirm work site is suitable for live traffic. 	5	✓			
Working in/adjacent to or over water	Reportable or major Injury	5	4	20	<ul style="list-style-type: none"> Supervisor to check tide tables to ensure enough time to carry out the works and to get to a place of safety. Awareness of hazardous flora and fauna. Correct PPE. Use of insect repellents. 	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"> Adherence to Weill's Disease procedures. Secure working platform. Emergency preparedness and fall recovery procedure. Trained first aiders. Permit to work in watercourse. If working in water, a means of rescue to be determined and briefed to the workforce. 					
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 	3	✓			
Operated Plant 	Reportable or Major Injury	5	4	20	<ul style="list-style-type: none"> Machine controller/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. Exclusion zone to be established around all plant operations. All plant movements to be controlled by machine controller/banksman and undertaken within established exclusion zone. 	5	✓			
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 	5	✓			

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					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.					
Ground worker being struck by slewing excavator causing crush injury or fatality	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				
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	✓			

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Operating Small Plant and tools Angle grinders (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 armlets and mesh protective gloves to be worn. Inspect plant and equipment before use. Report faults to Site supervisor. Take damaged plant out of use. Guards to remain in place where fitted to tools. Use HAVS register to record time on equipment. Wearing of gloves and correct PPE for the task. Maintenance of tools. Rotation of workforce to reduce exposure times. 	4	✓			
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	✓			
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. 	4	✓			
Access and egress (HS66)	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Supervisor to assess access for suitability. Take down boundary fence to allow access to beach from track side. Remove trip hazards to ensure safety of workforce 	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"> If working during hours of darkness ensure access is adequately illuminated. Access track via approved access points. 					
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	✓			

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
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	✓			

Appendix 3 – COVID 19 Risk Assessment

Control of activity risks

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

PREPARED BY:	M Cheyne	DATE PREPARED:	15/07/20	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.

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
All activities.	Spread of Coronavirus from poor awareness of AmcoGiffen Covid-19 Guidance causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Follow Government guidelines All operatives, via their sponsor to be issued with clear instructions on all safety. Issue AmcoGiffen COVID-19 requirements prior to attending site – minimum one shift in advance. Proof of acceptance and understanding to be provided prior to operative being allowed onto site	AmcoGiffen Covid-19 Guidance	6				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
All activities.	Spread of Coronavirus from person who are unaware of AmcoGiffen Covid-19 Guidance and no control; over supplier and subcontractors causing: <ul style="list-style-type: none">Mild IllnessSevere illnessFatality	3	3	9	If any individual is already self-isolating in accordance with the Government guidelines, they are not to turn up: <ul style="list-style-type: none">AmcoGiffen management to check registerAgencies to confirm all attending are fit for duty and no signs of illnessSub-Contractors to confirm to Project/Depot/Site manager	AmcoGiffen Covid-19 Guidance	6				
All activities	Spread of Coronavirus due to lack of suitable hand washing facilities and materials causing: <ul style="list-style-type: none">Mild IllnessSevere illnessFatality	3	3	9	Hot water and soap to be available at all locations to allow operatives to wash hands as frequently as possible for 20 seconds. Apply personal hand sanitiser as frequently as possible. Stay 2m away from other people where possible	AmcoGiffen Covid-19 Guidance	3				
All activities	Damage to mental health of employees due to: <ul style="list-style-type: none">Concern about contracting the virus through work activitiesPassing on virus to family members	3	3	9	Adhere to the control measures in AmcoGiffen Site Operating Procedures for Covid-19. Adequate supervision and monitoring of site activities to provide reassurance on additional controls When there is a ' Change=Stop ', stop work and report concerns to supervisor / manager.	AmcoGiffen Covid-19 Guidance	6				
Travel to and from Site	Spread of Coronavirus causing: <ul style="list-style-type: none">Mild Illness	3	3	9	Site to brief and implement the following arrangements, wherever possible:	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
	<ul style="list-style-type: none"> Severe illness Fatality 				<ul style="list-style-type: none"> One person per van. Road vehicles should be single occupancy unless you are able to travel in a medium / long wheelbase crew / messing vehicle that has an approved barrier installed, when two people (including the driver) are permitted. In this case the passenger should sit as far away as possible, on the diagonal, from the driver and good air flow should be maintained. Journeys should be shared between the same individuals. Try not to rotate teams using a van. Limit the number of persons per van to maintain some distance between occupants, e.g. keep an empty seat between each occupied seat during travel to / from / during work. Try not to rotate teams using a van. Use alternative means of transport to avoid public transport where possible. If available, travel to site could be using own transport, as long as the relevant insurance is in place and approved by Regional Director. Providing hand-cleaning facilities at entrances and exits. This should be soap and water or hand sanitiser. Wipe door handles with bacterial wipes before egressing car. Regularly clean the inside of vehicle cabs and between uses by different operators. 						

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Vehicles to be thoroughly cleaned at the end of each shift. 						
Parking at the Office, Depot and other sites.	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	2	3	6	All vehicles to be reverse parked or nose to bumper. If the driver parks vehicle next to another vehicle with a passenger – only 1 to egress from vehicle until 2m away before other person egresses.	AmcoGiffen Covid-19 Guidance	3				
Arriving at Depot/Site – Taking of Temperatures	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Where Depots/Sites have been given a non-contact Forehead Thermometer the following to be implemented. <ul style="list-style-type: none"> Testing must be carried out when operatives arrive on site and prior to any briefings/setting up the work site. Testing must be carried out on all who arrive on site including NWR Employees, AmcoGiffen SHEQ Team etc. Taking of temperatures will require the tester and the employee to wear the following PPE; FFP3 or FFP2 RPE, eye protection (goggles or face shield), nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove RPE and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this). Waste which relates to COVID-19, such as facemasks, gloves, and cleaning wipes, 	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<p>should be double bagged, labelled with the date & time and secured/isolated for 72 hours.</p> <ul style="list-style-type: none"> The normal human body temperature range is typically stated as 36.5 – 37.5 °C If a temperature is tested at 37.8°C or more, action will be taken, and the individual will be asked to leave site or the workplace and seek further advice. (NHS online). The supervisor / tester is to inform their line manager if anyone has been asked to leave site. 						
Starting Works	<p>Spread of Coronavirus causing:</p> <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> Staggered starts should be used to reduce numbers congregating in the same place. The site supervisor is to undertake a hazard review on site prior to works commencing to ensure that the WPP and SWP are reflective of the conditions and hazards at site. This is to include walking routes to/from the site and at place of works. The NWR Slips & Trips form must be used prior to commencing works by the Site Supervisor to carry out their own assessment and to check against the Site Hazard Map. All information to be recorded on POWRA. Site Supervisor to brief any extra control measures and how they will be implemented and maintained. Brief outside where possible. 	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Works are to be a min of 3m from nearest running line. 						
Site Access Points & Briefings	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Site to implement the following procedures: <ul style="list-style-type: none"> Stop all non-essential visitors. Allow plenty of space (at least two metres) between people waiting to enter site. Require all workers to wash or sanitise their hands before entering or leaving the site. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible, keeping a distance of 2 metres between people. When briefing safety documentation, e.g. whiteboards and task briefs consider holding them outdoors wherever possible, keeping a distance of 2 metres between people. Use electronic methods for transferring documentation where possible. Do not collect and return paperwork in person unless an area for collecting and returning paperwork is unavailable and electronic transfer is not possible. Do not hand out the task brief, SWP, whiteboard brief or similar to the workforce to sign, but write in their name on their behalf. 	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> When scanning in sentinel cards ask the person to place the card on a surface so that it can be scanned safely and maintain 2 metres. Regularly clean common contact surfaces in office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, and desks. Ensure there is a single drop off / collection point for deliveries. Delivery drivers should remain in their vehicles, if the load will allow it, and must wash or sanitise their hands before unloading goods and materials. When taking deliveries do not sign the delivery ticket but ask the delivery driver to sign on your behalf. 						
Operating small plant and tools	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> Operators must be trained and competent for the use of the plant/tools. Impact goggles/Face shield to be worn at all times. Wearing of gloves (cut 5/similar type) at all times. Inspect plant and equipment before use. Report faults to Supervisor. Take damaged plant out of use. 	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Regularly cleaning of plant and tools once used (before and after each shift/use). Shared tools to be wiped down with bacterial wipes before use. Sanitise / wash hands. Avoid hand to face / mouth / nose / eyes touching. Sufficient hand washing and / or hand sanitising facilities to be available. 						
Poor Hygiene - vehicle	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Enhanced cleaning procedures should be in place for service vehicles including: <ul style="list-style-type: none"> Dash board and steering wheel Use of seat covers – wiped down after each journey. Cleaning of the vehicle internally Cleaning of door handles – internal and external All rubbish should to be put straight in the bin All vehicles to be cleaned after each shift Cleaning of machinery and equipment being transported 	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Regularly clean the inside of vehicle cabs and between use by different operators. 						
Hygiene	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Enhanced cleaning procedures to be in place, including regular cleaning of: <ul style="list-style-type: none"> Taps and washing facilities, toilet flush and seats. Door handles and push plates. Hand rails on staircases. Machinery and equipment controls and shared tools. Vans and vehicles. All surfaces, particularly food preparation and eating surfaces. 	AmcoGiffen Covid-19 Guidance	3				
Cleaning	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Enhanced cleaning procedures to be in place, including regular cleaning of: <ul style="list-style-type: none"> Taps and washing facilities, toilet flush and seats. Door handles and push plates. Hand rails on staircases. Machinery and equipment controls and shared tools. Vans and vehicles. 	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> All surfaces, particularly food preparation and eating surfaces. Telephone equipment, keyboards, photocopiers and other office equipment. 						
Mess / Eating Arrangements	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	The following to be implemented wherever possible: <ul style="list-style-type: none"> Break times staggered to reduce congestion and contact. Depending on communal areas i.e. Kitchen, only permit two persons at any one time. Hand cleaning facilities or hand sanitiser should be available where people eat and should be used when entering and leaving the area. Everyone asked to bring pre-prepared meals and refillable drinking bottles from home. Everyone should sit 2 metres apart from each other whilst eating. Where food is provided on site, it should be pre-prepared and wrapped food only. Crockery, eating utensils, cups etc. should not be provided. 	AmcoGiffen Covid-19 Guidance	6				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Where equipment such as kettles, microwaves etc. are provided, they must be regularly cleaned. Drinking water facilities should have enhanced cleaning measures (e.g. tap handles disinfected). Tables should be cleaned between each use. Rubbish should be put straight in the bin and not left for someone else to clear up. Areas used for eating must be thoroughly cleaned at the end of each break / shift, e.g. chairs, door handles etc. 						
Changing Facilities, Showers and Drying Rooms	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Regimes to be put into place to include: <ul style="list-style-type: none"> Ensure use of facilities complies with social distancing, including assessing a max number at any one time and brief workforce. Enhanced cleaning of all facilities throughout the day and at the end of each day. Increasing the number or size of facilities available on site if possible. Suitable and sufficient rubbish bins with regular removal and disposal. 	AmcoGiffen Covid-19 Guidance	6				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
Toilet Facilities	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> The number of people using toilet facilities must be restricted to maintain 2 metres separation. Prevent use of every second cubical/urinal with a notice posted on the door advising maximum occupancy. Notices must be posted regarding hand washing or sanitising before and after using the facilities. Enhanced cleaning regimes must be implemented, particularly door handles, locks and the toilet flush. Suitable, sufficient rubbish bins for hand towels must be provided with regular disposal. 						
Working within 2m of each other	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	4	3	12	<p>There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. Regimes to be put in place to include:</p> <ul style="list-style-type: none"> Non-essential physical work that requires close contact between workers should not be carried out. Work requiring skin to skin contact should not be carried out. Plan work to minimise contact between workers. 	AmcoGiffen Covid-19 Guidance	9				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none">Where it is not possible to maintain 2 metres distance for a particular task it is necessary to consider the following:<ul style="list-style-type: none">a. Is the task “essential” – if ‘yes’ continue to next point, if ‘no’ refer to line management before progressing the task.b. Is the task “short duration” e.g. short bursts of a few minutes or fairly constant throughout the shift – if it is short duration consider alternative / additional controls, if it is most of the shift it should only progress in exceptional circumstances with Operations Director / SMOC agreement.c. Where essential short duration work is required to be undertaken within 2 metres this will require a specific local risk assessment along with additional PPE comprising FFP3 or FFP2 RPE, eye protection (goggles or face shield), nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove RPE and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this).Waste which relates to COVID-19, such as facemasks, gloves, and cleaning wipes, should be double bagged, labelled with the						

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<p>date & time and secured/isolated for 72 hours.</p> <p>Where lifts or hoists must be used:</p> <ul style="list-style-type: none"> Lower their capacity to reduce congestion and contact at all times. Regularly clean touchpoints, doors/gates, controls, buttons etc. 						
PPE	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused. Contaminated/Disposal of PPE should be double bagged, labelled with the date & time and secured/isolated for 72 hours. These can then be disposed of as general waste. 	AmcoGiffen Covid-19 Guidance	6				
Operatives feeling unwell/showing signs of COVID-19 prior/during works	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	5	3	15	<ul style="list-style-type: none"> If a worker develops a high temperature or a persistent cough while at work, they should: Report all symptoms immediately to their lead/supervisor/manager maintaining minimum 2m (360 degrees) separation. Return home immediately. Avoid touching anything. 	AmcoGiffen Covid-19 Guidance	3				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 						
Minor injury requiring first aid.	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> IP to self-treat with first aider present and remaining 2m away always. First Aid kit to be wiped down with bacterial wipes and passed to IP. First Aider to wear surgical gloves and face mask. All first aid equipment used to be wiped down with bacterial wipes. Follow HS32 - Complaints, Accidents, Incidents, Rule Breaking and Non Conformance (CAIRN) Investigation and Reporting 	AmcoGiffen Covid-19 Guidance	3				
Major injury requiring first aid.	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	4	3	12	<ul style="list-style-type: none"> First Aider to wear surgical gloves and face mask. All first aid equipment used to be wiped down with bacterial wipes. Follow HS32 - Complaints, Accidents, Incidents, Rule Breaking and Non Conformance (CAIRN) Investigation and Reporting Additional response measures to be planned if delays are anticipated with emergency services due to pressure from Coronavirus. 	AmcoGiffen Covid-19 Guidance	9				

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
Disposal of single use PPE and antibacterial wipes.	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> Contaminated/Disposal of PPE should be double bagged, labelled with the date & time and secured/isolated for 72 hours. These can then be disposed of as general waste. 	AmcoGiffen Covid-19 Guidance	3				

Works Delivery Scotland - Slip Trip & Fall Map

Good Practice Guide

General Guidance

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

Pre - Site Inspections

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

Access Points

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

Scrap Management at Depots / Access pts / On site

Is there a need to

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

Walking routes

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

Work Impact on walking / working surfaces

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

Weather

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

Works Delivery Scotland - Slip Trip & Fall Map



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