



Tay Viaduct - Perth

///having.empire.remove

Prepared by:
M Cheyne

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

.....Date

.....
 (Signature)
 Depot Engineer

.....
 (Job Title)

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

.....
 (Print Name)

.....Date

.....
 (Signature)
 Site Agent

.....
 (Job Title)

GEM/ CRE Discipline (as stated in the CPP)

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

OR

Accepted on behalf of Network Rail / Client:

.....
 (Print Name)

.....Date

.....
 (Signature)

.....
 (Job Title)

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

Work Package Plan

Job No.	6756
Structure	134/035
ELR / Mileage	SCM5/20m 0080yds
Grid Reference	312223,723084
Post Code	PH2 7AN

Start Date: 21/07/24

Finish Date: 26/07/24

Work Package Plan Number:

WPP No. 6756.134.035

Controlled Copy Number

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**Construction [Phase Plan /
 Reference] Number**

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

VERSION CONTROL

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

SEGREGATION ASSESMENT

Segregated	Yes
Responsible Manager	Name: Signature:
Appointed Site Controller (If Applicable)	Name:
Segregation	Permanent physical Barrier
Segregation Comments	<i>Works to be carried out at the underside of structure, works segregated from track by boundary fence. Op's must not cross boundary fence or go on/near the line.</i>



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1 Introduction

1.1 Brief outline of work methodology

Work Details / Remit – Tay Viaduct – Perth – SCM5 – 134/035 – 20m 0080yds – PH2 7AN

Grid ref: 312223,723084

Scour Repairs & Preventative Action - *UPDATED* Torn reno mattress and loss of infilled material noted to Pier 2, 3, 4, 5, 18, 19 and 21. Backfill reno mattress with suitably sized stones and repair torn reno mattress to prevent further loss of material. Refer to latest underwater exam to more precise location of defects.

CHANGE = STOP!

Access to the worksite will be made via Tay Street Slipway, PH2 8NQ, ///shade.sweat.blend to piers 18, 19 and 21 and Moncrieff Island Ford, PH2 7AA, ///snack.loser.dared



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

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



Supervisor to consult tide times to ensure there is enough time to carry out the works safely.

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.

Segregated Working:

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

Working within a Watercourse:-

- If wellington boots are required to be worn when accessing the watercourse then the supervisor is to complete a POWRA. See “wearing of wellington boots” in the RA at the back of this WPP.
- Site Supervisor to issue Permit to Work in Water. Water samples will be measured against a baseline during the works, gathered upstream of the work area. Where samples fail, pollution mitigation measures are to be reassessed and works stopped until suitable pollution mitigation measure can be installed and confirmed that they are working effectively.
- The Site Supervisor will monitor the water levels throughout the works. If the water levels rise significantly the works will be stopped and the water level allowed to recede, before re-entering the watercourse. Life buoy ring to be set up and Life jacket to be worn at all times.
- All persons working within the water course will wear wellingtons or chest waders as is appropriate. The wellingtons/chest waders will be cleaned before entry to prevent contamination before works commence. **NOTE: Follow Check, Clean, Dry procedure on access/egress to the watercourse.**
- **Works to be carried out to SEPA’s General Binding Rules (GBR’s)**

Subcontractors on-site:-

- Amco supervisor to ensure subcontractor briefs his workforce on the contents of his methodology and risk assessments.
- Amco supervisor to ensure subcontractors methodology and risk assessments are available on site and are adhered to at all times.
- Amco supervisor to check competencies of subcontractor’s workforce and certification of his plant are up to date.

Hot Works:-

- Supervisor to issue a hot works permit for the works
- Remove all combustible material from the immediate area.
- Set up an exclusion zone around the works.
- Fire extinguisher to be at hand during works.
- If required shield the works from passers-by.
- When using angle grinder PPE required – Impact goggles, Kevlar armlets and mesh protective gloves must be worn.
- Once works completed inspect area for signs of fire before leaving site.



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

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

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

- o *Work scope*
- o *Whiteboard brief*
- o *Location of emergency equipment*
- o *Network Rail Hazzard Map*
- o *Known Hazards*
- o *Welfare provisions & Locations*
- o *Check Competencies*
- o *COVID-19 (Latest Guidance)*

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

TBS001 – Reno Mattress repairs

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

Diving will take place in compliance with the UK Diving at Work Regulations 1997, the Inland/Inshore Diving Projects Approved Code of Practice, and Caldive Limited diving procedures.

All diving supervisors are to be familiar with the conduct of diving operations under bridges in fast flowing water. All nominated divers are qualified to a minimum of HSE Part III and have in-date HSE diving medical certificates.

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

Methodology

- Supervisor must carry out a POWRA at the beginning of each shift. This must be recorded on the tablet in the first instance or the booklet.
- Remove bollard from Heather Gardens Car Park
- Caldive to mobilise on site and brief their operatives on the contents of their RAMS. Amco supervisor to check competencies and certification of plant to be used.
- Be aware of public walking in area. Stop and give way to public. 5mph max speed.
- **Hold Point:** Tide times & weather forecast to be consulted to ensure there is enough time to carry out the planned works and to get back over Moncrieff Island Ford.
- Park up on the island ensuring the parked vehicles don’t obstruct other vehicles or pedestrians.
- During low tide, piers 2, 3, 4 & 5 can be access using wellington boots/waders if required.

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



- Hold point: supervisor to brief the work party on the presence of trip hazards due to the stoney bed of the river. Rocks will be loose and slippy.
- **Hold point:** Supervisor to issue a **permit to enter a watercourse**.
- Supervisor to brief workforce on the emergency procedures/rescue plan in the event of an accident. **See section 5 Emergency Arrangements in this WPP.**
- In order to avoid the spread of aquatic diseases, such as crayfish plague, the check, clean and dry approach should be taken when any person or plant enters a watercourse with equipment or clothing that has previously been used in another watercourse.
- Where possible, all plant, equipment and tools to be set up at least 10m away from the watercourse. All fuelling to take place at least 10m away from watercourse on a plant nappy or drip tray. Spill kit to be available on site
- **Hold point:** Supervisor to issue a **hot works permit** for the use of the grinder to cut out damaged Reno mattresses from around the piers.
- Any loss of fill from the mattresses to be re-instated with suitably sized stone.
- Using new sections of Reno mattress and secure with heavy duty cable ties and steel wire.
- Caldive to access piers 18, 19 & 21 via the public slipway off Tay Street.
- **Hold point:** Supervisor top brief work party that slip way will be slippy so appropriate footwear to be worn and watch where placing feet.
- Caldive to access the river and carry out repairs to the Reno mattresses as described above.
- Once the shift has been completed the supervisor will 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.
- **Hold point:** Delegated CRE to complete the **Form E** to confirm line is fit for use.

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
TBS001 M Cheyne	Reno Mattress Repairs	

1.2 AMCO's delivery organisation

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

Contacts		
On call Manager	T. Kennedy	[Redacted]
Regional Managing Director	Jim Double	01236 457 157
Regional Director	A Kane	[Redacted]
Contractors Engineering Manager	David McGahon	[Redacted]
Civils CRE	B. Thomson	[Redacted]
Temporary Works Coordinator	B. Thomson	[Redacted]
Sustainability & Assurance Advisor	M McDermott	[Redacted]

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Procurement	Procurement North	01226 243 413
Project manager	B. Thomson	[Redacted]
H & S Advisor	Thomas McStay	[Redacted]
Depot Manager Perth	M McFadyen	[Redacted]
Depot Engineer	M Cheyne	[Redacted]
Site Supervisor		

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

Name of company, specialist contractor or individual, etc.	Work activity / Specialism	Point of contact details	
		Name	Mobile
Caldive	Reno Mattress Repairs	John Beaton	[Redacted]

1.3 Resources

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

People

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

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP	Task
Plant item	No
	TBS Ref
Caldive to supply all plant	1
	TBS001

Materials

Quantity of Materials	Task
Material	Quantity
	TBS Ref
Reno Mattress Panels	20 @ 1.2m x 1.2m
	TBS001
Fixings	2 x boxes
	TBS001
Suitably sized stone	1 tonne
	TBS001

2 Working Together

2.1 At site communication

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

Other information to be discussed are as follows:

- Covid-19 site operation requirements.
- Daily Whiteboard
- Any Site specific requirements/details.
- Access/Egress arrangements to the works location.
- POWRA to be carried out before each task.



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

2.2 Contact details

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

NR Project Team

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

Regulators

Organisation	Contact details	Tick to confirm number works and has been tested
Emergency Services	Emergency – 112 / Non Emergency 101	√
British Transport Police	0800 405040	√
Incident Controller East	0330 85 26235.	
Operations Controller East	0330 85 26225	
HSE	Fatalities and Major Injuries - 0845 3009923. Other - http://www.hse.gov.uk/riddor/report.htm	√
ORR	020 7282 2000	√
EA/SEPA/NRW	0800 807060	√
Flood line	0345 9881188	√
Spill clean up	0800 592 827	√
Local Authority	Perth & Kinross Council - 01738 475000	✓

3 Hazard Management

3.1 Work involving particular risks

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



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

Risk	When and where will the risk be present?	Permits Required	How will this risk be controlled?
Work which puts workers at risk of falling from a height. HRA 	Risk not present on site		
Work which puts workers at risk of falling from a height. HRA 	Risk not present on site		
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring	Risk not present on site		
Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionizing Radiations Regulations 1999	Risk not present on site		
Work near high voltage power lines	Risk not present on site		
Work exposing workers to the risk of drowning	Repairs to Reno mattresses	Working in water	<ul style="list-style-type: none"> Divers to be used to access the pier locations (Caldive). Caldive dive plan to be briefed to all before accessing the watercourse. Diving will take place in compliance with the UK Diving at Work Regulations 1997, the Inland/Inshore Diving Projects Approved Code of Practice, and Caldive Limited diving procedures. Tide times and weather forecast to be consulted to

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			ensure access to the pier locations is carried out in a safe manner.
Work on wells, underground earthworks and tunnels	Risk not present on site		
Work carried out by divers having a system of air supply	Risk not present on site		
Work carried out by workers in caissons with a compressed air atmosphere	Risk not present on site		
Work involving the use of explosives	Risk not present on site		
Work involving the assembly or dismantling of heavy prefabricated components	Risk not present on site		




3.2 Significant railway and construction risks

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

What are the main risks (including health) during this Work Package?	When and where will the risk be present?	Permits Required	How will the risk be controlled
Segregated working	When not working under a safeguarded possession or line block	N/A	Permanent Physical Barrier will be the form of segregation used for these works. Supervisor/Coss will be brief the limitations of the segregation – underside of structure. If the segregation cannot be maintained then works will then cease with immediate effect and reported to the office.
Fatigue Management	All Works	N/A	Fatigue management shall reference Amco procedure HS62. Workloads to be appropriately planned to the duration and time of the shift. Minimise the amount of journeys required to and from site compound to area of works. Ensure regular breaks are taken. In accordance with procedure HS72 (Work Safe), all

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			personnel have the right to stop work where they consider working practices (including working excessive hours) pose an unacceptable risk to their health and safety or to others.
Working in a high street environment – members of the public	At all times / allowing public to pass works safely	No	An appropriate barrier around the works to be set up: Plan work in sections if required to allow members of the public access past the works. One man to be watchman and to direct MOPs safely passed works. Men at work signs to be set up to warn MOPs of the works.
Nipping, trapping and crushing 	At all times	No	Use Competent, trained staff and ensure that correct PPE including gloves are worn at all times. Pre-work briefing, toolbox talks. Operatives to complete Point of Work Risk Assessments if any changes to work.
Plant – use of portable tools and equipment 	Carrying out the works	Competency of operator	Low voltage equipment (110v). Regular maintenance of tools. Circuit tests and PAT HAVs assessments to be undertaken. When using angle grinder Kevlar armllets and mesh protective gloves to be worn
Operating small tools 	Carrying out the works	Competency of operator	Operatives must be trained and competent. Inspect plant before use and report any faults to site supervisor. When using angle grinders Kevlar armllets and mesh protective gloves must be worn.
HAVS	When using small plant	No	Keep hands warm when operating vibrating plant and tools. Operatives to be briefed on ELV and EAV time limits. Site supervisor to monitor and record trigger times. Rotate workforce to minimise exposure times. N works to commence until Amco supervisor has referred to the trigger time register and briefed all operatives on the EAVs for the plant on site, this



			must be adhered to at all times during the works
<p>Hot works: Cutting,</p>	<p>Cutting back damaged Reno mattresses</p>	<p>Hot works permit</p>	<p>Hot works permit to be issued. Fire extinguishers to be located at worksite. Emergency procedures to be briefed to all operatives at start of shift. Ensure works are shielded from passer-by. All flammable material to be removed from work location. Ensure that Equipment / Materials / Cables etc. that can't be moved/diverted have been protected by means of securing suitable fire resistant sheets or fire resistant materials to protect from ignition sources. When using angle grinder Kevlar armlets and mesh protective gloves to be worn</p>
<p>Working in water. Tidal</p>	<p>Scour repairs to be carried out by competent divers</p>	<p>Permit to enter a watercourse</p>	<p>Tide times and weather forecast to be consulted before accessing river. Divers to be used to access pier locations in the river – Caldive. Amco-Giffen to check competencies of the dive team. All diving supervisors are to be familiar with the conduct of diving operations under bridges in fast flowing water. All nominated divers are to be qualified to a minimum of HSE Part III and have in-date HSE diving medical certificates. Do not work alone. Difficult access and egress, possible entrapment, depth and flow will all need to be considered.</p>
<p>Slips, trips and falls</p>	<p>At all times</p>	<p>No</p>	<p>Get the right footwear with good tread and slip resistant soles. Take extra care in poor weather conditions – 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:</p>



			poor underfoot conditions or access, unsafe stairs or walkways
Manual handling 	At all times	No	Operatives to be trained and competent in manual handling techniques. Correct lifting equipment and techniques to be used. Assess the load before lifting. Do not lift more than you are capable. Share the load when practical to do so. See appendix for manual handling control measures
Access / egress from site 	At start and finish of shift	No	Divers to be used to access the bridge pier mattress locations. Access Moncrieff Island via the ford and piers 18, 19 & 21 via the public slipway off Tay Street. Walking routes to be suitable and all trip hazards removed.
Leptospirosis 	At all times	No	Gloves to be worn at all times, hand washing and welfare facilities to be located on site for duration of the works
Noise / Occupational 	When using power tools	No	Hearing protection to be worn when operating grinders, chainsaws, Stihl saws, strimmers, drills etc.

3.3 Lifesaving rules and High Risk Areas

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

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



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

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


4 Environmental and Waste Management Arrangements

4.1 Environmental management arrangements

4.1.1 The following environmental issues are applicable to this WPP

Environmental Issues	Project Control Measures	Environmental Consents and Permits
Management of oils and chemicals	<ul style="list-style-type: none"> Containers shall be fit for purpose, labelled and have proper fitting lids. Containers and tanks shall be made secure against vandalism or theft Refuelling shall take place in a dedicated area at least 10m away from a watercourse Drip trays shall be used whilst refuelling. Spill kits shall be kept on site 	



Management of silt	<ul style="list-style-type: none"> Consideration shall be given to the silt hierarchy where potential for silt/soil pollution on site i.e., 1- eliminating work within the water, 2- isolation of working area, 3- minimising soil/silt movement through choice of methodology or reducing veg strip; 4- controlling runoff/silty water using straw bales, Sedimats, silt fences, etc. 	•
Dust, Noise, Odour	<ul style="list-style-type: none"> Dust from cutting to be suppressed using water The workforce is to turn plant off when not in use, this will minimize noise levels within the site of work. 	•
Working in or near a watercourse 	<ul style="list-style-type: none"> Works to be undertaken by divers Weather forecast to be monitored, work undertaken during low tide. Check, Clean, Dry procedure followed. 	
Flood Risk Management	<ul style="list-style-type: none"> Monitoring of compliance with any permit / Marine licence / consent affecting watercourses and flood risk Daily completion of the Permit to Work Within, Over, and Adjacent to a Watercourse (HS131) Review and communication of weather forecast, flood information and tide times. Use of national flood warning services: https://flood-warning-information.service.gov.uk/warnings Measures to be established to prevent debris entering the watercourse which may pose a flood risk. Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether. 	•

4.2 Waste management arrangements

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

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

5 Emergency Arrangements

5.1 Site emergency arrangements

Site Location: Tay Viaduct – Perth – SCM5 – 134/035 – 20m 0080yds – PH2 7AN
 Grid ref: 312223,723084

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

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Gas	Nation Grid	0800 111 999
NR Sharps	NR	01904 525 894
Scottish water	Emergency	0845 600 8855
Nearest A & E Hospital	Perth Royal Infirmary	01738 623 311
SEPA	Control Centre	0800 807 060 24/7/365
Flood line	National Flooding Helpline	0345 988 1188.
Spill response	Addler & Allan	0800 592 827

Reporting of Accidents, Incidents & Close Calls

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

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

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

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

5.1.1 First aid arrangements

5.1.1.1 The first aid arrangements for this package of work are

First aiders	Name	Qualifications
	xxxxxx	First Aid at Work
Likely injuries associated with this work package	Cuts, abrasions, eye injuries, broken bones, sprains	
First aid equipment provision	Equipment	Location
	First Aid Kit First Aid Kit checklist to be completed at the start of each shift to ensure first aid box is fully stocked.	1 x kept on site during the works 1 x kept in the site welfare van

First Aid Risk Assessment

NR/L2/OHS/00110/F01 - FIRST AID RISK ASSESSMENT	
<i>To be used in conjunction with First Aid at Work business process NR/L2/OHS/00110</i>	
Date:	29/03/24
Location:	Tay Viaduct – Perth
Name:	M Cheyne
Workplace/Activity being assessed:	Reno Mattress Repairs



1. Injury and Ill Health Using your knowledge and experience of the general level of accidents and illnesses suffered by your staff undertaking this type of activity, in the assessed environment allocate a value from 1 to 6 from the table on the right: (If necessary, consult accident records and/or staff representatives)	POTENTIAL SEVERITY		
	1 Minor injury, but no time off work		1
	2 Injury causing up to 3 days' absence		1
	3 Injury causing more than 3 days' absence		1
	4 Long-term absence		1
	5 Single Fatality		1
	6 Multiple Fatality		1
Potential severity of accident or illness	Insert figure here →		6
2. Work Activity Using your knowledge and experience of the type of activity to be undertaken, allocate an appropriate score from 0 to 5: 0 = no risk, 5= high risk or N/A, then add together for TOTAL figure NOTE: control measures shall affect your scoring			
On or near the line			0
Working at height			0
Hazardous chemicals			0
Manual handling			3
Electrical			0
Cutting equipment			3
Plant machinery			0
Working at night			0
Any additional hazardous work activity e.g. dealing with public, confined spaces, radiation sources (please score as instructions above and name activity below) Working in water – Tidal			5
	Insert TOTAL figure here →		11
3. Number of people working at workplace or site of work (pick most typical figure)	Lone worker (5)		3
	2 to 50 (3)		
	51 and above (5)		
	Insert figure here →		
4. Vulnerable Individuals Are there inexperienced workers or people with disabilities or health problems? (assume yes if you do not know the group e.g. Contractors, public)	Yes (5)		1
	No (1)		
	Insert figure here →		
5. Remoteness 5.1 Likely response time for emergency services to arrive on scene of incident? (pick most typical figure)	8 minutes (1)		3
	30 minutes (3)		
	Over 30 minutes (5)		
	Insert figure here →		
5.2 Has a suitable road vehicle access point for evacuation been identified at the planning stage? (pick most typical figure)	Yes (1)		
	Moving worksite (3)		
	No (5)		



		<div style="background-color: #cccccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <i>Insert figure here</i> ➔ </div>						1																															
5.3 Is emergency mobile telephone communication available at the workplace or site of work, with coverage? <i>(pick most typical figure)</i>	Yes (1)						1																																
	Usually (3)																																						
	No (5)																																						
	<div style="background-color: #cccccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <i>Insert figure here</i> ➔ </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.																																							
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		At least 1 Emergency First Aid at Work first aider	site of work remote from emergency services <ul style="list-style-type: none"> 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	
<p>PLEASE NOTE – First aiders working in high severity environments may require additional training or first aid equipment. More information can be found in the First Aid at Work business process NR/L2/OHS/00110</p>			

5.1.2 Emergency Arrangements

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

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

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

5.1.3 Evacuation arrangements

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

Muster point will be at the parked up welfare van as directed by the supervisor.

In the event that an individual is required to be rescued from a situation this will be carried out by a site recovery stretcher board where they will be carried back to the above muster point where they will await the emergency services –

5.1.4 Fire safety arrangements

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



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

Hot works permit to be issued by Amco supervisor for grinding, cutting or welding of metal. Once works completed inspect area for signs of fire before leaving site.

5.1.5 Security arrangements

5.1.5.1 Ensure access gates are secured on access/egress

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

5.1.6 Environmental Emergencies

5.1.6.1 Extreme Weather and Flooding:

- Monitoring of compliance with any permit / licence / consent affecting watercourses and flood risk.
- Daily completion of the Permit to Work Within, Over, and Adjacent to a Watercourse (HS131).
- Review and communication of weather forecast, flood information and tide times. Use of national flood warning services: <https://flood-warning-information.service.gov.uk/warnings>.
- Checking of any temporary works to ensure that they suitable and sufficient to cope with seasonal weather / river flows.
- Measures to be established to prevent debris entering the watercourse which may pose a flood risk.
- Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether.

5.1.6.2 Oil Spill:

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

5.1.6.3 Silt Incident:

Adopt the following procedure where safe to do so: STOP the source of the silt disturbance where possible. CONTAIN the silt using resources on site (e.g., straw bales, Sedimats, and creation of diversion drains). NOTIFY your Site Manager. CLEAN UP any silty water held and remove used silt mitigation measures once water quality has returned to normal.

5.1.7 Summoning emergency services

Emergency Services can be summoned by using the COSS/Site supervisors Mobile (Location to be agreed within Pre start Briefings on site) in the case of this work package plan the workforce will inform the emergency services of the following information relating to the location; Tay Viaduct – Perth – SCM5 – 134/035 – 20m 0080yds – PH2 7AN - Grid ref: 312223,723084

Railway emergency (trains and electrical)

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



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

5.1.8 Asbestos

5.1.7.1 N/A

5.1.9 Utilities

5.1.8.1 N/A

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



6 Work Package Arrangements

6.1 Site Layout



6.2 Access and Egress



Parking/access – Moncreiff Island & Tay Street



Access into the Watercourse – to be carried out by divers (Caldive)

6.3 Welfare

Welfare Assessment Matrix

No. of Persons	No. of work periods (consecutive shifts, days or nights)								
	1	2	3	4	5	6	1 Week	2 Weeks	>2 Weeks
1	A	A	B	B	B	B	B	B	B
2	A	A	B	B	B	B	B	C	C
3	A	A	B	B	B	B	C	C	C
4	A	B	B	C	C	C	C	C	C
5	A	B	B	C	C	C	C	C	C
6	A	B	B	C	C	C	C	C	C
7	A	B	C	C	C	C	C	C	C
8	A	B	C	C	C	C	C	C	C
9	B	B	C	C	C	C	C	C	C
10	B	C	C	C	C	C	C	C	C
11+	C	C	C	C	C	C	C	C	C

KEY

Category A: Transient site. Arrange for sufficient and suitable local facilities to be used. These may be public or private facilities, e.g. NR stations/depots/buildings/signal boxes, garages and shops.

Category B: Transient site. Arrange for suitable and sufficient temporary welfare facilities, e.g. welfare vehicles.

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

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

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

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

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

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

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

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

Location of nearest most suitable pod/hog.

Site Name	Barnhill Welfare POD
Post code	PH2 7HS
What 3 words	///yards.invest.draw



ELR	SCM5
Mileage	19.1503
Grid ref:	312366 722588
Access	Access is via Welfare Key or Code C0534Y

Door Opening Procedure for Welfare Pods

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

6.4 Rail Traffic Management

6.4.1 N/A

6.5 Road Traffic Management

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

25 of 43	Proforma uncontrolled when printed	RFM-HS-006-05
Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



Appendix 1 – Risk Assessment

Control of activity risks

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

PREPARED BY: M Cheyne	DATE PREPARED: 29/03/24			OVERALL RISK	
SEVERITY	PROBABILITY			RISK	
LOW	1	1	NOT LIKELY	LOW	1 TO 6
SLIGHT - FIRST AID TREATMENT	2	2	POSSIBLE - OTHER FACTORS NEEDED BUT NOT LIKELY	MEDIUM	7 TO 15
MODERATE - OVER 3 DAYS INJURY	3	3	QUITE POSSIBLE - OTHER FACTORS NEEDED - LIKELY	HIGH	16 TO 25
HIGH - MAJOR INJURY / DEATH	4	4	LIKELY - OTHER FACTORS THEN WILL HAPPEN		
VERY HIGH - MULTIPLE DEATH	5	5	VERY LIKELY - WAITING TO HAPPEN		

Applicable Tasks	
1.	Reno Mattress Repairs
2.	
3.	
4.	

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Starting Works	Reportable or minor Incident	3	3	9	<ul style="list-style-type: none"> The site supervisor is to undertake a hazard review on site prior to works commencing to ensure that the WPP and SWP are reflective of the conditions and hazards at site. This is to include walking routes to/from the site and at place of works. All information to be recorded on POWRA. Site Supervisor to brief any extra control measures and how they will be implemented and maintained. 	3	✓			
Workings	Reportable or minor Incident	3	3	9	<ul style="list-style-type: none"> 5day SSSTS supervisor on site at all times All activities recorded in daily diary All workings supervised at all times Weekly Site Managers inspection carried out 	3	✓			
Slips trips and falls	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Care to be taken when walking on site, especially on the river bed which is stoney. Rocks are loose and slippery. Steel toe cap boots must be worn at all times 	3	✓			



Scan/Report Close Calls



Network Rail Project No: 6756

AG Contract No: SCOAM18

Issue: 01

Revision Date: 29/03/24

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Site Supervisor to ensure site is cleared on a regular basis and the end of each shift. 					
Slips trips while wearing wellington boots/Waders	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> Wear correct size of boots. Ensure treads are not worn. Steel toe capped and steel shanked mid-sole. Don't drive with them on. Not perished. Stored in the proper manner ie standing up away from oil, grease and fuel. Make sure worn on correct feet. 	2	✓			
Subcontractors on site	Reportable or major injury	5	4	20	<ul style="list-style-type: none"> Amco supervisor to ensure subcontractor briefs his workforce on the contents of his methodology and risk assessments - Caldive. Amco supervisor to ensure subcontractors methodology and risk assessments are available on site and are adhered to at all times. Amco supervisor to check competencies of subcontractor's workforce and certification of his plant are up to date. 	4	✓			
High street environment works	Major or minor injury	5	4	20	<ul style="list-style-type: none"> Depending on the location of the works, segregation by either traffic cones with hazard warning tape or pedestrian barriers and Heras panels may be required. Supervisor to check measures are adequate for the works to be carried out safely. Men at work signs to be placed either side of the works. Man to be positioned to escort pedestrians passed the works to ensure their safety. Stop works if required. 	4	✓			
Working in tidal fast flowing water	Reportable or major Injury	5	4	20	<ul style="list-style-type: none"> Awareness of hazardous flora and fauna. Correct PPE. 	4	✓			

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



Scan/Report Close Calls



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Falls of persons into water - Hypothermia, Drowning, Physical effects of swallowing polluted or contaminated water					<ul style="list-style-type: none"> • Use of insect repellents. • Adherence to Weill's Disease procedures. • Secure working platform. • Emergency preparedness and fall recovery procedure. • Trained first aiders. • Marine Scotland Licence to be in place and available on site. Contents of licence to be adhered to. • Permit to work in watercourse. • Suitable means of access to the point of work in place access routes alongside water kept free of obstructions and slip hazards. • Divers to be used to access piers in the river. • Rescue procedures / use of rescue boat(s) • Where there is fast-flowing water, grab lines installed downstream of the work. • Suitable first aid equipment and trained first aiders (noting both sides of the river) • Suitable re-fuelling procedures ensuring that no refuelling or plant maintenance is undertaken within 10 metres of a watercourse (and at least 30m away if possible) and use of bunds/plant nappies. • Suitable and adequate storage facilities for fuels, chemicals, oils or any substance that has the potential to pollute. • All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. • Checking that all safety clothing / equipment is in good condition, in particular footwear with non - slip soles, and is being worn. 					



Scan/Report Close Calls



Network Rail Project No: 6756

AG Contract No: SCOAM18

Issue: 01

Revision Date: 29/03/24

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Abrasive Wheels: Burst wheel/disc, Flying particles, Contact with wheel/disc, Entanglement in moving parts, Dust, Noise, Vibration - Lacerations, Eye injuries, Dermatitis, Respiratory problems, Noise induced hearing loss, HAVS, White finger	Reportable or major Injury	4	3	12	<ul style="list-style-type: none"> All discs inspected for damage daily before initial use and frequently during use for suitability and condition, to be maintained in a safe condition. Work area to be kept free of debris underfoot. No loose clothing worn. Exclusion zone to be maintained during works. Have adequate guarding in place for abrasive wheels to contain every part of the wheel if it fractures, protective devices and controls in place to prevent injury Be suitably marked to identify dangerous parts. Face shield to the correct standard to be worn. Cut 5 gloves must be worn. Dust mask to the correct standard to be worn as necessary. Hearing protection to the correct standard to be worn. Anti-Vibration gloves to be worn. Mandatory minimum PPE to be worn at all times. All operatives trained to use the appropriate PPE. 	4	✓			
Hot works	Reportable or minor injury	3	3	12	<ul style="list-style-type: none"> Hot Work Permit to be issued and signed off as works finish. Remove combustible materials from surrounding area. Fire watch during works and 30 mins after. Establish exclusion zone. Use appropriate PPE. Fire extinguisher to be available. Protect adjacent services with fire blanket. 	4				



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	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 Covid 19 specific PPE; FFP2 RPE, eye protection (goggles or face shield), nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove RPE and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this). 	3	✓			
HAVs Vibration: Whole body vibration, Hand / arm vibration–Back pain, Vibration white finger, Damaged blood vessels, Circulatory problems, Pain, Gangrene, Irritation, Fatigue, Loss of concentration.	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> HS40 Control of Vibration at Work to be used for guidance. Site Management need to ensure supervisors under their control are actively monitoring vibration exposure levels so employees / operatives do not to exceed the Exposure Action/Limit Values. Ensuring that all plant, tools and equipment are suitably used and maintained in accordance with safe systems of work and any manufacturers' recommendations. Selection of other methods of work which reduce exposure to mechanical vibration where possible. Any excessive vibration reported as soon as possible to site supervisors.*When using a tool or piece of plant that produces vibration, break up the job with other work activities or people to reduce the harm.*Nearby persons warned when vibration, dust, noise are likely to be produced.*Exclusion zone maintained during works. 	3	✓			



Scan/Report Close Calls



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Site Supervisor to record Trigger times. Take regular breaks, rotate the task. Inspect plant and equipment before use and take damaged sections out of use and seek replacements. 					
Manual Handling Dropping objects, Touching material with unprotected skin, Over exertion - Minor or serious injuries to the back or other parts of the body	Reportable or minor Injury	4	3	12	<ul style="list-style-type: none"> Check access route before works commence for uneven ground or obstructions. Assess the load before lifting. Seek help for awkward shaped items of for carrying over long distances. See appendix for manual handling control measures Use of mechanical aids where possible. Use of additional personnel. Identification of weights on materials Minimise body movements i.e. reduce need for twisting and repetitive movements Restrict distance carried. Provision of handles or means for lifting or carrying. The provision of suitable footwear and gloves shall be considered. Training in use of kinetic handling. Work area to be kept free of debris underfoot. Storage areas to be set up near to point of use. Clear access/egress to be always maintained, from storage to point of use. Exclusion zone to be maintained during works. 	4	✓			
Access and egress (HS66)	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Supervisor to assess access onto Moncrieff Island via the ford and Tay Street Slipway for suitability. Remove trip hazards to ensure safety of workforce 	3	✓			



Appendix 2 – Manual handling control measures

Manual handling

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

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

Why is dealing with manual handling important?

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

What do I have to do?

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

For any lifting activity

Always take into account:

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

If you need to lift something manually

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

If you need to use lifting equipment

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



Good handling technique for lifting

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

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

Think before lifting/handling.

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

Adopt a stable position.

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

Get a good hold.

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

Start in a good posture.

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

Don't flex the back any further while lifting.

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

Keep the load close to the waist.

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

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

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

Keep the head up when handling.

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

Move smoothly.

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



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

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

Put down, then adjust.

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

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Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



FM-HS-103 IDENTIFYING A CONFINED SPACE

Location	Contract Number
Description of Task	

The following document has been produced in line with the Confined Space Regulations 2007 (Reference – legislation.gov.uk).

No.	Description	Yes	No
1.	Is the working area a place including chamber, silo, vat, tank, pit, trench, sewer, culvert, well, flue, or any other similar space in which, by virtue of its enclosed nature there arises a reasonable foreseeable specified risk?		

If the answer is "YES" please complete the below table:

Can any of the following specified risks be foreseen with consideration of work to be carried out?	Yes	No
A serious injury to a person at work arising from a fire or explosion?		
The loss of consciousness of any person at work arising from an increase of body temperature?		
The loss of consciousness or asphyxiation of any person at work arising from an increase in body temperature?		
The drowning of any person at work arising from an increase in the level of liquid?		
The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment of a free flowing solid?		

If any of the above answers are "YES" then the working area is to be classed as a confined space, if not please complete the below table stating additional tasks to be taken into account specific to the worksite;

No.	Description	Yes	No
1.	Has the atmosphere been tested?		
2.	Were any gases encountered?		
3.	Could there be a deficiency of oxygen/air? e.g. any boiler, tank or pit; any duct with restricted ventilation or dead end or lengthy visit.		
4.	Could there be any residual products of combustion?		
5.	Could gas, vapour or liquid enter the space from adjoining plant, from which it has not effectively been isolated? e.g. heating plant, oil tank		
6.	Is there a sludge or deposit which could be disturbed and is likely to produce a gas or vapour? e.g. oil tank, drainage pit		
7.	Is there any proposed activity within the space that could produce a gas or vapour? e.g. cutting, welding, painting, degreasing		
8.	Is oxygen enrichment within the space a possibility?		
9.	Is the proposed work likely to generate excessively high temperatures?		
10.	Are there safe means of access into the space? e.g. ladder or access steps.		
11.	Are the contractors working under a safe system of work?		
12.	Is there a rescue plan in place?		
13.	Are the sides of the trench supported? e.g trench boxes or shoring.		

If you've answered 'YES' to any of the above other than 1, 10, 11, 12, 13 then the work area is designated as a confined space and a competent person will need to be appointed to undertake the works.

Site Manager		Signed	
Works Supervisor		Signed	



ON-SITE RESCUE PROCEDURES

The attached On-Site Rescue Plan and these Procedures are part of the written plan for the confined space and are based on the assessment of hazards in this space.

Prior to entry and/or work in the confined space:

1. The entry supervisor will ensure that the attached "on-site rescue plan" for the confined space has been completed and that all the rescue equipment identified in the plan is available to effect a rescue in the confined space.
2. The entry supervisor will ensure that an adequate number of appropriately trained persons (as documented in the attached "on-site rescue plan") are available for immediate implementation of these on-site rescue procedures that apply to the confined space.
3. The entry supervisor will review all emergency procedures, including procedures relating to emergencies outside the confined space with all entrants and other related personnel.
4. The attendant establishes communication with all workers, using the means described in the attached "on-site rescue plan".

On entry and while working in the confined space:

1. The attendant who is stationed outside and near the entrance to the confined space as described in the attached "on-site rescue plan" remains in constant communication with all workers inside the confined space.
2. The attendant must be notified immediately if an entrant recognizes:
 - unusual action/ behaviour
 - an unexpected hazard
 - an unsafe act or
 - detects a condition prohibited by the permit
3. Entrants must exit the confined space as quickly as possible, when:
 - an order to evacuate is given by the attendant or entry supervisor
 - an entrant recognizes a sign or symptom of over-exposure
 - an unacceptable condition arises or
 - an evacuation alarm is activated.

In the event of a confined space rescue:

1. The attendant does not enter the confined space but immediately summons a rescue response from the on-site rescue team, using the means of communication described in the attached "on-site rescue plan".

Additional Comments:



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		