Template based on NR/L2/OHS/0044/F02

Work Package Plan

MSE1216
CRAIGENDORAN
NEM7
18.0820
R/240/018.0820D
spent.huddling.finally

Start Date:

Finish Date:

Work Package Plan Number:
Add WPP No: *MSE1216 / 001*

Controlled Copy Number
Add Unique No: 01

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

Prepared by:

P ASHE
..... ……..Date
(Print Name)

.....
(Signature)
Engineer – Central CAM
.....
(Job Title)

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

K DOCHERTY JNR ……..Date
.....
(Print Name)

.....
(Signature)
CRE – Civils
.....
(Job Title)

CEM / CRE Discipline (*as stated in the CPP*)

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

~~**OR**~~

~~**Accepted on behalf of Network Rail / Client:**~~ ……..~~Date~~

~~.....~~
~~(Print Name)~~

~~.....~~
~~(Signature)~~

~~.....~~
~~(Job Title)~~

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

DISTRIBUTION LIST

ISSUED TO:	JOB TITLE	ORGANISATION	VERSION
COLIN CHRISTIE	Depot Manager	Amcogiffen	DRAFT
LYNN MCQUADE	Document Controller	Amcogiffen	DRAFT
TBC	Site Supervisor	Amcogiffen	DRAFT

VERSION CONTROL

REVISION NUMBER	SUMMARY OF CHANGES
Draft	ISSUED FOR MARINE LICENSE APPROVAL
01	
02	

Segregated	**Yes / No**		
Responsible Manager	**Name: C Christie** **Signature:** *C Christie*	**Appointed site Controller (If Applicable)**	
COSS Certified Site Controller	Name: Signature: PTS No:		
Segregation	~~• Permanent physical Barrier~~ ~~• Fixed temporary physical barrier~~ ~~• Temporary portable barrier~~ ~~• Site Warden~~		
Segregation Comments	Safeguarded Possession + Isolation		

CONTENTS

1 Introduction 4
1.1 Brief outline of work methodology 4
1.2 AmcoGiffen delivery organisation 10
1.3 Resources 11
2 Working Together 12
2.1 At site communication 12
2.2 Contact details 12
2.3 Other parties involved with the package of work (interfaces details) 13
3 Hazard Management 14
3.1 Work involving particular risks 14
3.2 Significant railway and construction risks 17
3.3 Plant and People Interfaces 28
3.4 Lifesaving Rules and High Risk Activities 29
4 Environmental and Waste Management Arrangements 30
4.1 Environmental management arrangements 30
4.2 Waste management arrangements 30
5 Emergency Arrangements 31
5.1 Site emergency arrangements 31
5.1.1 First aid arrangements 32
5.1.2 Evacuation arrangements 32
5.1.3 Fire safety arrangements 33
5.1.4 Security arrangements 33
5.1.5 Environmental Emergencies 33
5.1.6 Summoning emergency services 33
5.1.7 Railway emergency (trains and electrical) 33
5.1.8 Asbestos 34
5.1.9 Utilities 34
6 Work Package Arrangements 34
6.1 Site Layout 34
6.2 Access and Egress 34
6.3 Welfare 35
6.4 Rail Traffic Management 36
6.5 Road Traffic Management 36
6.6 Plant & People Interface 36
SITE PHOTOGRAPHS **37**
Appendix 1 – Risk Assessment 38
SITE LAYOUT 39
Appendix 40

TO UPDATE THIS TABLE RIGHT CLICK AND CLICK ON TABLE". THEN CLICK ON "UPDATE ENTIRE TABLE"

1 Introduction

1.1 Brief outline of work methodology

1.1.1 *Works Remit*

25/26 Other - Install Gabion basket to base of brick wall out of plumb 7-10m from LM end to provide support. (Opex Policy target X)

TBS001 – Structure Retention Works

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

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

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

- *Work scope*
- *Whiteboard brief*
- *Location of emergency equipment*
- *Network Rail Hazzard Map*
- *Known Hazards*
- *Welfare provisions & Locations*
- *Check Competencies*

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.

Pedestrian access – A814, Ardoch, Argyll and Bute, Scotland, G82 5EW, United Kingdom. W3W: ///counters.cutlets.contrived

RRV Access - Talisman Avenue, Westcliff, Dumbarton, West Dunbartonshire, Scotland, G82 5DB. W3W: ///incursion.cans.struck

NOTE: Workforce to park in appropriate locations as to not restrict third party movements

COSS/ Supervisor will carry out a COSS & Works brief and ensure operatives are signed into required paperwork.

Safeguarded Possession Working (With Isolation)

The ES to set up worksite with permission of PICOP.

ES to then give permission to start isolation team.

ES to sign in COSS after permission to start work granted from PICOP.

COSS will accept form C from the Nom.

COSS will then Brief contents of SSOW and FORM C to Work party including limitations.

COSS will then give permission to the Supervisor to access the track as per limitations in COSS brief.

NOTE: OHLE apparent on site, MO & MC to proceed with caution when operating RRV Machine.

The Machine controller and Machine Operator will then undertake the pre working checks of the machine, supervise loading of the trailer and perform a break test before signing it off as fit for use. Rail excavator (long reach) will be used to transport plant and material to and from work location.

Use of Operated Plant:

Site Supervisor to confirm machine certificates and operator competencies prior to permitting access to work site. Start/stop and small demonstration of operated plant usage may be required.

Plant operators access permit and plant checklist to be completed on arrival to site.

Operated Plant operations to be controlled by competent and trained operative. Machine movements are to be under the control of banksman at all times.

Exclusion zone to be established and maintained around operated plant throughout all operations.

People Plant Interface

Upon arrival to the site of work the AmcoGiffen supervisor will ensure that the RRV Excavator is certified and check the plant operator/controllers competence.

The AmcoGiffen supervisor will then issue a plant operators access permit.

The AmcoGiffen supervisor will then set up and maintain an exclusion zone of at least 3 meters around the plant using cones and barrier tape as demarcation.

Any member that will encroach the exclusion zone are to obtain confirmation that it is safe to do so.

Hand trolley controller will then undertake the pre working checks of the hand trolley, supervise loading and perform a brake test before signing off as fit for use. The workforce will then load all plant and material onto rail trolley and make way to work location.

Use of a Rail Type Hand Trolley

From the access a Hand trolley will be on tracked.

Hand trolley controller to carry out all pre start checks and supervise all loading before signing off as fit for purpose.

All personnel will then travel to the work area on foot with the trolley.

Once at the site of works, the supervisor will instruct personnel to set up a lay down in an appropriate area which won't interfere with works and is at least 10m from the watercourse.

NOTE: Works will be carried out adjacent to the Sea Defence wall, all rope access operatives will be waring harness with extra safety rescue rope attached and life vests.

Prior to works site manager / supervisor will check the tide times and ensure works are carried out at appropriate times. Site manager / supervisor to monitor water levels throughout the shift and if water is anticipated to affect the works, then the works to stop and be risk assessed.

Works in Tidal Area's (Working in or near Water)

Site Supervisor to issue Permit to Work Over and in Water. This will be for works carried out over the water course. For works that require working in a watercourse, the following will apply

All works in tidal areas must be planned with careful consideration of tidal cycles, anticipated river levels, and the potential for storm events and surges. These factors must be actively researched and integrated into the project planning process to minimise flood risk.

Tide times and heights must be checked and used to inform the work undertaken on site. These checks should be documented daily within FM-DE-037 (Daily Diary) or recorded in FM-HS-131 (Permit to Work Within, Over, or Adjacent to Water)

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.

EN03 / HS44 – Works in, over or adjacent to water – SHEQ Policies and Procedures is documentation to reflect the protocol for works in or near water.

Trained L3 rope access operative will set up and maintain a safe working rope system throughout the works location. Level 3 will then ascertain a suitable works rescue method for the system in place and ensure conditions are appropriate for the works before briefing all IRATA trained personnel on the specialist RAMS for the site.

L3 will then ascertain a safe access for work party to access, either by fixed post and rope or dug in steps.

NOTE: Area to be CAT scanned prior to any excavations and a PTD populated and issued.

NOTE: IRATA operatives to utilise rope covers if required to ensure ropes aren't placed over sharp areas and to mitigate risk.

Working at height Rope access

On arrival to the works location a trained and competent Level 3 will set up a safe working rope access system over the required area.

Level 3 will then ascertain a suitable works rescue method for the system in place and ensure conditions are appropriate for the works before briefing all IRATA trained personnel on the specialist RAMS for the site.

All IRATA personnel will then sign onto the rescue plan prior to using the system.
Note: ALL Rope access equipment is to arrive on site Certified to LOLER Regs and the buddy system will be used for harness checks prior to accessing the safe working ropes system.

NOTE: Supervisor to issue PTWAH – Rope Access prior to any working at height.

The retaining wall is lying out of plumb considerably, site supervisor to evaluate the area in which works are to be carried out. If the area in which the support retention is to be placed is undermined, a sufficient base / foundation is to be established.

A SYGMA operative to cat scan highlighted area to ensure no buried services are apparent at dig locations, if any services are detected they must be sprayed and marked to ensure no excavations are to take place at these locations.

Once area has been scanned SYGMA operative to relay to the supervisor who will then issue a permit to dig.

Excavation works (Buried services)

The Amco supervisor will first mark out the proposed area of excavation on the surface.

Once marked a trained and competent Buried services operative will carry out a CAT and Genny survey of the location marking the assumed location of any known services within the excavation.

All survey findings will then be passed to the Amco supervisor who will issue a permit to dig for the works in conjunction with survey findings and service drawings if required.

Note : No Mechanical Excavation is permitted within 1200mm of any known service without prior amco director approval.

Operatives with the aid of the machine will begin excavating the failed footing and establish a suitable foundation layer.

A timber / plywood shutter will be prepared, secured with fixings and coated with formwork release oil to prevent concrete from sticking to the shutter and allowing a flush finish.

Once the shutter is placed, workforce will cut A393 reinforcing mesh and lay at the bottom of the foundation.

Concrete will then be batched on site in a cement / concrete mixer, adding admixtures / accelerators when required and infilled into the templated foundation location.

Once concrete is at the required level a concrete poker will be used to remove any trapped air pockets, Brush finish to be applied.

NOTE: Visqueen to be placed in the locations adjacent to the structure to catch any debris and spillage of materials associated with works.

The area to then be covered adequately, to allow for the concrete to cure. This is may take several days to allow for the foundation / concrete to reach sufficient strength.

Once the concrete has cured. The surrounding area will be evened off, then the placement of gabion baskets will be carried out.

Utilising the Long Reach RRV Excavator, lifting shackle will be attached to evenly attach gabion baskets (pre-filled) to allow for a safe transport from track to the works location.

Lift plan to be completed and permit to be completed and issued prior to lifting activities.

Lifting activities (Non Crane)

Once site has been established the HIAB will be positioned central to the lift location

Once in place the operator will ensure all lifting alarms and safeguards are in good working order and that the lifting equipment is in good condition with required certification on site for works

The Amco supervisor will then complete the Amco (Non-crane) lift permit with the machine operator and slinger/signaller (if required) and brief to all personnel on site

An exclusion zone will then be set up around the lifting operation and the amco supervisor will brief all site personnel on its limits and the planned lift movement
The Operator will then carry out the required lift with the aid of trained and competent Personnel as per the brief on the NCLP

Note: All lifting points on the lift item are to be checked prior to use
Note: No lifts should be planned out with the SWL of the lifting plant/tackle

The gabion baskets are to be placed flush to the structure to effectively support the retaining wall currently lying out of plumb.

NOTE: HAVS to be monitored when operating equipment that causes vibration.

NOTE: Whilst drilling and mixing it's likely to disturb silica dust particles all personnel involved in the task must be equipped with an FFP3 face mask with relevant face fit certification gloves and appropriate eye protection for the task.

NOTE: Mixing area to be established underlain with visqueen to ensure no spillages onto the surrounding area.

NOTE: Any works that may cause dust, exclusion zone to be set up. Operatives to be wearing appropriate dust mask and dust suppression throughout the works.

NOTE: Prior to any works causing noise, operatives to be wearing fitted ear protection to mitigate the risk of loud noise.

NOTE: Exclusion zone to be established around works and no operatives to access these areas until safe to do so.

All waste material will be bagged and removed from site for disposal back at amco yard. The supervisor must ensure that pictures are taken throughout and on completion of works

Once all operatives, plant and materials have cleared the line. COSS to communicate with the ES to hand back worksite.

AmcoGiffen Supervisor will carry out a check of the work site to ensure no materials & equipment has been left within the railway boundary and surrounding area.

Working area to be left clean & tidy.

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
MSE1216 - Craigendoran – PA	TBS001 – Structural Retention	TBC

1.2 AmcoGiffen delivery organisation

1.2.1 The following individuals from the AmcoGiffen organisation will be involved during this work package:

Amend list as required

Role	Name	Contact Number
On Call Manager (Week TBC)	**TBC**	**TBC**
Regional Director	J Double	01236 457 157
Operations Director	A Kane	[Redacted]
Project Manager	K Docherty Jnr	[Redacted]
Depot Manager	C Christie	[Redacted]
Site Supervisor	TBC	TBC
Contractors Engineering Manager	D McGahon	[Redacted]
Contractors Responsible Engineer	B Thomson	[Redacted]
Contractors Responsible Engineer	K Docherty Jnr	[Redacted]
ALO Responsible Manager	K Docherty Jnr	[Redacted]
CRT Coordinator	F Bell	[Redacted]
R.O.E.S Representative	J Pentleton	[Redacted]
Temporary Works Coordinator	K Docherty Jnr	[Redacted]
Engineer	P Ashe	[Redacted]
H&S Advisor	A Wilson	[Redacted]
Sustainability & Assurance Advisor	K Farmer	[Redacted]
Procurement	*	01226 243413

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***
SAS	Rope Access	S Duff	--
READYPOWER	RRV PLANT	J Capaldi	--

1.3 Resources

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

Relevant Design Documents

A copy of any drawings and other design documentation relevant to this task can be found in Appendix 2

Document Ref	Document Title	Rev

People

Number of People and their competence associated with this WPP		Task
Competence	No of People	TBS Ref
Amco Supervisor/ PIC/ COSS	1	TBS001
ES	1	TBS001
L3 IRATA Operative	1	TBS001
RP MC, MO & Fitter	3	TBS001
Rope Access Operatives	2	TBS001
Amco Operatives	2	TBS001

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP		Task
Plant item	No	TBS Ref
Welfare Van	01	TBS001
Site Vehicles	04	TBS001
Task Lighting	03	TBS001
RRV Machine (Long Reach)	01	TBS001
Lifting Accessories	As Required	TBS001
Cement Mixer	01	TBS001
Concrete Poker	01	TBS001

Materials

Quantity of Materials		Task
Material	Quantity	TBS Ref
Visqueen	1 Roll	TBS001
Rubble Bags	50 Ea	TBS001
Gabion Baskets (1m x 1m x 1m)	10 Ea	TBS001
Gabion Stone	15 T	TBS001
Concrete	2m3	TBS001
Steel Mesh A393	2 Sheets	TBS001
Type 1	2 T	TBS001
Visqueen	1 Roll	TBS001
Terram	1 Roll	TBS001
Timber 4x2	8 Ea	TBS001
Plywood 8x4	4 Sheets	TBS001
Timber Fixings	1 Box	TBS001

2 Working Together

2.1 At site communication

2.1.1 The Site Supervisor will brief the contents of the WPP and relevant permits before works commence along with the NWR Hazard Map.

Other information to be discussed are as follows:

- 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 detail

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
A Sinclair	NR SPM	[Redacted]	✓
M Walker	NR PM (West)	[Redacted]	✓
S Boslem	NR PM (East)	[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	✓
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 592827	✓

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

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

Interfacing Organisation	Interface Point for:	Point of Contact and contact details	Interface arrangements
Marine Scotland	Marine Licence required for the works	MD.MarineLicensing@gov.scot	

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 burial under earth falls, or falling from a height,			• Permit to work at height to be issued. • Competent IRATA Contractor to provide Specific RAMS prior to works commencement • Anchor type and location to be identified as part of site briefings from level 3 operative • All works are to be conducted under the IRATA ICOPs and HASAWA working at height regulations • All Rope access equipment to arrive on site in good order inspected to LOLER regulations • Entire system to be inspected and signed off by a competent IRATA L3 tech before use • All works from ropes are to be carried out under the direct supervision of a trained and competent IRATA L3 Tech • Wind readings are to be taken before and during the works from ropes

			and postponed when directed by the L3 tech • Rope access system and RAMS to be applicable to the task and location of works • Prior to use of the Rope access system all personnel will be briefed on the most appropriate rescue for the type of work and type of system being used.
~~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~~			
~~Work with ionising radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999~~			
Work near high voltage power lines			• Personnel on site must be PTS competent or be in possession of a valid track visitor permit • Competent COSS shall brief all site personnel on OHLE live status • No Working at height permitted whilst OHLE is considered live and dangerous • No tools or materials shall be carried above shoulder height • 9Ft Rule applies at all times • No Structure bonds are to be removed unless otherwise indicated safe to do so by a competent individual
Work exposing workers to the risk of drowning			• Site Supervisor to issue Permit to Work Over and in Water. This will

			be for works carried out over the water course. For works that require working in a watercourse, the following will apply • All works in tidal areas must be planned with careful consideration of tidal cycles, anticipated river levels, and the potential for storm events and surges. These factors must be actively researched and integrated into the project planning process to minimise flood risk. • Tide times and heights must be checked and used to inform the work undertaken on site. • These checks should be documented daily within FM-DE-037 (Daily Diary) or recorded in • FM-HS-131 (Permit to Work Within, Over, or Adjacent to Water) • 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. • EN03 / HS44 – Works in, over or adjacent to water – SHEQ Policies and Procedures is documentation to reflect the protocol for works in or near water.

~~Work on wells, underground earthworks and tunnels~~			
~~Work carried out by divers having a system of air supply~~			
~~Work carried out by workers in caissons with a compressed air atmosphere~~			
~~Work involving the use of explosives~~			
~~Work involving the assembly or dismantling of heavy prefabricated components~~			

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
WORKS NEAR LIVE OHLE  Electrical & Stored Energy			• Personnel on site must be PTS competent or be in possession of a valid track visitor permit • Competent COSS shall brief all site personnel on OHLE live status • No Working at height permitted whilst OHLE is considered live and dangerous • No tools or materials shall be carried above shoulder height • 9Ft Rule applies at all times • No Structure bonds are to be removed unless otherwise indicated safe to do so by a competent individual
RAILWAY OPERATIONS  Railway Operations			• Safeguarded Possession to carry out the works. • All Personnel must hole PTS competence or be in possession of a Valid Track Visitor permit

			• All personnel not deemed competent shall wear blue hard hats on site and be accompanied by a COSS at all times • A trained and competent COSS shall be appointed for all work on or near the line • All works on or near the line must be pre-planned and follow the hierarchy of control for working on track • All personnel on or near the line must be equipped with full orange GO/RT hivis workwear
FALLING DEBRIS			• Exclusion zone of at least 3 meters is to be implemented and maintained works are carried out. • PPE to be worn at all times. • Supervisor is to ensure the workforce is briefed on the exclusion zone and manage entry within.
WORKING AT HEIGHT (ROPE ACCESS)  Working at Height		WORK AT HEIGHT PERMIT	• Permit to work at height to be issued. • Competent IRATA Contractor to provide Specific RAMS prior to works commencement • Anchor type and location to be identified as part of site briefings from level 3 operative • All works are to be conducted under the IRATA ICOPs and HASAWA working at height regulations • All Rope access equipment to arrive on site in good order inspected to LOLER regulations • Entire system to be inspected and signed off

			by a competent IRATA L3 tech before use • All works from ropes are to be carried out under the direct supervision of a trained and competent IRATA L3 Tech • Wind readings are to be taken before and during the works from ropes and postponed when directed by the L3 tech • Rope access system and RAMS to be applicable to the task and location of works • Prior to use of the Rope access system all personnel will be briefed on the most appropriate rescue for the type of work and type of system being used
BREAKING GROUND  Breaking Ground		PERMIT TO DIG	• Permit to Dig to be issued for all excavation/ground drilling works • Trained and competent Buried service survey operatives to carry out a CAT and Genny survey of all areas requiring excavations • Where appropriate Service plans will be provided for reference during excavation works • NO mechanical excavation within 1500mm of any known service • NO Excavation within 1500mm of any known service without prior director approval • Task specific control measures to be in place for each individual excavation
LIFTING ACTIVITIES  Lifting Activities		NON-CRANE LIFT PERMIT	• Amco Permit to lift to be completed prior to works commencement • Ground / Weather conditions to be checked prior to lifting

			• Exclusion zone to be established around lifting activities • All lifting tackle to arrive on site in good working order • All lifting tackle to be inspected prior to each use • All lifting tackle must arrive on site certified and inspected by a trained LOLER competent individual • No Lift on site shall exceed tackle or equipment SWL at any time • Complex lifts shall be completed under a separate risk assessment / lifting plan
WORKING NEAR MOVING PLANT  People & Plant		PLANT OPERATOR PERMIT	• Plant operators access permit to be issued prior to works commencement • Operators' manual to be available on site prior to use of the machine • Machine to be delivered as per Pre discussions with supplier • Exclusion zones to be set up around all machine works on site using cones to demarcate • Max speed when on site is 5mph • Where required a trained and competent banksman will be appointed to aid in specific tasks • All persons on site shall be equipped with hivis PPE as minimum • All persons shall be briefed on the respective site machines blind spots on site • Machine shall be stood down and isolated when not in use
PLANT PEOPLE INTERFACE		PLANT OPERATOR PERMIT	• All Plant to arrive on site certified

 People & Plant			• All plant to be equipped with Reversing alarm And beacon • All personnel on site to be briefed on the PPI Arrangements for the plant on site • Blind spots to be noted and briefed to personnel prior to works • Exclusion zone (Amber)(+3.00M from machine extremity) to be set up and enforced by the Amco supervisor on site demarcated using cones and tape • All personnel on site to be equipped with HI visibility PPE at all times • All plant used must be appropriate for the task in hand • All personnel working near the exclusion zone must obtain appropriate confirmation that it is safe to enter / pass the area before doing so
Works in or Near Water (Tidal)			• All works in tidal areas must be planned with careful consideration of tidal cycles, anticipated river levels, and the potential for storm events and surges. These factors must be actively researched and integrated into the project planning process to minimise flood risk. • Tide times and heights must be checked and used to inform the work undertaken on site. • These checks should be documented daily within FM-DE-037 (Daily Diary) or recorded in • FM-HS-131 (Permit to Work Within, Over, or Adjacent to Water)

			• 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. • EN03 / HS44 – Works in, over or adjacent to water – SHEQ Policies and Procedures is documentation to reflect the protocol for works in or near water.
WORKS WITH POTENTIAL TO CAUSE POLLUTION  Activities with Potential to Cause Pollution		When refuelling any plant of equipment, this to be carried out away from watercourse.	• Works to be completed under GBRs 9 & 14 • Machinery should only operate within watercourse when impractical to operate on dry land • Refuelling must take place at least 10m from surface water • Static plant used within 10m of the watercourse must be stationed over a suitable drip tray with capacity for 110% of fuel tank • Machinery used in watercourse must not leak any oil • Machinery must not be operated in watercourses where fish are likely to be spawning
WORKS PRODUCING DUST  Works producing dust, noise & vibration			• All dust from abrasive wheels controlled by appropriate guards and wetting down where required. • Regular checks of abrasive wheels done to ensure proper guards are fitted. • RPE FFP3 face masks must be worn at all times

			during working operations. • Operative's clean shaven and evidence of face mask in use has been certified as face fitted to the operative. • All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. • Work area to be kept free of debris underfoot. Good housekeeping to be maintained across the site. • Exclusion zone to be maintained during works. • Good ventilation in place if working. • Warning signs and notices in place setting out standards and controls. • COSHH data on site for COSHH items
WORKS PRODUCING VIBRATION  Works producing dust, noise & vibration		HAVS SHEET	• Keep hands warm when operating grinding equipment/chipping gun • Operatives to be briefed on EAV & ELV times limits. • Site supervisor to monitor and record trigger time. • Rotate workforce to minimise exposure times • No 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 register must be adhered to at all times during the works • Plant must be in good working order with no defects causing unnecessary vibration

WORKS PRODUCING NOISE  Works producing dust, noise & vibration			• Change the method and/or equipment so that the noise hazard is no longer present. • Use tools and equipment with the best sound attenuation available. • Remove the source of noise to a distant location wherever possible. • Orientate plant to divert noise away from persons. • Screen the source with enclosures, barriers, acoustic canopies, spoil heaps. • Use alternative less noisy equipment, or mufflers or silencers. • Establish demarcation zones, noise hazard areas. • Reduce the number of personnel placed at risk. • Rotate the workforce. • Warning signs and notices (“Hearing Protection Must Be Worn”) in place setting out standards and controls. • All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. • Work area to be kept free of debris underfoot. • Hearing protection (ear plugs / ear defenders) to the correct standard to be worn. Mandatory minimum PPE to be worn at all times. All operatives trained to use the appropriate PPE.
HOT WORKS		HOT WORKS PERMIT	• Hot works permit to be issued • Fire extinguisher to be kept on site.

			• 1hr fire watch to be carried out after hot works. • Flame retardant overalls to be worn when carrying out hot works
FALLING DEBRIS			• Exclusion zone of at least 3 meters is to be implemented and maintained works are carried out. • PPE to be worn at all times. • Supervisor is to ensure the workforce is briefed on the exclusion zone and manage entry within.
POSSIBLE FLYING PROJECTILES			• Area to be inspected prior to works for possible flying projectiles • All possible flying projectiles shall be bagged and removed from site
USING COSHH SUBSTANCES			• COSHH data on site for COSHH items • Task Specific PPE worn at all times when handing COSHH Items • Harmful substances to be used as per Manufacturers recommendations • COSHH items stored off site when not in us • Operatives to be equipped with task specific PPE at all times whilst using COSHH items
USE OF A RAIL TYPE HAND TROLLEY			• Trained and competent Hand trolley controller to be present on site and operate trolley • Brake / Function test to be completed prior to trolley use on site • Site COSS/PIC to review SWP for runaway risk within worksite • Trolley bed to be loaded evenly spreading the load as a UDL

			• Unusual shaped / unsecured loads to be straped down to trolley bed • Trolley Must not be over loaded • Trolley lights must be functioning correctly at the time of use • Operator must have a clear line of site infront of trolley • Where possible additional lighting shall be used to illuminate trolleys path • Trollies must be recorded when on and offtracking
SLIPS , TRIPS & FALLS			• Care to be taken when walking on site. • Underfoot conditions to be highlighted on the NWR hazard map • AmcoGiffen supervisor shall brief the site team on the hazards identified on the hazard maps • Steel toe cap boots must be worn at all times • Clear all waste and debris from site on regular basis • Amco Supervisor to position site lighting prior to works commencement • Site access arrangements to be identified at scoping visit and incorporated into Works methods
MANUAL HANDLING			• 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.
OPERATING SMALL PLANT & TOOLS			• Operators must be trained and competent in the use of small tools • Impact goggles/Face shield to be worn at all

			times when operating equipment • Inspect plant and equipment before use. • Report faults to Site supervisor. • Take damaged plant out of use and quarantine • Plant to be inspected prior to each use
LEPTOSPIROSIS			• Wash hands before eating drinking and or smoking. • Gloves to be worn at all times.
SHARPS / NEEDLES			• Contact NR sharps (01904525894) • Keep clear until such times as area is cleaned of all sharps/needles
WORKS NEAR 3rd PARTIES			• Work areas must be adequately segregated from public access • Access gate / site hoarding shall be secured when not being used for access • Adequate signage to be installed around the works areas • No tools / materials are to be left or laid outwith the site boundary • Additional hazards such as open manholes/ breaks in rail boundary must be secured or manned at all times
HAVS EAVS		HAVS CHECKSHEET	• Site Supervisor to record trigger times for tools. • Take regular breaks. Do not exceed the tool limits. • Rotate the task. • Inspect plant and equipment before use. Report faults to Site supervisor. Take damaged plant out of use.

3.3 Plant and People Interfaces

The following table highlights the Plant and Vehicle Management Plan:

Please see Appendix 4 (The Plant & People Interface (PPI) Hierarchy of Risk Control) for further details

Task / activity where there is a potential for Plant / People Interface	Level of Control selected in the Hierarchy	Justification for selection / Risk Control Measures
When RRV is being On-Tracked from RRAP	Eliminate / Minimise / Mitigate	• Plant operators permit to be issued before any plant movements • Plant operative to carry out pre-start checks on the machine • MO & MC to communicate utilising Dett Comms. • Personnel to proceed with caution due to the OHLE.
When RRV is in operation at Site Location	Eliminate / Minimise / Mitigate	• Plant operators permit to be issued before any plant movements • Plant operative to carry out pre-start checks on the machine • MO & MC to communicate utilising Dett Comms. • Personnel to proceed with caution due to the OHLE.

3.4 Lifesaving Rules and High Risk Activities

3.4.1 The following table highlights the Life Saving Rules applicable to this WPP

YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
YES/NO	YES/NO	YES/NO	YES/NO	YES/NO

The following table highlights the HRA's applicable to this WPP

Breaking Ground	Confined Spaces	Electrical & Stored Energy	Fire & Hot Work	Works producing dust, noise & vibration	Activities with Potenti to Cause Pollution	Works Affecting Protected or Invasive Species
YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
Lifting Activities	People & Plant	Railway Operations	Working at Height	Work Related Road Risk	Temporary Works	Works In, Over or Near Water
YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	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
Management of oils and chemicals	• 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	• 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	• 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.
Flood Risk Management	• Monitoring of compliance with any permit / licence / consent affecting watercourses and flood risk • Daily completion of the Permit to Work Within, Over, and Adjacent to a Watercourse (HS131) • Review and communication of weather forecast, flood information and tide times. Use of national flood warning services: https://flood-warning-information.service.gov.uk/warnings

	• Checking of any temporary works to ensure that they suitable and sufficient to cope with seasonal weather / river flows • Measures to be established to prevent debris entering the watercourse which may pose a flood risk. • Where possible, materials, plant and other items shall be stored at least 10m from the watercourse edge or, preferably, off the flood plain altogether.

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 Waste	Waste will be bagged and placed in an appropriate location for layer disposal offsite.	Yes / No	Non Haz / Haz	R / D
		Yes / No	Non Haz / Haz	R / D

5 Emergency Arrangements

5.1 Site emergency arrangements

Site Location: Pedestrian access – A814, Ardoch, Argyll and Bute, Scotland, G82 5EW, United Kingdom. W3W: ///counters.cutlets.contrived		
Contact	**Name or Location**	**Tel. Number**
Ambulance, Fire	Various	999 (112 from Mobile)
BT Police	Control Centre	0800 405 040
Incident Controller West	Network Rail	0330 852 6271
Operations Controller West	Network Rail	0330 852 6220
Incident Controller East	Network Rail	0330 852 6235
Operations Controller East	Network Rail	0330 852 6225
Gas	Nation Grid	0800 111 999
NR Sharps	NR	01904 525 894
Scottish water	Emergency	0845 600 8855
Nearest A & E Hospital	**Inverclyde Royal Hospital (A&E)** **Larkfield Road** **Greenock** **PA16 0XN**	**0141 314 9504**
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

Rope Access Equipment Rescue Plan

All rope access activities will be carried out by Specialist Rope Access Contractor. The supervisor is to refer to the sub-contractor risk assessment and method statement for all methods of rescue and all rope work that will be carried out on site.

5.1.1 First aid arrangements

5.1.1.1 The first aid arrangements for this package of work are

First aiders	**Name**	**Qualifications**
	Site Supervisor	First Aid at work
Likely injuries associated with this work package	Cuts, grazes, burns	
First aid equipment provision	Equipment	Location
	First Aid Kit First Aid Kit Eye Wash Station	Site Bag Welfare Welfare

A first Aid risk assessment can be found in the site documentation.

5.1.2 Evacuation arrangements

5.1.2.1 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.

Muster point will be at site access point highlighted by site supervisor.

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.

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 above muster point where they will aware emergency services.

5.1.3 Fire safety arrangements

5.1.3.1 A powder fire extinguisher will be made available on site in the event of a fire breaking out.

5.1.4 Security arrangements

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

5.1.5 Environmental Emergencies

5.1.5.1 Extreme Weather and Flooding: *(state here the contingency and accident arrangements which are in place to minimise the impact of flooding)*

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

5.1.6 Summoning emergency services

5.1.6.1 Personnel shall call emergency services by telephone and make them aware of their location utilizing street names and the W3W reference for the site

5.1.7 Railway emergency (trains and electrical)

5.1.7.1

	Contact Details
ECO	REFER TO SWP
Signal box	REFER TO SWP

Protection Signals Ref	REFER TO SWP

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

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

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

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

5.1.8 Asbestos

X

5.1.9 Utilities

Organisation	Contact details
Electricity	105 or 0800 092 9290
Gas	0800 111 999
Telecoms	0800 800 151
Water	0843 557 3120

6 Work Package Arrangements

6.1 Site Layout

6.1.1 A site layout plan can be found in appendix

6.2 Access and Egress

6.2.1

Vehicle access arrangements	**Pedestrian access – A814, Ardoch, Argyll and Bute, Scotland, G82 5EW, United Kingdom. W3W: ///counters.cutlets.contrived** **RRV Access - Talisman Avenue, Westcliff, Dumbarton, West Dunbartonshire, Scotland, G82 5DB. W3W: ///incursion.cans.struck**
Parking arrangements	**Personnel to park in appropriate location to avoid restricting any 3rd party accesses, vehicles or plant movements.**
Access to works for Personnel	**On foot.**

OTP Access to the works	**N/A**

6.3 Welfare

6.3.1 AmcoGiffen 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.

Welfare Assessment Matrix

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

KEY

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

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

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

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

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

Welfare Pod – Craigendoran Relay Room ///spider.choirs.parading 534 KEY ENTRY

6.4 Rail Traffic Management

6.4.1 Safeguarded Possession and isolation

6.5 Road Traffic Management

6.5.1 X

6.6 Plant & People Interface

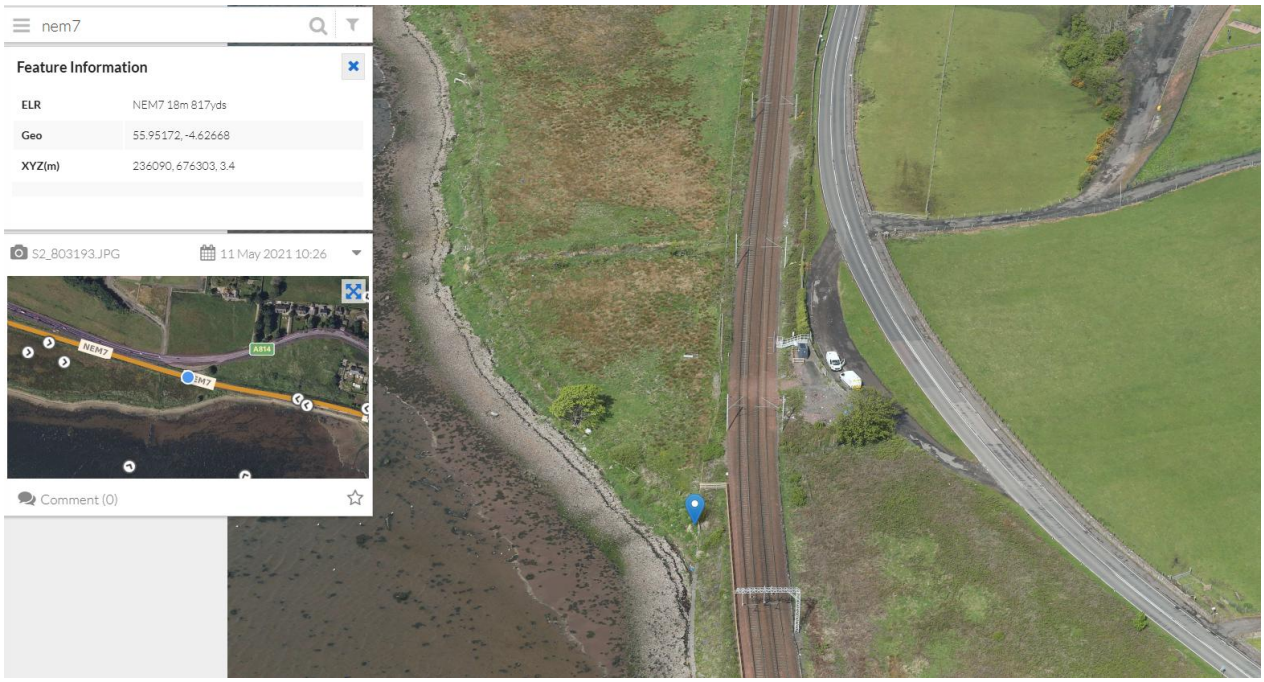
6.5.1 X

SITE PHOTOGRAPHS

Appendix 1 – Risk Assessment

X

SITE LAYOUT


nem7
Feature Information
ELR
NEM7 18m 817yds
Geo
55.95172, -4.62668
XYZ(m)
236090, 676303, 3.4
S2_803193.JPG
11 May 2021 10:26
NEM7
A814
Comment (0)

Appendix