



Moonzie Burn - Leuchars

what3words - topics.answer.balanced

6 x nightshifts

Prepared by:

.....Date
 (Print Name)

.....
 (Signature)

.....
 (Job Title)

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

.....Date
 (Print Name)

.....
 (Signature)

.....
 (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)

Work Package Plan

Job No.	6281
Structure	090/165
ELR / Mileage	ECN2/50m 0470yds
Grid Reference	344293,719950
Post Code	KY16 0XB

Start Date: 23/07/22

Finish Date: 29/07/22

Work Package Plan Number:

WPP No. 6281.090.165

Controlled Copy Number

Add Unique No: 01

Construction [Phase Plan / Reference] Number

Add Unique No:

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

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

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



DISTRIBUTION LIST

ISSUED TO:	JOB TITLE	ORGANISATION	VERSION
Brian Thomson	CRE Civils – Perth PM	Amco-Giffen	01
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	

High Street Environment?	No		
Competent Representative (COSS)	Name: Signature: Sentinel number:		
Segregation Type	Permanent physical Barrier	x	
	Fixed temporary physical barrier		
	Temporary portable barrier		
	Site keeper		
	Other, Describe		
Segregation Comments	Works are to be carried out during a safeguarded possession.		



CONTENTS

1	Introduction	4
1.1	Brief outline of work methodology	4
1.2	AMCO's delivery organisation	8
1.3	Resources	9
2	Working Together	9
2.1	At site communication	9
2.2	Contact details	10
2.3	Other parties involved with the package of work (interfaces details)	10
3	Hazard Management	10
3.1	Work involving particular risks	10
3.2	Significant railway and construction risks	12
3.3	Lifesaving rules and High Risk Areas	16
4	Environmental and Waste Management Arrangements	17
4.1	Environmental management arrangements	17
4.2	Waste management arrangements	18
5	Emergency Arrangements	18
5.1	Site emergency arrangements	18
5.1.1	First aid arrangements	19
5.1.2	Evacuation arrangements	22
5.1.3	Fire safety arrangements	22
5.1.4	Security arrangements	22
5.1.5	Environmental Emergencies	23
5.1.6	Summoning emergency services	23
5.1.7	Railway emergency (trains and electrical)	23
5.1.8	Asbestos	24
5.1.9	Utilities	24
6	Work Package Arrangements	25
6.1	Site Layout	25
6.2	Access and Egress	25
6.3	Welfare	26
6.4	Rail Traffic Management	26
6.5	Road Traffic Management	26
7	Hand Over and Hand Back Arrangements	27
7.1	Hand over and hand back arrangements	27
APPENDICES – Supporting information		Error! Bookmark not defined.
Appendix 1 – Risk Assessment		28
Appendix 2 – Drawings		Error! Bookmark not defined.
Appendix 3 – Site Layout Plan		Error! Bookmark not defined.
Appendix 4 – Spare		Error! Bookmark not defined.



1 Introduction

1.1 Brief outline of work methodology

Work Details / Remit – Moonzie Burn – ECN2 – 090/165 – 50m 0470yds – KY16 0XB

Grid ref: 344293,719950

Masonry & Pointing Repairs - Various longitudinal fractures noted to arch barrel, stitch grout and install date tab to longitudinal fractures. Vertical fractures also noted at Up LM wingwall and Down LM spandrel wall, stitch grout and install date tab. Refer to detailed exam for exact location of fractures.

Access to the worksite will be made via Leuchars Station Access @ 50m 1650yds, KY16 0AA.

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.

Due to COVID-19 virus all briefings to be carried out with confined space of welfare van. All ops to keep a safe distance from each other during works i.e 2 meters as per recommended safe working practice, ops to wash hands before and after works with hand sanitizer available during works. Ops to be reminded to try and avoid contact with face.

Note* During COVID -19 the site supervisor will sign in on behalf of the works party.

The Site supervisor will ask each individual at the site signing in point:

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

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

Covid 19 Mitigation

- Prior to attending site if any personnel within their household experiences symptoms they should contact AMCO HR prior to attendance on site.**
- If persons on site experiences a dry continuous cough or high fever they should immediately remove themselves from site notifying Amco supervisor via the phone.**
- All personnel onsite are to be equipped with face masks, goggles and glasses.**
- Where practicable a 2 meter separation distance should be applied for the duration of the works.**
- Where a 2 meter separation distance cannot be maintained, personnel should equip themselves with face masks, goggles and gloves.**
- Welfare units to be cleaned before and after each use.**
- Welfare units to be used by 1 person at a time in line with social distancing rules, staff should be given brakes on a rotational basis or use their own vehicles where possible.**
- Further Covid 19 guidance can be found in the Covid 19 Risk assessment section of this document.**

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



Report all incidents (pollution, flood events) and any other potential hazards to your supervisor.

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

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

Safeguarded Possession Working:-

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

Working within a Watercourse:-

- Site Supervisor to issue Permit to Work in Water. Water samples will be measured against a baseline during the works, gathered upstream of the work area. Where samples fail, pollution mitigation measures are to be reassessed and works stopped until suitable pollution mitigation measure can be installed and confirmed that they are working effectively.
- The Site Supervisor will monitor the water levels throughout the works. If the water levels rise significantly the works will be stopped and the water level allowed to recede, before re-entering the watercourse. Life buoy ring to be set up and Life jacket to be worn at all times.
- All persons working within the water course will wear wellingtons or chest waders as is appropriate. The wellingtons/chest waders will be cleaned before entry to prevent contamination before works commence. **NOTE: Follow Check, Clean, Dry procedure on access/egress to the watercourse.**

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.

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.



Use of link trolleys:-

- Adequate lighting to be provided at approved access/egress point.
- Remove trip hazards from access.
- Trolleys not to be used at a gradient steeper than 1:50, unless otherwise authorised by the CEM.
- HTC to supervise the on/off tracking of trolleys.
- Once trolleys have been loaded, the HTC to carry out a brake test and complete the trolley check sheet.

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*
- *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 – Masonry & Pointing Repairs

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

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.

Access to worksite

- Park up site vehicles at Leuchars Station access and unload.
- Ensure the parked vehicles don't obstruct other road users or pedestrians.
- SAS to mobilise on site and brief their operatives on the contents of their RAMS. Amco supervisor to check competencies of the rope access team and certification of plant to be used.
- **Hold point:** ES/Coss to sign into the safeguarded possession and set out marker boards as required.
- Coss to brief the work party on the contents of the SWP.
- Workforce to be briefed that when on track always walk ballast to ballast and avoid walking on troughs and sleepers as these are frequently slippery.



- Set up lights at access and remove/highlight any trip hazards which might be present.
- On track link trolleys and load up under the supervision of the HTC. The competent person is to carry out a brake test and complete the trolley check sheet.
- Push trolley to the worksite to unload and set up task lighting. Remove/highlight any trip hazards which might be on site.
- **Hold Point:** Giant Hogweed has been reported around the structure, therefore keep access to the bridge from above and do not access down embankments.
- Set up mixer on an impervious layer (plywood/Visqueen) at least 10m away from watercourse.
- Monitor pH levels up and downstream of work site, to ensure that cementitious material is not entering the watercourse and causing the pH to rise. Findings to be recorded in permit. If pH downstream 1pH unit or more than upstream then works to stop and control measure reassessed.
- Check watercourses regularly for any significant changes or signs of pollution such as a visible oily sheen, discoloured (silty) water or dead fish. Work to stop immediately should signs of pollution occur. Prevent rubbish and timber from entering the watercourse by good housekeeping measures.
- **Hold point:** Supervisor to issue a **working at height permit** for the rope access masonry repairs to the bridge.

Rope access

- *Level 3 supervisor and team to complete walk through of proposed job highlighting risks and proposed sequence of events including recovery method.*
- *An adequate exclusion zone is to be erected under the proposed work area with signs of prohibition. Level 3 supervisor is to monitor need for exclusion zones and size in relation to work scope, vertical height and prevailing site conditions. Third parties to contact supervisor and request safe passage through the exclusion zone. This will be granted at the first opportunity when tools are downed and the area is safe. Level 3 to ensure they are happy to proceed before commencing the works.*
- *The level 3 supervisors must complete a specific access procedure for any areas of rigging that are complicated or present difficult recovery scenarios by their nature. This represents any non-standard application of rope access techniques.*
- *The level 3 supervisors must complete a specific access procedure for any areas of rigging that are complicated or present difficult recovery scenarios by their nature. This represents any non-standard application of rope access techniques. This aspect must be discussed on a daily occurrence.*
- *The level 3 supervisor to confirm to rope access team the safe system has been implemented and are ready to use*
- *Once the works are complete the rope access team leader is to ensure the work site is left as found through the use of good house-keeping habits. Remove all debris and waste from worksite and dispose of in accordance with site regulations.*



- SAS rope access operatives, initially using the running rail as a secure anchor point to access underside of the bridge deck to carry out stitching and pointing repairs to the bridge. Various longitudinal fractures noted to arch barrel, stitch grout and install date tab to longitudinal fractures. Vertical fractures also noted at Up LM wingwall and Down LM spandrel wall, stitch grout and install date tab. Refer to detailed exam for exact location of fractures.
- Care to be taken not to drop debris and mortar into the watercourse.
- Once all the works have been completed the supervisor is to ensure the worksite is left clear and tidy.
- Post photographs of worksite to be taken before leaving site at the end of each shift.
- Plant itinerary check sheet to be cross checked when leaving site to ensure no plant is left behind.
- All plant and tools covered in cement/mortar to be washed out into a bucket at least 10m away from the watercourse.
- Never allow concrete or mortar wash out in or near a watercourse; the resulting wash water is highly alkaline and can kill fish and other aquatic animals.
- Load up trolleys with plant and unused materials and return to the access supervised by the HTC and off track.
- ES/Coss to hand back the possession to the PICOP once he has confirmed the line is fit for traffic.

1.1.2 The following tasks support this Work Package Plan:

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

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		
On call Manager	S. McMichael	
Regional Director	Peter Ritchie	
Regional Manager	A Kane	
Contractors Engineering manager		
ALO Responsible Manager		
Temporary Works Coordinator	C Allan	
Sustainability & Assurance Advisor	M McDermott	
Procurement	Procurement North	
Site Agent	B Thomson	
H & S Advisor	Thomas McStay	
Depot Manager Perth	M McFadyen	
Depot Engineer	M Cheyne	
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
SAS	Rope Access	Scott Duff	

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
ES/Coss	1	TBS001

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP		Task
Plant item	No	TBS Ref
Lights	3	TBS001
Trolley	2	TBS001
TE-40	1	TBS001
Grinder	1	TBS001
Paddle mixer	1	TBS001
Stihl saw	1	TBS001
Generator	1	TBS001

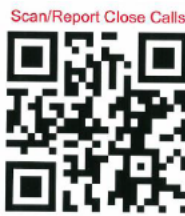
Materials

Quantity of Materials		Task
Material	Quantity	TBS Ref
Hilt HIT resin	6 tubes	TBS001
Threaded bar	10 lengths	TBS001
Building sand	20 bags	TBS001
Cement	5 bags	TBS001
Polythene	2m x 2m	TBS001
Plywood sheet	1	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 ES/COSS/Supervisor will brief the contents of the SWP pack in the Welfare van before works commence.
- The Use of mobile phones must only be from a position of safety.
- Any Minor Changes to the WPP must be agreed with the **On Call Manager** using the PoWRA booklet refer to 1.2.1 in the WPP above for contact details.
- Any significant changes will require an amendment to the WPP and signed off by the **CRE/CEM** refer to 1.2.1 in the WPP above for contact details.
- Out of Hours any incidents or issues must be discussed with the On Call Manager refer to 1.2.1 in the WPP above for contact details.

2.2 Contact details

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

NR Project Team

Name	Role	Contact details	Tick to confirm number works and has been tested
A Sinclair	Project Manager (Structures)		✓

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 592 827	✓
Local Authority	Fife Council - 03451 55 00 99	✓


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?
<p>Work which puts workers at risk of falling from a height.</p> <p>HRA</p> 	<p>Masonry Repairs Rope Access</p>	<p>Permit to Works at Height</p>	<ul style="list-style-type: none"> • 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
<p>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</p>	<p>Risk not present on site</p>		
<p>Work with ionizing radiation requiring the designation of</p>	<p>Risk not present on site</p>		


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



controlled or supervised areas under regulation 16 of the Ionizing Radiations Regulations 1999			
Work near high voltage power lines	Risk not present on site		
Work exposing workers to the risk of drowning	Risk not present on site		
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
Working on Network Rail managed infrastructure 	At all times	SWP	Works to be carried out under safeguard possession. ES to contact PICOP and get permission to set up worksite. Once worksite is granted ES to sign in COSS. COSS to deliver COSS briefing to all members of work party. Sentinel cards to be scanned and checked for all members of work party. All personnel shall comply with NR standard of full orange hi viz and other task specific PPE.
Site procedures for COVID 19	At all times	Social Distancing Inspection Form	Site Operating documents to be fully briefed 2m social distancing to be adhered to at all times Where 2m distancing isn't possible RPE and PPE to be worn at all times, no skin-to-skin contact and minimal durations. If any of the Site Procedures cannot be undertaken safely

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















			then works should not take place Social Distancing Inspection Form to be completed prior to works commencing
Use of track trolley 	Transporting plant, tools and materials to worksite	Trolley check sheet	Trained and certified operatives only to use track trolley. Break test to be carried out prior to use and check sheet completed and signed. Trolleys not to be used at a gradient steeper than 1:50, unless otherwise authorised by the CEM. When on and off tracking trolley ensure the correct number of staff are available to lift the trolley. Check for trip hazards – uneven ballast, slippery rails and sleepers.
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.
Falling Debris 	From overhead works	No	Exclusion zone to be established around work area where works at height are being undertaken by the rope access team. Work at height operative to be aware of where material is being deposited. No plant, vehicle or operative access into exclusion when overhead works are being undertaken.
Works at height 	Accessing high level works	Working at height permit	Working at height permit to be issued IRATA rope access supervisor to set up rope access anchor points.
COSHH Substances (HRA – HS39)	When handling hazardous or items detrimental to health or the environment	No	COSHH items on site will be: Cement, mortar and Hilti resin. COSHH data to be available on site for COSHH items. Task Specific PPE worn at all times when handling COSHH Items



			Harmful substances to be used as per manufacturers recommendations. COSHH items stored off site when not in use. Operatives to be equipped with task specific PPE at all times whilst using COSHH items.
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 armlets 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 armlets and mesh protective gloves must be worn.
Cement based products 	Masonry & pointing repairs	COSHH	Cement can cause ill health mainly by skin contact, inhalation of dust and manual handling. Therefore, appropriate PPE and COSHH awareness is essential
HAVS	When using small plant	No	Keep hands warm when operating vibrating plant and tools. Operatives to be briefed on ELV and EAV time limits. Site supervisor to monitor and record trigger times. Rotate workforce to minimise exposure times. N works to commence until Amco supervisor has referred to the trigger time register and briefed all operatives on the EAVs for the plant on site, this must be adhered to at all times during the works
Rope access operations 	Access to high level works where there is a risk of falling / embankment	Working at height permit	Working at height permit to be issued. Amco supervisor to check competency of rope access team. Ensure rope access team have been briefed on their own RAMS and an agreed method of rescue has been agreed upon. IRATA trained persons. Level 3 to set up ropes etc.



Works over water  	Working next to a watercourse	Permit to enter a watercourse	Ensure that working platforms are secure with no tripping hazards. Surfaces which become wet and slippery should be cleaned and treated with sand or industrial salt.
Slips, trips and falls  	At all times	No	Get the right footwear with good tread and slip resistant soles. Take extra care at night and in poor weather conditions – always use a hat lamp, slow down and look ahead to where you are placing your feet. On track always walk ballast to ballast and avoid walking on troughs and sleepers as these are frequently slippery. Always use hand rails when climbing or descending stairs. Play your part in keeping your work place tidy – clear waste as it is generated, clean up spills and store materials safely. In extreme conditions stop work until actions are taken to make access ways safe. Always fix and report close calls, eg: poor underfoot conditions or access, unsafe stairs or walkways
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	Use of designated crossing, access points and walking routes where applicable. Access track at Leuchars Station. Rope access team are to carry out access to underside of structure. Walking routes to be suitable and all trip hazards removed.
Working in the hours of darkness  	At all times	No	Task lighting to be set up during the hours of darkness to facilitate the works. Operatives to wear cap lamps when working in the hours of darkness



Noise / Occupational 	When using power tools	No	Hearing protection to be worn when operating grinders, chainsaws, Stihl saws, strimmers, drills etc.
Noise / environmental 	At all times	No	Noise letters to be distributed to local residents as required. No shouting and swearing onsite and all non-essential plant to be switched off until required.

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

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

Breaking Ground	Change Management	Confined Spaces	Electrical & Stored Energy	Fire & Hot Work
No	No	No	No	No




 Lifting Activities	 People & Plant	 Railway Operations	 Working at Height	 Work Related Road Risk
No	No	Yes	Yes	No
 Works In, Over or Near Water	 Works producing dust, noise & vibration	 Activities with Potential to Cause Pollution	 Works Affecting Protected or Invasive Species	
No	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 near a watercourse 	<ul style="list-style-type: none"> Works undertaken above water level, access outside of watercourse. Weather forecast to be monitored, work undertaken during low water levels, if possible. Check, Clean, Dry procedure followed 	

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



Works affecting flora or fauna	<ul style="list-style-type: none"> Ecology survey to be undertaken and recommendations complied with Work to stop if protected species or nesting birds found and advice sought. 	•
Works affecting cultural heritage	<ul style="list-style-type: none"> Works to comply with consent Works to be in keeping with the style of the original structure. 	•
Flood Risk Management	<ul style="list-style-type: none"> Monitoring of compliance with any permit / licence / consent affecting watercourses and flood risk Daily completion of the Permit to Work Within, Over, and Adjacent to a Watercourse (HS131) Review and communication of weather forecast, flood information and tide times. Use of national flood warning services: https://flood-warning-information.service.gov.uk/warnings 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 site waste	Bagged	No	Non hazardous	D

5 Emergency Arrangements

5.1 Site emergency arrangements

Site Location: Moonzie Burn – ECN2 – 090/165 – 50m 0470yds – KY16 0XB Grid ref: 344293,719950		
Contact	Name or Location	Tel. Number
Ambulance, Fire	Various	999 (112 from Mobile)
BT Police	Control Centre	0800 405 040
Incident Controller	NWR	0141 335 2020
Gas	Nation Grid	0800 111 999
NR Sharps	NR	01904 525 894
Scottish water	Emergency	0845 600 8855
Nearest A & E Hospital	Ninewells Hospital, Dundee. DD2 111	01382 660 111
SEPA	Control Centre	0800 807 060 24/7/365
Flood line	National Flooding Helpline	0345 988 1188.

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



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 Manager' 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 SAS. The supervisor is to refer to the SAS 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
	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	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			
To be used in conjunction with First Aid at Work business process NR/L2/OHS/00110			
Date:	15/04/22		
Location:	Moonzie Burn		
Name:	M Cheyne		
Workplace/Activity being assessed:	Masonry Repairs		
1. Injury and Ill Health Using your knowledge and experience of the general level of accidents and illnesses suffered by your staff	POTENTIAL SEVERITY		
	1 Minor injury, but no time off work		1
	2 Injury causing up to 3 days' absence		1

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



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)	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	<div style="border: 1px solid black; padding: 5px;"> Insert figure here  </div>	6
2. Work Activity Using your knowledge and experience of the type of activity to be undertaken, allocate an appropriate score from 0 to 5: 0 = no risk, 5= high risk or N/A, then add together for TOTAL figure NOTE: control measures shall affect your scoring		
On or near the line		3
Working at height		3
Hazardous chemicals		3
Manual handling		3
Electrical		0
Cutting equipment		3
Plant machinery		0
Working at night		3
Any additional hazardous work activity e.g. dealing with public, confined spaces, radiation sources (please score as instructions above and name activity below)		
	<div style="border: 1px solid black; padding: 5px;"> Insert TOTAL figure here  </div>	18
3. Number of people working at workplace or site of work (pick most typical figure)	Lone worker (5)	3
	2 to 50 (3)	
	51 and above (5)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here  </div>	
4. Vulnerable Individuals Are there inexperienced workers or people with disabilities or health problems? (assume yes if you do not know the group e.g. Contractors, public)	Yes (5)	1
	No (1)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here  </div>	
5. Remoteness 5.1 Likely response time for emergency services to arrive on scene of incident? (pick most typical figure)	8 minutes (1)	3
	30 minutes (3)	
	Over 30 minutes (5)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here  </div>	
5.2 Has a suitable road vehicle access point for evacuation been identified at the planning stage? (pick most typical figure)	Yes (1)	1
	Moving worksite (3)	
	No (5)	
	<div style="border: 1px solid black; padding: 5px;"> Insert figure here  </div>	



5.3 Is emergency mobile telephone communication available at the workplace or site of work, with coverage? (pick most typical figure)	Yes (1)		1																																				
	Usually (3)																																						
	No (5)																																						
	Insert figure here →																																						
Add the numbers you have inserted in the summary boxes for sections 1 – 5 to determine risk level from the Table below. Then use the table on Page 2 of this form for the suggested minimum level of provision for the severity level identified.																																							
<table border="1"> <tr> <td>Table:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Low Severity</td> <td>1 - 18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Medium Severity</td> <td>19 - 30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>High Severity</td> <td>31 and above</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Table:									Low Severity	1 - 18								Medium Severity	19 - 30								High Severity	31 and above							
Table:																																							
Low Severity	1 - 18																																						
Medium Severity	19 - 30																																						
High Severity	31 and above																																						
Insert OVERALL score here → 33																																							
CAUTION – Check the total scores are correctly calculated as it would impact on the severity category																																							
Table 1 - Suggested first aid provision																																							
Potential severity of injury/ill health at workplace/site of work	Number of employees	Minimum number of first aid personnel on duty at all times	The following factors may affect provision																																				
Low severity	Fewer than 25	At least 1 Appointed Person	<ul style="list-style-type: none"> If a low severity has been identified, there is still a possibility of an accident or illness occurring, consider providing a first aider Planned or unplanned absences of first aid personnel Members of the public in the area Employees who work shifts or out of hours The needs of contractors working for Network Rail Workplace or site of work remote from emergency services 																																				
	25 - 50	At least 1 Emergency First Aid at Work first aider																																					
	More than 50	At least 1 First Aid at Work first aider for every 50 employees																																					
Medium severity	2 - 24	At least 1 Emergency First Aid at Work first aider																																					
	More than 25	At least 1 Emergency First Aid at Work first aider OR At least 1 First Aid at Work first aider for every 25 employees, depending on the type of injuries that might occur																																					
High Severity	2 - 24	At least 1 Emergency First Aid at Work first aider																																					
	More than 25																																						



		At least 1 First Aid at Work first aider for every 25 employees , depending on the type of injuries that might occur	• Types of injuries that can occur with activity
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			

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

5.1.4 Fire safety arrangements

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

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

5.1.5 Security arrangements

- 5.1.5.1 Ensure access gates are secured on access/egress
- 5.1.5.2 Keep site vehicles locked when not attended and remove all plant, tools and materials at end of every shift and during breaks.



5.1.6 Environmental Emergencies

5.1.6.1 Extreme Weather and Flooding:

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

5.1.6.2 Oil Spill:

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

5.1.6.3 Silt Incident:

N/A

5.1.7 Summoning emergency services

- 5.1.8 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; Moonzie Burn – ECN2 – 090/165 – 50m 0470yds – KY16 0XB
 Grid ref: 344293,719950

Railway emergency (trains and electrical)

	Contact Details
ECO	Refer SWP Pack
Signal box	Refer SWP Pack

Protection Signals Ref	Refer SWP Pack
------------------------	----------------

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

1. Do not place yourself or the safety of others in danger
2. The lead communicator on site will be one of the following people and in this order – PICOP > Route Setting Agent > Protection Controller > COSS or SWL or IWA.
3. In an emergency a train can be stopped by raising both arms in the air or at night by waving a light vigorously



4. In an emergency the signaller / ECO shall be contacted immediately via mobile phone or using the nearest signal post telephone.
 The lead communicator shall state (*using the phonetic alphabet to communicate any difficult words*) :
- 'This is an emergency call'
 - Confirm who you are speaking to the right person *ie usually the signaller or Electrical Control Operator (ECO)*
 - Tell them
 - who you are (*Joe bloggs*),
 - what you do (*ie COSS*); and
 - your location (for example *Shapton East Junction or near to SH20 (sierra, hotel, two, zero) signal*
 - Describe the problem and what part of the railway is affected *ie Down Main xx or Level crossing at yy*
 - Tell them what action needs to be taken *ie any emergency service required*
 - Ask the person to 'repeat back' the information
 - The Signaller or ECO shall end the conversation.

5.1.9 Asbestos

5.1.7.1 N/A

5.1.10 Utilities

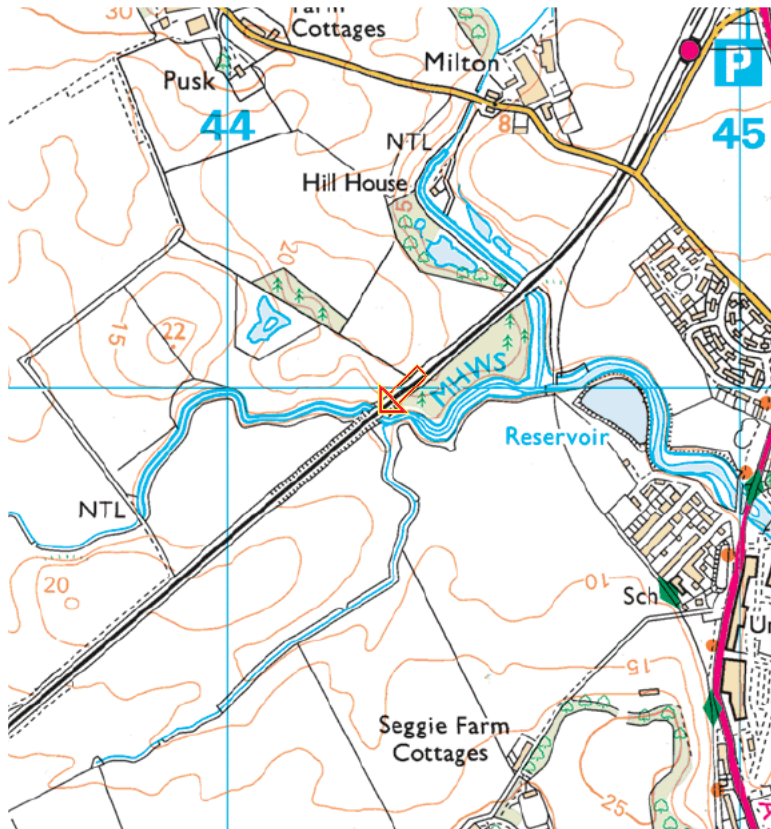
5.1.8.1 N/A

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

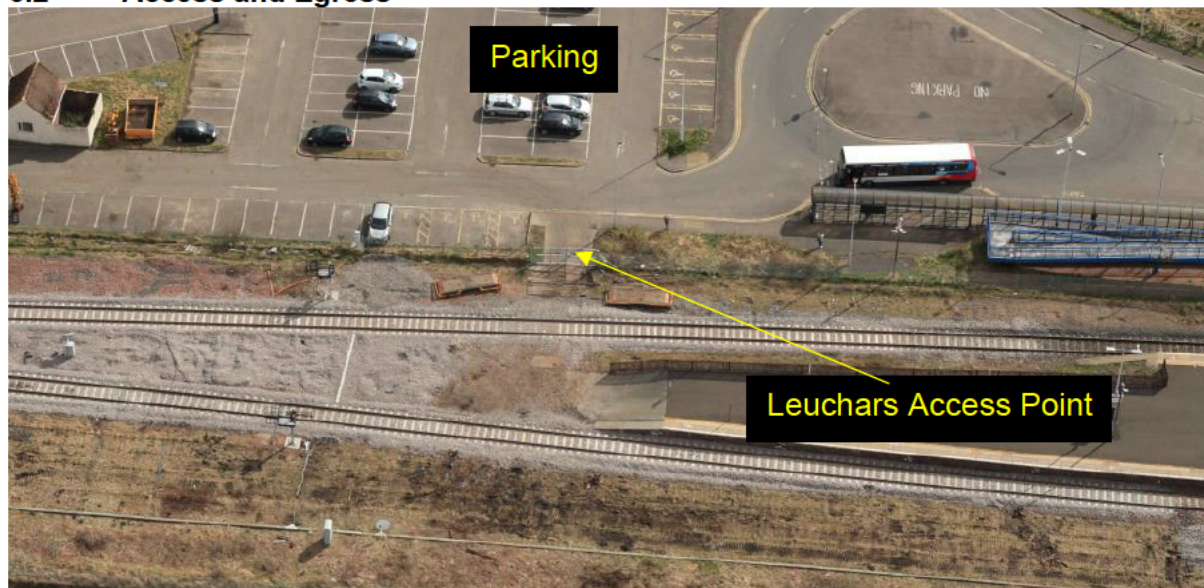


6 Work Package Arrangements

6.1 Site Layout



6.2 Access and Egress



Parking/track access at Leuchars Station

Access to the works – rope access

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

25 of 54	Proforma uncontrolled when printed	RFM-HS-006-05
Parent Procedure:	HS52: Planning and Managing Rail Construction Work	



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.

6.4 Rail Traffic Management

6.4.1 Safeguarded Possession

6.5 Road Traffic Management

6.5.1 N/A



7 Hand Over and Hand Back Arrangements

7.1 Hand over and hand back arrangements

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



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: 15/04/22		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.	Masonry 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 track and during the night. Steel toe cap boots must be worn at all times Site Supervisor to ensure site is cleared on a regular basis and the end of each shift. 	3	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
3rd Parties 	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Green Zone working. Exclusion zone to be established around work area, throughout works, to prevent unauthorised access. Make area safe at breaks and end of shift. Collect waste and dispose of offsite. Ensure notice of works is in place, Men at Work Signs. Work area to be kept clear throughout and on completion of works. 	3	✓			
Subcontractors on site	Reportable or major injury	5	4	20	<ul style="list-style-type: none"> Amco supervisor to ensure SAS rope access 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. 	4	✓			
Working on/near the line 	Reportable or major Injury	5	4	20	<ul style="list-style-type: none"> ES/COSS will take possession of the worksite. COSS will brief the contents of the SWP before accessing on or near the line. ALL persons will have PTS or have a TVP to access on or near the line. Full Orange Hi-Vis Clothing to be worn at All times COSS/Supervisor to complete Form 5 on completion of each shift to assess works and confirm work site is suitable for live traffic. 	5	✓			
Traveling to site with a hand trolley	Reportable or major Injury	5	4	20	Handbook 10 of the Rule Book: 'Duties of the Coss or SWL and person in charge (HTC) when using a hand trolley' requires the person in charge of the trolley to make sure that:	5	✓			






Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Harmful substances to be used as per Manufacturers recommendations COSHH items stored off site when not in use Operatives to be equipped with task specific PPE at all times whilst using COSHH items 					
Falls from height 	Reportable or Major Injury	5	4	20	<ul style="list-style-type: none"> The Site Supervisor will produce a Permit to Work at Height for the masonry repairs getting carried out by the rope access team. Work at height permit to be granted before any works at height commence. Equipment certification to be with equipment and checked prior to use. Condition of equipment to be assessed prior to use. Alloy towers to be set up by PASMA trained competent operatives. 	5	✓			
Rope access team	Fatal or Major Injury	4	4	16	<ul style="list-style-type: none"> Amco supervisor to check competency of rope access team. Ensure rope access team have been briefed on their own RAMS and an agreed method of rescue has been agreed upon. IRATA trained persons Level 3 to set up ropes etc. 	4	✓			
Falling debris 	Reportable or Major Injury	4	4	16	<ul style="list-style-type: none"> Exclusion zone to be established around work area where works at height are being undertaken by the rope access team. Work at height operative to be aware of where material is being deposited. No plant, vehicle or operative access into exclusion when overhead works are being undertaken. 	4	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Use of Small tools 	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> Operators must be trained and competent. Impact goggles/face shield to be worn at all times. Inspect plant and equipment before use and take damaged sections out of use and seek replacements. 	3	✓			
Operating Small Plant and tools Angle grinders (HRA – HS40) 	Reportable or major Injury	4	3	12	<ul style="list-style-type: none"> Operators must be trained and competent. Impact goggles/Face shield to be worn at all times. When using angle grinder Kevlar armlets and mesh protective gloves to be worn. Inspect plant and equipment before use. Report faults to Site supervisor. Take damaged plant out of use. Guards to remain in place where fitted to tools. Use HAVS register to record time on equipment. Wearing of gloves and correct PPE for the task. Maintenance of tools. Rotation of workforce to reduce exposure times. 	4	✓			
PPE	Reportable or minor Injury	3	3	12	<ul style="list-style-type: none"> Correct PPE to be worn at all times. Protective glasses to be worn at all times. Task specific PPE will be used as required. PPE should be clean and fit for use 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 	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> Site Supervisor to record Trigger times. Take regular breaks, rotate the task. 	3	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Inspect plant and equipment before use and take damaged sections out of use and seek replacements. 					
Manual Handling	Reportable or minor Injury	4	3	12	<ul style="list-style-type: none"> Check access route before works commence for uneven ground or obstructions. Assess the load before lifting – Heavy items include generators, paddle mixer, bags of cement & building sand. Seek help for awkward shaped items of for carrying over long distances. See appendix for manual handling control measures 	4	✓			
Access and egress (HS66)	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Supervisor to assess access for suitability. Remove trip hazards to ensure safety of workforce If working during hours of darkness ensure access is adequately illuminated. Access track via approved access points. 	3	✓			
Sharps/Hypodermic needles 	Reportable or Major injury	3	2	6	<ul style="list-style-type: none"> Keep clear until such times as area is cleaned of all sharps/needles. Encourage the wound to bleed, prevent further contamination. Report to hospital, taking offending sharp with patient. Contact the Local Authority Environmental Health Department to get them removed. Report to NWR via Route Control – 0141 335 2775. Highlight area with spray paint. 	3	✓			
Hygiene (HS55)	Illness, wels disease	3	2	6	<ul style="list-style-type: none"> Welfare van available for shelter, place to rest and eat during breaks Welfare van to be kept clean and tidy at all times All site personnel to use site facilities and under no circumstances will food or drink be consumed on site. 	3	✓			



Revision Date: 15/04/22

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none">Rubbish disposal points and regular removal from site.					
Injury	Illness, cuts, falls	3	2	6	<ul style="list-style-type: none">Appointed Person on site (3day First Aid)First aid kit located within welfare vanList of First Aiders in Job PackA&E Hospital route and location map in Job Packs.All details included in site inductions.	3	✓			



Appendix 3 – COVID 19 Risk Assessment

Control of activity risks

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

PREPARED BY:	M Cheyne	DATE PREPARED:	15/04/22	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. Masonry Repairs
2.

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
All activities.	Spread of Coronavirus from poor awareness of AmcoGiffen Covid-19 Guidance causing: • Mild Illness • Severe illness • Fatality	3	3	9	Follow Government guidelines All operatives, via their sponsor to be issued with clear instructions on all safety. Issue AmcoGiffen COVID-19 requirements prior to attending site – minimum one shift in advance. Proof of acceptance and understanding to be provided prior to operative being allowed onto site	AmcoGiffen Covid-19 Guidance	6				



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



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



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
Parking at the Office, Depot and other sites.	Spread of Coronavirus causing: • Mild Illness • Severe illness • Fatality	2	3	6	All vehicles to be reverse parked or nose to bumper. If the driver parks vehicle next to another vehicle with a passenger – only 1 to egress from vehicle until 2m away before other person egresses.	AmcoGiffen Covid-19 Guidance	3				
Arriving at Depot/Site – Taking of Temperatures	Spread of Coronavirus causing: • Mild Illness • Severe illness • Fatality	3	3	9	Where Depots/Sites have been given a non-contact Forehead Thermometer the following to be implemented. • Testing must be carried out when operatives arrive on site and prior to any briefings/setting up the work site. • Testing must be carried out on all who arrive on site including NWR Employees, AmcoGiffen SHEQ Team etc. Taking of temperatures will require the tester and the employee to wear the following PPE; FFP3 or FFP2 RPE, eye protection (goggles or face shield), nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove RPE and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this). • Waste which relates to COVID-19, such as facemasks, gloves, and cleaning wipes, should be double bagged, labelled with the date & time and secured/isolated for 72 hours. • The normal human body temperature range is typically stated as 36.5 – 37.5 °C	AmcoGiffen Covid-19 Guidance	3				



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



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
	<ul style="list-style-type: none"> Fatality 				<ul style="list-style-type: none"> Allow plenty of space (at least two metres) between people waiting to enter site. Require all workers to wash or sanitise their hands before entering or leaving the site. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible, keeping a distance of 2 metres between people. When briefing safety documentation, e.g. whiteboards and task briefs consider holding them outdoors wherever possible, keeping a distance of 2 metres between people. Use electronic methods for transferring documentation where possible. Do not collect and return paperwork in person unless an area for collecting and returning paperwork is unavailable and electronic transfer is not possible. Do not hand out the task brief, SWP, whiteboard brief or similar to the workforce to sign, but write in their name on their behalf. When scanning in sentinel cards ask the person to place the card on a surface so that it can be scanned safely and maintain 2 metres. Regularly clean common contact surfaces in office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, and desks. 						



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Ensure there is a single drop off / collection point for deliveries. Delivery drivers should remain in their vehicles, if the load will allow it, and must wash or sanitise their hands before unloading goods and materials. When taking deliveries do not sign the delivery ticket but ask the delivery driver to sign on your behalf. 						
Operating small plant and tools	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> Operators must be trained and competent for the use of the plant/tools. Impact goggles/Face shield to be worn at all times. Wearing of gloves (cut 5/similar type) at all times. Inspect plant and equipment before use. Report faults to Supervisor. Take damaged plant out of use. Regularly cleaning of plant and tools once used (before and after each shift/use). Shared tools to be wiped down with bacterial wipes before use. Sanitise / wash hands. Avoid hand to face / mouth / nose / eyes touching. 	AmcoGiffen Covid-19 Guidance	3				



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Sufficient hand washing and / or hand sanitising facilities to be available. 						
Poor Hygiene - vehicle	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>Enhanced cleaning procedures should be in place for service vehicles including:</p> <ul style="list-style-type: none"> Dash board and steering wheel Use of seat covers – wiped down after each journey. Cleaning of the vehicle internally Cleaning of door handles – internal and external All rubbish should to be put straight in the bin All vehicles to be cleaned after each shift Cleaning of machinery and equipment being transported Regularly clean the inside of vehicle cabs and between use by different operators. 	AmcoGiffen Covid-19 Guidance	3				
Hygiene	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>Enhanced cleaning procedures to be in place, including regular cleaning of:</p> <ul style="list-style-type: none"> Taps and washing facilities, toilet flush and seats. Door handles and push plates. Hand rails on staircases. 	AmcoGiffen Covid-19 Guidance	3				



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Machinery and equipment controls and shared tools. Vans and vehicles. All surfaces, particularly food preparation and eating surfaces. 						
Cleaning	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Enhanced cleaning procedures to be in place, including regular cleaning of: <ul style="list-style-type: none"> Taps and washing facilities, toilet flush and seats. Door handles and push plates. Hand rails on staircases. Machinery and equipment controls and shared tools. Vans and vehicles. All surfaces, particularly food preparation and eating surfaces. Telephone equipment, keyboards, photocopiers and other office equipment. 	AmcoGiffen Covid-19 Guidance	3				
Mess / Eating Arrangements	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	The following to be implemented wherever possible: <ul style="list-style-type: none"> Break times staggered to reduce congestion and contact. 	AmcoGiffen Covid-19 Guidance	6				



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Depending on communal areas i.e. Kitchen, only permit two persons at any one time. Hand cleaning facilities or hand sanitiser should be available where people eat and should be used when entering and leaving the area. Everyone asked to bring pre-prepared meals and refillable drinking bottles from home. Everyone should sit 2 metres apart from each other whilst eating. Where food is provided on site, it should be pre-prepared and wrapped food only. Crockery, eating utensils, cups etc. should not be provided. Where equipment such as kettles, microwaves etc. are provided, they must be regularly cleaned. Drinking water facilities should have enhanced cleaning measures (e.g. tap handles disinfected). Tables should be cleaned between each use. Rubbish should be put straight in the bin and not left for someone else to clear up. 						



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Areas used for eating must be thoroughly cleaned at the end of each break / shift, e.g. chairs, door handles etc. 						
Changing Facilities, Showers and Drying Rooms	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Regimes to be put into place to include: <ul style="list-style-type: none"> Ensure use of facilities complies with social distancing, including assessing a max number at any one time and brief workforce. Enhanced cleaning of all facilities throughout the day and at the end of each day. Increasing the number or size of facilities available on site if possible. Suitable and sufficient rubbish bins with regular removal and disposal. 	AmcoGiffen Covid-19 Guidance	6				
Toilet Facilities	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> The number of people using toilet facilities must be restricted to maintain 2 metres separation. Prevent use of every second cubical/urinal with a notice posted on the door advising maximum occupancy. Notices must be posted regarding hand washing or sanitising before and after using the facilities. Enhanced cleaning regimes must be implemented, particularly door handles, locks and the toilet flush. 						



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Suitable, sufficient rubbish bins for hand towels must be provided with regular disposal. 						
Working within 2m of each other	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	4	3	12	There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. Regimes to be put in place to include: <ul style="list-style-type: none"> Non-essential physical work that requires close contact between workers should not be carried out. Work requiring skin to skin contact should not be carried out. Plan work to minimise contact between workers. Where it is not possible to maintain 2 metres distance for a particular task it is necessary to consider the following: <ol style="list-style-type: none"> Is the task "essential" – if 'yes' continue to next point, if 'no' refer to line management before progressing the task. Is the task "short duration" e.g. short bursts of a few minutes or fairly constant throughout the shift – if it is short duration consider alternative / additional controls, if it is most of the shift it should only progress in exceptional circumstances with Operations Director / SMOC agreement. 	AmcoGiffen Covid-19 Guidance	9				



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<p>c. Where essential short duration work is required to be undertaken within 2 metres this will require a specific local risk assessment along with additional PPE comprising FFP3 or FFP2 RPE, eye protection (goggles or face shield), nitrile gloves (or similar) beneath task gloves. The personnel involved should be briefed in the safe way to wear and remove RPE and gloves and the safe disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this).</p> <ul style="list-style-type: none"> Waste which relates to COVID-19, such as facemasks, gloves, and cleaning wipes, should be double bagged, labelled with the date & time and secured/isolated for 72 hours. <p>Where lifts or hoists must be used:</p> <ul style="list-style-type: none"> Lower their capacity to reduce congestion and contact at all times. Regularly clean touchpoints, doors/gates, controls, buttons etc. 						



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
PPE	Spread of Coronavirus causing: • Mild Illness • Severe illness • Fatality	3	3	9	<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused. Contaminated/Disposal of PPE should be double bagged, labelled with the date & time and secured/isolated for 72 hours. These can then be disposed of as general waste. 	AmcoGiffen Covid-19 Guidance	6				
Operatives feeling unwell/showing signs of COVID-19 prior/during works	Spread of Coronavirus causing: • Mild Illness • Severe illness • Fatality	5	3	15	<ul style="list-style-type: none"> If a worker develops a high temperature or a persistent cough while at work, they should: Report all symptoms immediately to their lead/supervisor/manager maintaining minimum 2m (360 degrees) separation. Return home immediately. Avoid touching anything. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	AmcoGiffen Covid-19 Guidance	3				
Minor injury requiring first aid.	Spread of Coronavirus causing: • Mild Illness • Severe illness • Fatality	3	3	9	<ul style="list-style-type: none"> IP to self-treat with first aider present and remaining 2m away always. First Aid kit to be wiped down with bacterial wipes and passed to IP. First Aider to wear surgical gloves and face mask. All first aid equipment used to be wiped down with bacterial wipes. 	AmcoGiffen Covid-19 Guidance	3				



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
								1	2	3	4
					<ul style="list-style-type: none"> Follow HS32 - Complaints, Accidents, Incidents, Rule Breaking and Non Conformance (CAIRN) Investigation and Reporting 						
Major injury requiring first aid.	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	4	3	12	<ul style="list-style-type: none"> First Aider to wear surgical gloves and face mask. All first aid equipment used to be wiped down with bacterial wipes. Follow HS32 - Complaints, Accidents, Incidents, Rule Breaking and Non Conformance (CAIRN) Investigation and Reporting Additional response measures to be planned if delays are anticipated with emergency services due to pressure from Coronavirus. 	AmcoGiffen Covid-19 Guidance	9				
Disposal of single use PPE and antibacterial wipes.	Spread of Coronavirus causing: <ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<ul style="list-style-type: none"> Contaminated/Disposal of PPE should be double bagged, labelled with the date & time and secured/isolated for 72 hours. These can then be disposed of as general waste. 	AmcoGiffen Covid-19 Guidance	3				



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.



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		