



Culross

///helper.trailing.handlebar

4 x midweek dayshifts

Prepared by:
M Cheyne

.....
 (Print Name)Date
 <Redacted>

.....
 (Signature)
 Depot Engineer

 (Job Title)

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

.....
 (Print Name)Date

.....
 (Signature)
 Site Agent

 (Job Title)

GEM/ CRE Discipline (as stated in the CPP)

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

OR

Accepted on behalf of Network Rail / Client:

.....
 (Print Name)Date

.....
 (Signature)

.....
 (Job Title)

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

Work Package Plan

Job No.	
Structure	119/019A
ELR / Mileage	KNE1/7m 1100yds
Grid Reference	297612,685727
Post Code	KY12 8JN

Start Date: 15/07/24

Finish Date: 18/07/24

Work Package Plan Number:
WPP No.

Controlled Copy Number
Add Unique No: 01

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

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	Site Supervisor	Amco-Giffen	01

VERSION CONTROL

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

SEGREGATION ASSESMENT

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



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1 Introduction

1.1 Brief outline of work methodology

Work Details / Remit – Culross – KNE1 – 119/019A – 7m 1100yds – KY12 8JN
Grid ref: 297612,685727
 Carry out general masonry repairs to spalled, missing and fractured stonework at downside voussoirs throughout upside elevation (worst at parapets) At wing walls and to both abutments at stone barrel, stitch, gout and date tab fractures to up-side fractures.

CHANGE = STOP!

Access to the worksite will be made via access to public footpath off Balgownie Way



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

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

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

Segregated Working:

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

Working within a Watercourse:-



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

Working at height Alloy tower

- An alloy tower (advanced guard rail type) will first be set up adjacent to the works location.
- Operatives will build the tower to height as per the manufactures specifications for construction.
- Once erected a trained and competent PASMA operative will carry out a mobile tower checklist and pass to the Amco supervisor who will issue a permit to work at height for the works.

De-veg operations:-

- Competent operatives to carry out de-veg operations within a 15m exclusion zone.
- Correct PPE to be worn for the task. Eg. Vulture ballistic trousers (orange).
- Operators should work their way down into the vegetation in layers enabling the operator to identify 'hidden' items inside the foliage that may not have been visible during the original site survey.
- Nesting bird check form to be completed before any de-veg works are undertaken, especially between March and October.
- All birds are protected by law. It is illegal to intentionally take, damage or destroy a wild bird's nest while it's being used or built, or intentionally take or destroy a wild bird's egg.

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.

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

Marine licence to be available on site at all times.

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

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

- Access off the main road into the area in front of the gate to the public footpath.
- Go through the gate and turn right, drive 300m down footpath to the worksite at structure 019A. **Note:** vehicles to drive at 5mph with a man in front to warn pedestrians and cyclists of the oncoming vehicles.
- On arrival at the worksite off load all plant and materials and the vehicles are to return to the access gate area.
- Set out men at work signs and traffic cones to either side of the structure on the public footpath.
- Remove the staples from the posts and drop the fence wires to the ground.
- **Hold point:** Work party to be briefed on the presence of trip hazards due to the undulating ground and slippery loose rocks within the watercourse.
- Once the fence wire has been dropped install a proprietary Marwood Access stair to the embankment down to the watercourse. Stair to be installed as per the manufacturer’s recommendations.

Site set up

- **Hold point:** Supervisor to issue a **permit to enter a watercourse.**
- **Supervisor to brief workforce on the emergency procedures/rescue plan in the event of an accident. See section 5 Emergency Arrangements in this WPP.**
- In order to avoid the spread of aquatic diseases, such as crayfish plague, the check, clean and dry approach should be taken when any person or plant enters a watercourse with equipment or clothing that has previously been used in another watercourse.



- Where possible, all plant, equipment and tools to be set up at least 10m away from the watercourse. All fuelling to take place at least 10m away from watercourse on a plant nappy or drip tray. Spill kit to be available on site
- Take pre-works water sample from upstream and downstream of the worksite, to use as a baseline for sediment content. Results to be recorded in diary and photographed.
- Take care when entering watercourse, check for voids and trip hazards etc. by using a wading stick.
- Head torch to be worn if required to enter the culvert. Enter only if not classed as a confined space.
- Install Sedimats and an oil boom a couple of metres downstream of worksite. Site supervisors to constantly monitor for signs of pollution and their effectiveness.
- 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.
- Remove loose stones from the invert of the watercourse to allow safe access to the Armco pipe.
- Carry the four Youngman boards down the stairs and lay onto the invert of the large diameter pipe and cover with Terram to help catch debris and mortar droppings from the masonry works.
- **Hold point:** Operatives to wear a FFP3 dust mask and goggles when breaking out masonry and mixing cement to protect from Silica dust, cement and flying debris.
- Set up mixer on an impervious layer (plywood/Visqueen) at least 10m away from watercourse. Set up on level ground to avoid run off into the nearby 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.
- Any fractures greater than 50mm deep to be inspected with a high powered torch for bats. If bats found, stop works and report back to depot manager for further information. If rear of fracture cannot be seen due to its depth etc then stop work and report back to depot manager.
- **Hold point:** If there is the potential of bats being present then abort and withdraw from the worksite.

DOWN SIDE PARAPET WALL / SPANDREL AND VOUSOIRS (next to path)

- Using grinder and TE-40, rake and point and parapet wall and spandrel voussoirs approx. 3m2 x 20mm.

UP SIDE WINGWALLS ,ABUTMENTS AND STONE VOUSOIRS ON SOFFIT OF ARCH

- Wire brush wingwalls and abutments with wire brushes approx. 20sqm. Goggles to be worn during this task to protect eyes from flying debris.
- Point up the deep open joints on the abutment and wingwalls approx. 26sqm x 30mm deep.



1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
TBS001 M Cheyne	Masonry & pointing repairs	15/07/24

1.2 AMCO's delivery organisation

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

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

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

Name of company, specialist contractor or individual, etc.	Work activity / Specialism	Point of contact details	
		Name	Mobile

1.3 Resources

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

People

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

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP	Task	
Plant item	No	TBS Ref
Generator	2	TBS001
Grinder 5"	1	TBS001
Alloy tower	1	TBS001
Lights	2	TBS001

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Paddle mixer	1	TBS001
Access stairs	1	TBS001

Materials

Quantity of Materials		Task
Material	Quantity	TBS Ref
Building sand	8 bags	TBS001
Cement	5 bags	TBS001
Rapid setting cement	1 bag	TBS001
Helical bars	1 pkt @ 10mm	TBS001
Hilti HIT	3 tubes	TBS001
Plywood	1 x sheet @ 2.4m x 1.2m x 18mm	TBS001
Thunder bolts	10 @ 100mm x 10mm	TBS001
Concrete ballast	10 bags @ 10mm	TBS001
Wire brushes	4	TBS001
Buckets	3	TBS001

2 Working Together

2.1 At site communication

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

2.2 Contact details

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

NR Project Team

Name	Role	Contact details	Tick to confirm number works and has been tested



Stephen Boslem	Works Delivery Manager (Structures East)	<Redacted>	√
A Sinclair	Project Manager (Structures)	<Redacted>	√

Regulators

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

3 Hazard Management

3.1 Work involving particular risks

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

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

Risk	When and where will the risk be present?	Permits Required	How will this risk be controlled?
Work which puts workers at risk of falling from a height. HRA 	Masonry Repairs – Use of PASMA/Alloy Tower	Permit to Work at Height	<ul style="list-style-type: none"> Permit to work at Height to be issued prior to works start PASMA trained operative to sign off tower as fit for purpose using advanced guard rail type mobile tower checklist Exclusion zone to be set up around all works on towers Tower to be constructed as per manufacturers guidelines



			<ul style="list-style-type: none"> All tower components to be checked prior to use SWL of working platform not to be exceeded at any time Tower to be erected on firm level ground and be inspected for rocking prior to use All edge protection & stabilizer legs are to be in place prior to entry to the tower
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring	Risk not apparent on site		
Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionizing Radiations Regulations 1999	Risk not apparent on site		
Work near high voltage power lines	Risk not apparent on site		
Work exposing workers to the risk of drowning	At all times	Permit to enter a watercourse	Supervisor to consult tide times to ensure there is enough time to carry out the works safely.
Work on wells, underground earthworks and tunnels	Risk not apparent on site		
Work carried out by divers having a system of air supply	Risk not apparent on site		
Work carried out by workers in caissons with a compressed air atmosphere	Risk not apparent on site		
Work involving the use of explosives	Risk not apparent on site		
Work involving the assembly or dismantling of heavy prefabricated components	Risk not apparent on site		

3.2 Significant railway and construction risks

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

What are the main risks (including health) during this Work Package?	When and where will the risk be present?	Permits Required	How will the risk be controlled
--	--	------------------	---------------------------------






Segregated working	When not working under a safeguarded possession or line block	N/A	<p>Permanent Physical Barrier will be the form of segregation used for these works.</p> <p>Supervisor/Coss will be brief the limitations of the segregation works are to underside of structure.</p> <p>If the segregation cannot be maintained then works will then cease with immediate effect and reported to the office.</p>
Fatigue Management	All Works	N/A	<p>Fatigue management shall reference Amco procedure HS62.</p> <p>Workloads to be appropriately planned to the duration and time of the shift.</p> <p>Minimise the amount of journeys required to and from site compound to area of works.</p> <p>Ensure regular breaks are taken.</p> <p>In accordance with procedure HS72 (Work Safe), all personnel have the right to stop work where they consider working practices (including working excessive hours) pose an unacceptable risk to their health and safety or to others.</p>
Working in a high street environment – members of the public	At all times / allowing public to pass works safely	No	<p>An appropriate barrier around the works to be set up:</p> <p>Plan work in sections if required to allow members of the public access past the works.</p> <p>One man to be watchman and to direct MOPs safely passed works. Men at work signs to be set up to warn MOPs of the works.</p>
Exposure Silica dust	Drilling/cutting concrete/masonry	No	<p>Loading and offloading of track ballast & the drilling and cutting of concrete can cause exposure. This can be controlled by dampening and standing up wind of the dust cloud. An exclusion zone. The use of Respiratory Protective Equipment (RPE) may be required. Tight fitting RPE with</p>



<p>Alloy Towers</p>	<p>Access to workface</p>	<p>Working at height permit</p>	<p>a protection factor of 20 or FFP3 may be required.</p> <p>Working at height permit to be issued PASMA trained operatives to erect the advanced guard rail type scaffold and complete tower checklist as and when required. Towers must be erected by trained persons holding PASMA or similar competency, in accordance with manufacturer's instructions and inspected prior to use. • Users must be briefed in both the safe use and limitations of the towers. Towers must always be erected on a firm level base and when parked or in use must have all four wheel brakes applied. Outriggers must be used if the height of the tower requires. Personnel must descend from platforms every time towers are moved.</p>
<p>Nipping, trapping and crushing</p>	<p>At all times</p>	<p>No</p>	<p>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.</p>
<p>Falling Debris</p>	<p>From overhead works</p>	<p>No</p>	<p>Exclusion zone to be established around work area where works at height are being undertaken. 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.</p>
<p>Works at height</p>	<p>Accessing high level works</p>	<p>Working at height permit</p>	<p>Working at height permit to be issued PASMA trained operatives to erect scaffold and complete tower checklist as and when required.</p>



<p>COSHH Substances (HRA – HS39)</p>	<p>When handling hazardous or items detrimental to health or the environment</p>	<p>No</p>	<p>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.</p>
<p>Plant – use of portable tools and equipment</p> 	<p>Carrying out the works</p>	<p>Competency of operator</p>	<p>Low voltage equipment (110v). Regular maintenance of tools. Circuit tests and PAT HAVs assessments to be undertaken. When using angle grinder Kevlar armllets and mesh protective gloves to be worn</p>
<p>Operating small tools</p> 	<p>Carrying out the works</p>	<p>Competency of operator</p>	<p>Operatives must be trained and competent. Inspect plant before use and report any faults to site supervisor. When using angle grinders Kevlar armllets and mesh protective gloves must be worn.</p>
<p>Cement based products</p> 	<p>Masonry & pointing repairs</p>	<p>COSHH</p>	<p>Cement can cause ill health mainly by skin contact, inhalation of dust and manual handling. Therefore, appropriate PPE and COSHH awareness is essential</p>
<p>HAVS</p>	<p>When using small plant</p>	<p>No</p>	<p>Keep hands warm when operating vibrating plant and tools. Operatives to be briefed on ELV and EAV time limits. Site supervisor to monitor and record trigger times. Rotate workforce to minimise exposure times. N works to commence until Amco supervisor has referred to the trigger time register and briefed all operatives on the EAVs for the plant on site, this must be adhered to at all times during the works</p>
<p>Working in water. Non tidal</p>	<p>Masonry repairs to culvert</p>	<p>Permit to enter a watercourse</p>	<p>Do not work alone. Difficult access and egress, possible entrapment, depth and flow will all need to be considered.</p>



			<p>Fresh concrete and cement are very alkaline and corrosive and can cause serious pollution in watercourses. It is essential to ensure that the use of wet concrete and cement in or close to any watercourse is carefully controlled so as to minimise the risk of any material entering the water. Working in confined / restricted spaces will pose significant risks at incidents involving water so a means of rescue should be considered before works commence.</p>
<p>Works over water</p>	<p>Working next to a watercourse</p>	<p>Permit to enter a watercourse</p>	<p>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.</p>
<p>Slips, trips and falls</p>	<p>At all times</p>	<p>No</p>	<p>Get the right footwear with good tread and slip resistant soles. Take extra care in poor weather conditions – always use a hat lamp, slow down and look ahead to where you are placing your feet. 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</p>
<p>Manual handling</p>	<p>At all times</p>	<p>No</p>	<p>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</p>
<p>Access / egress from site</p>	<p>At start and finish of shift</p>	<p>No</p>	<p>Use of designated crossing, access points and walking routes where applicable.</p>



			Walking routes to be suitable and all trip hazards removed.
Leptospirosis 	At all times	No	Gloves to be worn at all times, hand washing and welfare facilities to be located on site for duration of the works
Noise / Occupational 	When using power tools	No	Hearing protection to be worn when operating grinders, chainsaws, Stihl saws, strimmers, drills etc.
Works in darkness 	At all times	No	Sufficient lighting to all access points, worksites and walking routes. All operatives to wear personal head torches.

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	No	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	
Yes	Yes	Yes	No	


4 Environmental and Waste Management Arrangements

4.1 Environmental management arrangements

4.1.1 The following environmental issues are applicable to this WPP

Environmental Issues	Project Control Measures	Environmental Consents and Permits
Management of oils and chemicals	<ul style="list-style-type: none"> Containers shall be fit for purpose, labelled and have proper fitting lids. Containers and tanks shall be made secure against vandalism or theft Refuelling shall take place in a dedicated area at least 10m away from a watercourse Drip trays shall be used whilst refuelling. Spill kits shall be kept on site 	
Management of silt	<ul style="list-style-type: none"> Consideration shall be given to the silt hierarchy where potential for silt/soil pollution on site i.e., 1- eliminating work within the water, 2- isolation of working area, 3- minimising soil/silt movement through choice of methodology or reducing veg strip; 4- controlling runoff/silty water using straw bales, Sedimats, silt fences, etc. 	•
Dust, Noise, Odour	<ul style="list-style-type: none"> Dust from cutting to be suppressed using water The workforce is to turn plant off when not in use, this will minimize noise levels within the site of work. 	•
Working in or near a watercourse	<ul style="list-style-type: none"> Marine licence to be in place before works commence. Marine licence to be available on site throughout the works and adhered to. 	



	<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. Tide times to be consulted to ensure enough time is available to carry out the works safely. Check, Clean, Dry procedure followed 	
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: Culross – KNE1 – 119/019A – 7m 1100yds – KY12 8JN
 Grid ref: 297612,685727

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

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

Reporting of Accidents, Incidents & Close Calls

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

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

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

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

PASMA Mobile Tower Rescue Plan

Where an individual becomes injured when working on the platform of a mobile tower, follow the hierarchy of rescue as follows:

1. Self-help comes first i.e. the person or persons are capable of descending the tower without outside assistance.
2. Assisted descent i.e. the person or persons are capable of descending the tower with the assistance of others.
3. Professional rescue i.e. the person or persons are totally incapacitated and incapable of descending the tower and need to be removed from the tower by the emergency services.

Note: Where the Emergency Services are required, state what the emergency is and provide as much detail as possible including the height of the tower - Culross – KNE1 – 119/019A – 7m 1100yds – KY12 8JN
Grid ref: 297612,685727

Culvert Rescue Plan

Where an individual becomes injured when working within a culvert, follow the hierarchy of rescue as follows:

1. If the person/persons can egress the culvert without any outside assistance then they should do so.
2. If the Person/persons cannot remove themselves from the culvert then the team must firstly ensure that it is safe for them to proceed into the culvert, they will then place the injured party onto a stretcher and lift them from the culvert, phone the Emergency services and walk with the stretcher to agreed point with emergency services.
3. If ground conditions will pose a greater risk to the injured party then the nominated person who contacts the Emergency services must state that and air rescue is



required and provide the location of the workforce – Culross – KNE1 – 119/019A – 7m 1100yds – KY12 8JN - Grid ref: 297612,685727

5.1.1 First aid arrangements

5.1.1.1 The first aid arrangements for this package of work are

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

First Aid Risk Assessment

NR/L2/OHS/00110/F01 - FIRST AID RISK ASSESSMENT		
<i>To be used in conjunction with First Aid at Work business process NR/L2/OHS/00110</i>		
Date:	20/03/24	
Location:	Culross	
Name:	M Cheyne	
Workplace/Activity being assessed:	Masonry & pointing repairs	
1. Injury and Ill Health Using your knowledge and experience of the general level of accidents and illnesses suffered by your staff undertaking this type of activity, in the assessed environment allocate a value from 1 to 6 from the table on the right: (If necessary, consult accident records and/or staff representatives)	POTENTIAL SEVERITY 1 Minor injury, but no time off work 2 Injury causing up to 3 days' absence 3 Injury causing more than 3 days' absence 4 Long-term absence 5 Single Fatality 6 Multiple Fatality	
	Potential severity of accident or illness <div style="border: 1px solid black; padding: 5px; display: inline-block;"> 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	0
	Working at height	3
	Hazardous chemicals	3
	Manual handling	3
Electrical	0	
Cutting equipment	3	



Plant machinery		0
Working at night		0
Any additional hazardous work activity e.g. dealing with public, confined spaces, radiation sources (please score as instructions above and name activity below)		
	Insert TOTAL figure here →	12
3. Number of people working at workplace or site of work (pick most typical figure)	Lone worker (5)	
	2 to 50 (3)	
	51 and above (5)	
	Insert figure here →	3
4. Vulnerable Individuals Are there inexperienced workers or people with disabilities or health problems? (assume yes if you do not know the group e.g. Contractors, public)	Yes (5)	
	No (1)	
	Insert figure here →	1
5. Remoteness 5.1 Likely response time for emergency services to arrive on scene of incident? (pick most typical figure)	8 minutes (1)	
	30 minutes (3)	
	Over 30 minutes (5)	
	Insert figure here →	3
5.2 Has a suitable road vehicle access point for evacuation been identified at the planning stage? (pick most typical figure)	Yes (1)	
	Moving worksite (3)	
	No (5)	
	Insert figure here →	1
5.3 Is emergency mobile telephone communication available at the workplace or site of work, with coverage? (pick most typical figure)	Yes (1)	
	Usually (3)	
	No (5)	
	Insert figure here →	1
Add the numbers you have inserted in the summary boxes for sections 1 – 5 to determine risk level from the Table below. Then use the table on Page 2 of this form for the suggested minimum level of provision for the severity level identified.		
Table:		
Low Severity	1 - 18	
Medium Severity	19 - 30	
High Severity	31 and above	
	Insert OVERALL score here →	27
CAUTION – Check the total scores are correctly calculated as it would impact on the severity category		



Table 1 - Suggested first aid provision			
Potential severity of injury/ill health at workplace/site of work	Number of employees	Minimum number of first aid personnel on duty at all times	The following factors may affect provision
Low severity	Fewer than 25	At least 1 Appointed Person	<ul style="list-style-type: none"> • If a low severity has been identified, there is still a possibility of an accident or illness occurring, consider providing a first aider • Planned or unplanned absences of first aid personnel • Members of the public in the area • Employees who work shifts or out of hours • The needs of contractors working for Network Rail • Workplace or site of work remote from emergency services • Types of injuries that can occur with activity
	25 - 50	At least 1 Emergency First Aid at Work first aider	
	More than 50	At least 1 First Aid at Work first aider for every 50 employees	
Medium severity	2 - 24	At least 1 Emergency First Aid at Work first aider	
	More than 25	At least 1 Emergency First Aid at Work first aider OR At least 1 First Aid at Work first aider for every 25 employees, depending on the type of injuries that might occur	
High Severity	2 - 24	At least 1 Emergency First Aid at Work first aider	
	More than 25	At least 1 First Aid at Work first aider for every 25 employees, depending on the type of injuries that might occur	

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:

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



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

5.1.3 Evacuation arrangements

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

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

In the event that an individual is required to be rescued from a situation this will be carried out by a site recovery stretcher board where they will be carried back to the above muster point where they will await the emergency services – Culross – KNE1 – 119/019A – 7m 1100yds – KY12 8JN - Grid ref: 297612,685727

5.1.4 Fire safety arrangements

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

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

5.1.5 Security arrangements

5.1.5.1 Ensure access gates are secured on access/egress

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

5.1.6 Environmental Emergencies

5.1.6.1 Extreme Weather and Flooding:

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

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

5.1.6.2 Oil Spill:

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

5.1.6.3 Silt Incident:

N/A

5.1.7 Summoning emergency services

Emergency Services can be summoned by using the COSS/Site supervisors Mobile (Location to be agreed within Pre start Briefings on site) in the case of this work package plan the workforce will inform the emergency services of the following information relating to the location; Culross – KNE1 – 119/019A – 7m 1100yds – KY12 8JN - Grid ref: 297612,685727

Railway emergency (trains and electrical)

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

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

5.1.8 Asbestos

5.1.7.1 N/A



5.1.9 Utilities

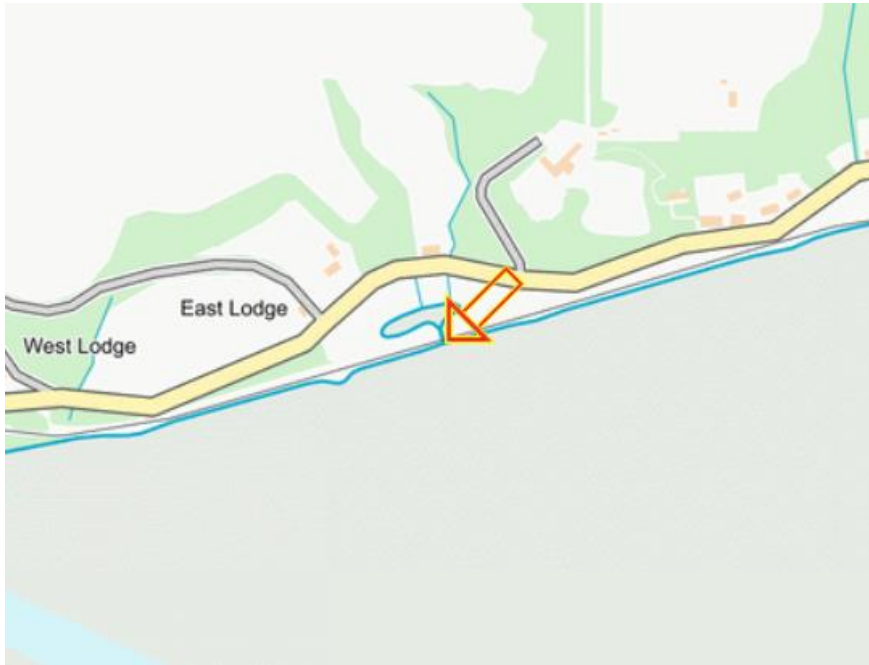
5.1.8.1 N/A

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



6 Work Package Arrangements

6.1 Site Layout



6.2 Access and Egress



Parking/Access – at public footpath access gate

Access to the works – 300m along footpath.



Access into the Watercourse – access stairs

6.3 Welfare

Welfare Assessment Matrix

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

KEY

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

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

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

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

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

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

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

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

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

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

Location of nearest most suitable pod/hog.

Site Name	Waggon Welfare POD
Post code	KY11 3HQ
What 3 words	///trial.coffee.vast



ELR	KNE1
Mileage	14.0025
Grid ref:	307502, 685506
Access	Access is via Welfare Key or Code C0534Y

Door Opening Procedure for Welfare Pods

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

6.4 Rail Traffic Management

6.4.1 N/A

6.5 Road Traffic Management

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Appendix 1 – Risk Assessment

Control of activity risks

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

PREPARED BY: M Cheyne	DATE PREPARED: 20/03/24			OVERALL RISK	
SEVERITY	PROBABILITY			RISK	
LOW	1	1	NOT LIKELY	LOW	1 TO 6
SLIGHT - FIRST AID TREATMENT	2	2	POSSIBLE - OTHER FACTORS NEEDED BUT NOT LIKELY	MEDIUM	7 TO 15
MODERATE - OVER 3 DAYS INJURY	3	3	QUITE POSSIBLE - OTHER FACTORS NEEDED - LIKELY	HIGH	16 TO 25
HIGH - MAJOR INJURY / DEATH	4	4	LIKELY - OTHER FACTORS THEN WILL HAPPEN		
VERY HIGH - MULTIPLE DEATH	5	5	VERY LIKELY - WAITING TO HAPPEN		

Applicable Tasks	
1.	Masonry & pointing repairs
2.	
3.	
4.	

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



Scan/Report Close Calls



Network Rail Project No:
AG Contract No: SCOAM18
Issue: 01
Revision Date: 20/03/24

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks				
							1	2	3	4	
Working in cold weather	Serious injury Minor injury	4	4	16	<ul style="list-style-type: none"> Walking anywhere during the cold and icy weather requires extra care to avoid slipping and falling. Make sure you pay attention to good housekeeping and keep pathways and steps as clear as possible to allow safe access to buildings and around the sites. Ensure there is adequate lighting provided around the site and is kept maintained at all times. Ensure there is an adequate supply of rock salt available to grit walking routes etc. Wear warm clothing - thermals, warm socks, hats, scarves etc. Wear waterproof clothing if the weather is wet. This will prevent you getting wet and therefore keep you warmer. The waterproofs generally act as wind-proofing as well. Warm up before you start work. This should be done at least 15 minutes before you start work. Check the treads on your boots, have they got any and do your boots support your ankles. If not get a pair that do. Wear warm gloves. Fingerless gloves will still provide your hands with warmth if you need to carry out precision work. Warm drinks - Keep yourself warm from the inside out. 	4	✓				
Travelling in cold weather Driving at Work: Narrow roads, Poor condition roads, Poorly	Death serious injury minor injury	5	4	20	<ul style="list-style-type: none"> Check weather forecasts before travelling and unless really necessary postpone your journey. Allow extra time for your journey. Ensure your vehicle is prepared for your journey. 						



Scan/Report Close Calls



Network Rail Project No:
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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks				
							1	2	3	4	
designed roads, Roadworks, Steep hills, Other road users, Weather, Collisions, Height restrictions, Animals, Fatigue, Distractions, Inexperience, Loads, Reversing, Refuelling, Parking, Speeding, Alcohol/Drugs, Loading/unloading - Fatal injuries, Permanent disability, Physical and psychological impairment, Trauma-brain and tissue, Fractured limbs/bones, Crush injuries, Lacerations/bruising, Asset damage, Property damage, Environmental damage					<ul style="list-style-type: none"> Never exceed SWL –loads to be evenly distributed, secured and not protruding beyond the sides of the vehicle. Remove keys and lock vehicle when idle. Drivers to be respectful & courteous. Drivers to obey speed limits and signpost directions on all routes to and from an AMCO Giffen site and on the construction site. Drivers to follow statutory limits on working hours and must take breaks specified. Drivers not to work under the influence of drugs / alcohol, nor consume them during working hours. Drivers to adopt defensive driving practices, anticipating hazards and testing the braking systems of the vehicle. Drivers not to allow radio/CD systems to distract them from driving duties. Mobile phones prohibited, if phone call is required stop vehicle when safe to do so. Drivers not to park in a manner that causes a hazard or obstruction to other road users. Drivers to note road conditions/hazards and report these to line management. Reverse parking must be followed at every office, site or depot. 	4	✓				
Slips trips while wearing wellington boots	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> Wear correct size of boots. Ensure treads are not worn. Steel toe capped and steel shanked mid-sole. Don't drive with them on. Not perished. 	2	✓				




Scan/Report Close Calls



Network Rail Project No:
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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Stored in the proper manner ie standing up away from oil, grease and fuel. Make sure worn on correct feet. 					
High street environment works	Major or minor injury	5	4	20	<ul style="list-style-type: none"> Access along public footpath with site vehicles travelling at no more than 5mph. Drivers to be made aware to look out for pedestrians and cyclists Set out men at work signs and cones to either side of the worksite/culvert location. Supervisor to check measures are adequate for the works to be carried out safely. Man to be positioned to escort pedestrians passed the works to ensure their safety. Stop works if required. 	4	✓			
Working in/adjacent to or over water Falls of persons into water - Hypothermia, Drowning, Physical effects of swallowing polluted or contaminated water	Reportable or major Injury	5	4	20	<ul style="list-style-type: none"> Marine licence to be in lace before works commence. Awareness of hazardous flora and fauna. Correct PPE. Use of insect repellents. Adherence to Weill's Disease procedures. Secure working platform. Emergency preparedness and fall recovery procedure. Trained first aiders. Permit to work in watercourse. Suitable means of access to the point of work in place access routes alongside water kept free of obstructions and slip hazards – Marwood access stairs. Suitable re-fuelling procedures ensuring that no refuelling or plant maintenance is undertaken within 10 metres of a watercourse (and at least 30m away if possible) and use of bunds/plant nappies. 	4	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Suitable and adequate storage facilities for fuels, chemicals, oils or any substance that has the potential to pollute. All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. Checking that all safety clothing / equipment is in good condition, in particular footwear with non - slip soles, and is being worn. Work area to be kept free of debris underfoot. Exclusion zone to be maintained during works. Suitable lighting provided for the area of works, particularly adjacent to the water. 					
COSHH (HRA – HS39)  Dermatitis: Cement and aggregates, Chemicals, Extreme weather conditions, Not wearing PPE, Improper use of PPE, Poor personal hygiene-Sensitization or burns from contact with cement materials, sealants, chemicals and their constituents	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> COSHH data on site for COSHH items – cement & mortar. Task Specific PPE worn at all times when handling COSHH Items Harmful substances to be used as per Manufacturers recommendations COSHH items stored off site when not in use Operatives to be equipped with task specific PPE at all times whilst using COSHH items Personnel reminded to wash hands before eating, drinking or smoking. Site to be surveyed and chemicals / contaminated areas located, marked and protected. Mandatory minimum PPE to be worn at all times as per HS57 PPE Procedure. Safety glasses / visors to the correct standard to be worn. 	3	✓			



Scan/Report Close Calls



Network Rail Project No:
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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Cut 5 gloves must be worn, grade D to E is considered cut 5.. Dust masks to the correct standard to be worn if required. All operatives trained to use the appropriate PPE. 					
Mobile Scaffold Towers: Falls from height, Falling materials, Collapse of tower, Overturning of tower, Arcing from or contact with overhead power lines -Minor injuries, Significant injuries or fatalities, Significant damage to property, Burns from electric shock.	Reportable or Major Injury	5	4	20	<ul style="list-style-type: none"> Mobile scaffold towers used for light work only and erected on firm, level ground. Inspect the Components Prior to Erection Inspect the Tower Prior to use. All mobile scaffold towers inspected for damage daily before initial use and frequently during use for suitability and condition. Tower Upright and Vertical/Castors / Base Plates Installed, Locked and Legs Adjusted Diagonal Bracing Installed and Stabilisers Fitted as Required Platforms Located, Locked and Level Handrails / Horizontal Bracing Installed Toe Boards Installed and Locked Wind Speed, Ground Condition and Maximum Height Check Loads on towers always distributed evenly. Wheel brakes kept on while platform in use. Height-to-base ratio not to exceed 3.5 times towers minimum base dimension inside a building or 3 times towers minimum base dimension outside a building. Working platforms fully boarded and min 600mm wide. Access points closed while platform in use. 	4	✓			





Scan/Report Close Calls






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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Access to the working platform by a ladder and trap door fixed to inside of the tower on its narrowest side. No persons/materials on tower while moving it. Tower to be moved manually by pushing it at the base, not by machinery. Mobile tower scaffolds not to be used within 3.1m of an overhead line unless the electrical system has been isolated. (in this instance GRP towers to be used) Work area to be kept free of debris underfoot. No loose clothing worn. Exclusion zone to be maintained during works. 					
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 works off the alloy tower. 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. Keep working platform clear of trip hazards. 	5	✓			
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 from the alloy tower. 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
					<ul style="list-style-type: none"> When working off scaffold keep working platform clear of debris and tools 					
Working within Public access 	Reportable or Major Injury/Incident	4	4	16	<ul style="list-style-type: none"> Men at work signs to be established out with work area to notify of works undertaken Pedestrian barriers to be established around work area to segregate works from pedestrian traffic. Where pedestrian access is required works are to cease, site supervisor to confirm safe access is possible and permit pedestrian's access. Site Supervisor to confirm all works are stable, material stored securely, and site tidied at the end of the shift. 	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	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Operating Small Plant and tools Angle grinders (HRA – HS40)   	Reportable or major Injury	4	3	12	<ul style="list-style-type: none"> Operators must be trained and competent. Impact goggles/Face shield to be worn at all times. When using angle grinder Kevlar armllets and mesh protective gloves to be worn. Inspect plant and equipment before use. Report faults to Site supervisor. Take damaged plant out of use. Guards to remain in place where fitted to tools. Use HAVS register to record time on equipment. Wearing of gloves and correct PPE for the task. Maintenance of tools. Rotation of workforce to reduce exposure times. 	4	✓			
Electric Tools: Electric shock, Moving tool bits, Torque/sudden movement of the tool, Flying particles, Flying dust, Vibration, Trailing electrical cables, Noise – Burns, Eye injuries, Injuries from impact or entanglement with moving tool bits, Hand/arm injury, Hand-arm vibration syndrome, Injury following trips and falls, Noise induced	Reportable or major Injury	4	3	12	<ul style="list-style-type: none"> Cable routes planned to minimise tripping hazards – route overhead if practicable. If adjustments or changes need to be made, tools to be disconnected from the mains supply. Only 110-volt tools with power supplied through an isolating centre tapped to earth to be used Work area to be kept free of debris underfoot. Electrical equipment shall be free from obstruction in order to be accessible for maintenance and operation. Gloves to the correct standard to be worn. Safety glasses / goggles / visor to the correct standard to be worn. Respiratory protection to the correct standard to be worn if dust to be created. Hearing protection to correct standard to be worn. Mandatory minimum PPE to be worn at all times. All operatives trained to use the appropriate PPE. 	4	✓			



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



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					disposal of used PPE (see AmcoGiffen TBT 01-20 for guidance on this).					
Exposure to Silica dust from ballast or drilling/cutting operations Aggravation to eyes / lungs due to dust - Injury to or loss of an eye due to contact with dust particles, Breathing problems and respiratory infections	Major or minor injury	4	4	16	<ul style="list-style-type: none"> Exclusion zone around generated dust cloud. Stand up wind from dust cloud. Dampen down worksite/ballast. Wearing of RPE, min protection factor of 20 or FFP3. Ensure close fitting along with being clean shaven. All dust from abrasive wheels controlled by appropriate guards and wetting down. Regular checks of abrasive wheels done to ensure proper guards are fitted. RPE FFP3 face masks All equipment inspected for damage daily before initial use and frequently during use for suitability and condition. Work area to be kept free of debris underfoot. Good housekeeping to be maintained across the site. Exclusion zone to be maintained during works. 	3	✓			
HAVs  Vibration: Whole body vibration, Hand / arm vibration–Back pain, Vibration white finger, Damaged blood	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> HS40 Control of Vibration at Work to be used for guidance. Site Management need to ensure supervisors under their control are actively monitoring vibration exposure levels, so employees / operatives do not to exceed the Exposure Action/Limit Values. Ensuring that all plant, tools and equipment are suitably used and maintained in accordance with 	3	✓			



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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
vessels, Circulatory problems, Pain, Gangrene, Irritation, Fatigue, Loss of concentration.					<p>safe systems of work and any manufacturers' recommendations.</p> <ul style="list-style-type: none"> Selection of other methods of work which reduce exposure to mechanical vibration where possible. Any excessive vibration reported as soon as possible to site supervisors.*When using a tool or piece of plant that produces vibration, break up the job with other work activities or people to reduce the harm.*Nearby persons warned when vibration, dust, noise are likely to be produced.*Exclusion zone maintained during works. Site Supervisor to record Trigger times. Take regular breaks, rotate the task. Inspect plant and equipment before use and take damaged sections out of use and seek replacements. 					
Manual Handling Dropping objects, Touching material with unprotected skin, Over exertion - Minor or serious injuries to the back or other parts of the body	Reportable or minor Injury	4	3	12	<ul style="list-style-type: none"> Check access route before works commence for uneven ground or obstructions. Assess the load before lifting. Seek help for awkward shaped items of for carrying over long distances. See appendix for manual handling control measures Eliminate risk by design where practicable. Use of mechanical aids where possible. Limit the weight of units to be transported. (Bagged materials available in small sizes used in preference to heavier weights) All mechanical aids inspected for damage daily before initial use and frequently during use for suitability and condition. 	4	✓			




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Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
					<ul style="list-style-type: none"> Use of additional personnel. Identification of weights on materials Minimise body movements i.e. reduce need for twisting and repetitive movements Restrict distance carried. Provision of handles or means for lifting or carrying. The provision of suitable footwear and gloves shall be considered. Training in use of kinetic handling. Work area to be kept free of debris underfoot. Storage areas to be set up near to point of use. Clear access/egress to be always maintained, from storage to point of use. Exclusion zone to be maintained during works. 					
Access and egress (HS66)	Reportable or minor Injury	3	3	9	<ul style="list-style-type: none"> Supervisor to assess access along public footpath for suitability. Access to watercourse to be assessed for suitability – Install Marwood access stair to embankment. 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	✓			
Working or accessing worksite on slippy ground	Reportable or minor injury	3	4	12	<ul style="list-style-type: none"> Workforce to be briefed on the presence of trip hazards due to slippy loose rocks. Eliminate condition where possible. (Dry sand, salt, grade out uneven land, drain off standing water.) Extra care particularly on slopes. Adequate Safety Footwear to be worn at all times. Remove trip obstructions. 	3	✓			



Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	Residual risk	Applicable Tasks			
							1	2	3	4
Working or accessing worksite on inclined ground	Reportable or minor injury	3	4	12	<ul style="list-style-type: none"> Identify alternative access. Identify safe working locations. Marwood access stairs to be installed. Secure plant and equipment from slipping. Additional care on grassed areas which can be slippery and loose ground. Adequate Safety Footwear to be worn at all times. 	3	✓			
Leptospirosis	Reportable or Major injury	3	3	9	<ul style="list-style-type: none"> Gloves to be worn at all times. Wash hands before eating, drinking and or smoking. Report to Doctor if flu like symptoms persists. 	3	✓			
Sharps/Hypodermic needles 	Reportable or Major injury	3	2	6	<ul style="list-style-type: none"> Keep clear until such times as area is cleaned of all sharps/needles. Encourage the wound to bleed, prevent further contamination. Report to hospital, taking offending sharp with patient. Contact the Local Authority Environmental Health Department to get them removed. Report to NWR via Route Control – 0141 335 2775. Highlight area with spray paint. 	3	✓			
Hygiene (HS55)	Illness, weils disease	3	2	6	<ul style="list-style-type: none"> Welfare van available for shelter, place to rest and eat during breaks Welfare van to be kept clean and tidy at all times All site personnel to use site facilities and under no circumstances will food or drink be consumed on site. Rubbish disposal points and regular removal from site. 	3	✓			
Injury	Illness, cuts, falls	3	2	6	<ul style="list-style-type: none"> Appointed Person on site (3day First Aid) First aid kit located within welfare van List of First Aiders in Job Pack A&E Hospital route and location map in Job Packs. All details included in site inductions. 	3	✓			



Appendix 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		