



Supervisor to fill out POWRA booklet

Kincardine Sea Wall

6 x midweek dayshifts

Prepared by:

Redacted

Date

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

.....
(Print Name)

.....
(Signature)

.....
(Job Title)

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

.....Date

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

OR

Accepted on behalf of Network Rail / Client:

.....
(Print Name)

.....
(Signature)

.....
(Job Title)

.....Date



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.

Work Package Plan

MSC	0422
ELR	KNE1
Structure	119/Sea wall
Mileage	4.393 to 5.875

Start Date: December

Finish Date:

Perth Minor Works

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VERSION CONTROL

REVISION NUMBER	SUMMARY OF CHANGES
Draft	For approval
01	
02	



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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.

Concrete pump to extend boom only after line block has been granted. Boom must retract into rest position if line block has to be returned.

- COSS to take a line blockage with detonator protection set out by competent persons of the single line to gain access to the sea wall.
- Coss to brief work party on the contents of the SSOWP.
- Staff to access sea wall by culvert 19i timber access bridge.
- Rope with life buoy to be available to aid rescue if required.
- A large spill kit and oil boom shall be brought to the face of the works on every shift. Site supervisors to constantly monitor for signs of pollution. Work to stop immediately should signs of pollution occur.
- The following works will be undertaken during a period while the high tide level is sufficiently low that it will not encroach on the area of works, and the weather forecast is for fair weather.
- Staff to lift out loose stones and put them into the deep areas of the scour in the sea wall. Clear all debris from voids before concrete placement takes place.
- Concrete pump to mobilise/set up on site. Amco supervisor to check certification of plant and competency of operator.
- Competent operatives to carry out de-veg operations at set up locations for concrete pump. Cut vegetation must be deposited at least 10m away from any watercourse.
- Place one man at public road to guide public past the concrete pump and concrete wagon safely as they access the site.
- **Redacted** to unload the 50mm steel plates to grass verge to suit concrete pump stabilisers. It may be required to carry out a light de-veg at the location of the stabilisers See lifting with a HI-AB below.
- Drive concrete pump down farm road and extend boom to reach worksite.
- Banksman to reverse the concrete wagon to the hopper of the concrete pump.
- Place Terram (20m x3m) at bottom of seawall to catch any concrete which may overspill.



- Staff to place 2 staging boards over holes on sea wall to aid access.
- Supervisor to issue a **hot works permit**.
- Cut reinforcement mesh to size of holes to be filled with concrete. Set up an exclusion zone around the hot work operations.
- Staff to tie rope around pump discharge hose to stop it moving when concrete is being placed.
- Concrete pump to place concrete into face of eroded/scoured sea wall locations. Vibrate in place with concrete vibrating poker.
- Staff to level off concrete with shovels, rakes and finish off with timber float.
- Concrete pump and wagon to washout into skip lined with Visqueen to ensure no pollution occurs. Never allow concrete wash out in or near a watercourse; the resulting wash water is highly alkaline and can kill fish and other aquatic animals.
- Remove steel plates from grass verge and load onto back of HI-AB
- Once concrete has hardened in the skip, break up and load into pickup for disposal back at Perth Yard.
- All plant and tools covered in concrete to be washed out in a bucket at least 10m away from the top of the sea wall.
- Post photographs of worksite to be taken before leaving site at the end of each shift.
- On completion of works remove all plant, tools and materials from sea wall.
- Return to van and load all plant, tools and materials to site.
- Plant itinerary check sheet to be cross checked when leaving site to ensure no plant is left behind.
- Banksman to be available to guide concrete pump and concrete wagon out onto main road.
- COSS to remove the line blockage with detonator protection from the single main line.
- Remove traffic cones, men at work signs and one man from the farm road.
- Supervisor to ensure the site is left clear and tidy.

HIAB lifts to only be carried out by personnel who have current training on HIAB lifting

Setting Up

1. Lift plan to be in place before lifting operations commence
2. Assess site hazards, in particular, potential slip hazards, overhead power lines, traffic and uneven ground for taking the weight of the stabilisers.
3. It is the driver's sole responsibility to decide if it is safe to commence loading/unloading or lifting of materials. In the event of any doubt the operation must not be started without contacting the relevant manager.



4. Erect barriers where appropriate to prevent unauthorised access.
5. Cone off areas to prevent traffic movement in and around the lifting area.
6. Visually check all lifting equipment required to be used for lifting operations.
ALL LIFTING EQUIPMENT MUST HAVE CURRENT INSPECTION CERTIFICATES.

Offloading

1. Extend the stabilisers
2. Unfold the crane in preparation for the lift.
3. Remove any constraints securing the load.
4. Attach certified chains/slides to the load then to the crane hook
5. Make test lift to ensure that the load lifts evenly and is stable
6. Lift load from vehicle bed and place in previously agreed position as directed by banksman in accordance with HIAB training.

Loading

1. Extend the stabilisers
2. Unfold the crane in preparation for the lift.
3. Remove any constraints securing the load.
4. Attach certified chains/slides to the load then to the crane hook
5. Make test lift to ensure that the load lifts evenly and is stable
6. Lift load onto vehicle bed bearing in mind axel weight limits
7. Secure the load
8. Once in position remove chains/slides from load and safely stow on vehicle

Lifting various materials and setting aside e.g. Kelly blocks

1. Extend the stabilisers
2. Unfold the crane in preparation for the lift.
3. Remove any constraints securing the load.
4. Attach certified chains/slides to the load then to the crane hook
5. Make test lift to ensure that the load lifts evenly and is stable.
6. Lift load and set aside under instruction of banksman. Ensure load is stable if stacking materials.
7. Once in position remove chains/slides from load and safely stow on vehicle.

Completion

1. Fold crane away into travelling position
2. Retract stabiliser legs and lock into travelling position
3. Remove barriers where applicable
4. Ensure the site is left in a tidy condition

1.1.2 The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
MSC-0422 - TBS001 Redacted	Sea wall repairs	December



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	TBC	
Redacted	Redact	Redacted
Redacted	Redact	Redacted
Redacted	Redacte	Redacted
Redacted	Redacte	Redacted
Redacted	Redacted	Redacted
Redacted	Red	
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	*	Redacted

Network Rail Project Team

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

1.3 Resources

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

The following companies, specialist contractors and/or individuals will be involved during this work package.

Name of company, specialist contractor or individual, etc.	Work activity / Specialism	Point of contact details	
		Name	Mobile
MWH	Concrete pump	-	-
Redacted	Hi-ab	-	-
Cemex	Concrete supplier	-	-



People

Number of People and their competence associated with this WPP	
Competence	No of People
Coss/Supervisor	1
SIT	2
IT	2
Competent persons	2
Project Engineer	1

Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools associated with this WPP	
Plant item	No
Welfare Van	1
Spill kit	1
Plant nappies/drip trays	2
Staging boards	2
Vibrating poker	2
Stihl saw c/w metal cutting blade	1
Men at work signs	2
Traffic cones	8
Skip	1
50mm steel plates for pump stabilisers	4

Materials

Quantity of Materials associated with this WPP	
Material	Quantity
Terram	1 x sheet
C40 concrete	40m3
Oil Boom	2
Reinforcement mesh	6 x sheets

2 Working Together

2.1 At site communication

- Whiteboard Brief.
- The Site Supervisor will brief the contents of the WPP and permits in the Welfare van before works commence.



- The COSS will brief the contents of the SSOW 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 Other parties involved with the package of work (interfaces details)


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

Interfacing Organisation	Interface Point for:	Point of Contact and contact details	Interface arrangements
Marine Scotland	Marine Licence	-	-
Crown Estate	Small Works Licence		






3 Hazard Management

3.1 Work involving particular risks


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

Risk	How will this risk be controlled	When and where will the risk be present?	Permits required
Working on Network Rail managed infrastructure 	Coss to take line block and dets. Works to be carried out Green Zone working only. All personnel shall comply with NR standard of full orange hi viz and other task specific PPE.	At all times	No
Members of the public	One man to be watchman and to direct MOPs safely passed works. Traffic cones and men at work signs to be set out to keep MOPs safe from works. Plan work in sections if required to allow members of the public access past the works.	At all times / allowing public to pass works safely	No




Nipping, trapping and crushing 	<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>	At all times	No
Plant – use of portable tools and equipment	<p>Low voltage equipment (110v). Regular maintenance of tools. Circuit tests and PAT HAVs assessments to be undertaken.</p>	Sea wall repairs	No
Operating small tools	<p>Operatives must be trained and competent. Inspect plant before use and report any faults to site supervisor.</p>	Sea wall repairs	No
Cement based products 	<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>	Sea wall repairs	No
De-veg operations 	<p>Exclusion zone to be in operation around chainsaw works. Trained and competent operatives only to use these items of tools. Chainsaw PPE to be worn. Railspec. Hi-viz over trousers. Chainsaw boots or wellies, gloves and helmet to be worn when cutting above waist height. Exclusion zone to be enforced around working area. Fuelling to be carried out on plant nappy, on level ground. IF IN DOUBT ASK!</p>	De-vegetation works	No
Hot works: Cutting, Burning, Welding 	<p>Hot works permit to be issued. Fire extinguishers to be located at worksite. Emergency procedures to be briefed to all operatives at start of shift. Ensure works are shielded from passer-by. All flammable material to be removed from work location. Ensure that Equipment/Materials/Cables etc. that can't be moved/diverted have been protected by means of securing suitable fire resistant sheets or fire resistant materials to protect from ignition sources.</p>	Cutting mesh to size	Hot works permit
Use of HIAB 	<p>Lifting plan required. ALO plan may be required if close to line. Look out for overhead cables and bridges. Make sure both stabilisers are deployed. Use proper care if work is in a restricted space. Be aware of other persons in the vicinity, they should be told to clear the area. Machines have overturned whilst lifting loads due to incorrect procedures being followed.</p>	Transporting material to and from the worksite	Permit to lift



Planning to work in a marine environment	WPP to have been approved by both R Reda and R Redact Amco Environmental team to have commented on requirements. Sepa approval as required or Marine Scotland if below high water mark. Environmental survey to have been carried out prior to commencing works. Carry out works as per approved WPP.	Sea wall repairs	No
Working next to the sea. 	Do not work alone. Difficult access and egress, possible entrapment, depth and flow will all need to be considered. Fresh concrete and cement are very alkaline and corrosive and can cause serious pollution in watercourses. It is essential to ensure that the use of wet concrete and cement in or close to any watercourse is carefully controlled so as to minimise the risk of any material entering the water. Working in confined / restricted spaces will pose significant risks at incidents involving water so a means of rescue should be considered before works commence.	Sea wall repairs	Permit to enter a watercourse
Works over water	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.	Sea wall repairs	No
Slips, trips and falls	Get the right footwear with good tread and slip resistant soles. Take extra care at night and in poor weather conditions – always use a hat lamp, slow down and look ahead to where you are placing your feet. On track always walk ballast to ballast and avoid walking on troughs and sleepers as these are frequently slippery. Always use hand rails when climbing or descending stairs. Play your part in keeping your work place tidy – clear waste as it is generated, clean up spills and store materials safely. In extreme conditions stop work until actions are taken to make access ways safe. Always fix and report close calls, eg: poor underfoot conditions or access, unsafe stairs or walkways	At all times	No
Manual handling	Correct lifting equipment and techniques. Use mechanical means where possible. Assess the load before lifting. Do not lift more than you are capable. Share the load when practical to do so	At all times	No



Access / egress from site 	Access to worksite via by timber access bridge next to culvert 19i. Use of designated crossing, access points and walking routes where applicable. Walking routes to be suitable and all trip hazards removed.	At start and finish of shift	No
Leptospirosis	Gloves to be worn at all times, hand washing and welfare facilities to be located on site for duration of the works	At all times	No
Noise / Occupational	Hearing protection to be worn when operating grinders, chainsaws, Stihl saws, trimmers, drills etc	When using power tools	No
Excessive hours	No working shift to exceed 14 hours, including travel. Monitor of hours worked in site register.	At finish of shift	No

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	<i>How will the risk be controlled</i>
Working on/near Network Rail managed infrastructure	A safe system of work will be established and maintained by ES/COSS, i.e. worksite within a possession of the railway or blockage of the line with isolation where necessary. All operatives will be PTS minimum certified and wear full orange PPE.
Working in the vicinity of a public highway/public	Observe all highway rules (direction of traffic/bus lanes/etc.). Site vehicles to be parked responsibly without causing disruption to flow of traffic or blockage of accesses. Vehicle conspicuous Colour white/yellow. Beacons visible from 360 degrees. Beacons to be switched on at all times during manoeuvring from site to public roads.
3rd Party Interfaces	Be aware of pedestrians/vehicles that may be using the access point areas and the site. All members of the public are to be treated politely and courteously.
Weil's Disease	Identify locations and eliminate where possible. Carry Information card. Be aware of symptoms. Protect cuts and damaged skin. Wear appropriate PPE. Do not ingest.





	Personal hygiene. Inform GP if reporting 'flu symptoms
Sharps	Identify possible locations. Remove into sharps box using appropriate PPE and equipment. Dispose of sharps box at agreed location. Instruction on procedure in event of cutting / puncture. Encourage the wound to bleed, prevent further contamination. Report to hospital, taking offending sharp with patient. Inform NR Sharps control on 01904 525 894.
Slips, trips or falls on same level	Identification and maintenance of dedicated access routes. Removal of tripping hazards. Safe storage of materials. Cleaning up spills. Removal of rubbish and debris to an approved location. Use of non-slip flooring. Repair worn or damaged walking surfaces.
Lack of site Knowledge	All operatives, NR Staff and visitors will receive a full site induction prior to being permitted on to the works areas. This will identify any hazards/risks associated with the works at site.
Vandalism	All sites are adequately signed and demarcated with suitable and sufficient barriers. Areas to be secured at all times outside normal working hours. Remove all valuables and potential hazards when out of use. No dangerous plant or materials to be left accessible when unattended.

3.3 Lifesaving rules

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

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



	✓		✓
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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"> • Works to be undertaken during low tide. • All tanks shall be banded in accordance with the oil storage regulations. • Storage facilities shall be positioned away from the beach • Drip trays shall be used whilst refuelling. • Containers shall be fit for purpose, labelled and have proper fitting lids. • Containers and tanks shall be made secure against vandalism or theft • Refuelling and concrete washout shall take place in a dedicated area away from the beach • Spill kits shall be kept on site in high risk areas and shall be appropriate to the risk and amount of oils and chemicals present 	Marine Scotland
Dust, Noise, Odour	<ul style="list-style-type: none"> • Plant to be turned off when not required. 	
Works affecting flora or fauna	<ul style="list-style-type: none"> • Minimise de-veg operations • Check vegetation for bird nests before carrying out de-veg. • Ground to be protected during concreting. 	

4.2 Waste management arrangements

4.2.1 All waste arising from worksite to be brought back to depot for appropriate recycling



5 Emergency Arrangements

5.1 Site emergency arrangements

Contact	Name or Location	Tel. Number
Ambulance, Fire	Various	999 (112 from Mobile)
BT Police	Control Centre	0800 405 040
Incident Controller	NWR	0141 335 2020
Gas	Nation Grid	0800 111 999
NR Sharps	NR	01904 525 894
Scottish water	Emergency	0845 600 8855
Nearest A & E Hospital	Forth Valley Royal, Larbert. FK5 4WR	01324 566 000
SEPA	Control Centre	0800 80 70 60 24/7/365
Flood line	National Flooding Helpline	0345 988 1188.
Spill response	Addler & Allan	0800 592 827

5.1.1 First aid arrangements

5.1.1.1 The first aid arrangements for this package of work are

First aiders	Name	Qualifications
	TBA	
Likely injuries associated with this work package	Cuts, abrasions, eye injuries, broken bones, sprains	
First aid equipment provision	Equipment	Location
	First aid kit	Welfare van

A first Aid risk assessment can be found in Appendix 1

5.1.2 Evacuation arrangements

- Return to site vehicles and await further information.

5.1.3 Fire safety arrangements

- Fire extinguishers to be used appropriately.
- Sources of ignition could be from refuelling generators, Stihl saws, chainsaws & hot works operations.

- None required

- Coss/PIC/Supervisor

5.1.6.1 See enclosed SSOW pack for details

See enclosed GSCW pack for details	
	Contact Details
ECO	
Signal box	
Protection Signals Ref	

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

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

5.1.7 Asbestos

5.1.7.1 Not expected to be present.



5.1.8 Utilities

5.1.8.1 Not required.

6 Work Package Arrangements

6.1 Site Location

- A site location plan can be found in Appendix 3.

6.2 Access and Egress

- Access via timber access bridge adjacent to culvert 19i. On site vehicles to be parked in such a way that they do not cause obstruction to other road users or pedestrians. Ensure access to vehicles for plant, tools and materials can be undertaken safely if parked next to a live road.

6.3 Welfare

- Welfare to be provided by on-site AMCO welfare van.

6.4 Rail Traffic Management

- See enclosed SSOW pack for details



Coshh Petrol

Page 1 of 1

safety leads office COSHH Assessment for GENERIC - PETROL

Edmund Nuttall Ltd safety leads office		Sub		75725	
Material/Process: GENERIC - PETROL		Hazard		TOXIC	
Supplier: VARIOUS		HIGH HAZARD		LIQUID	
Address		Exp Limit benzene 1ppm 8hTWA		WEL	
Date: 18/02/2008		Contents		benzene: <5%, Gasoline, natural: >65% Mixed Hydrocarbons (C4 - C10)	
Health Risks HIGHLY FLAMMABLE HARMFUL: DANGER OF SERIOUS DAMAGE TO HEALTH BY PROLONGED EXPOSURE THROUGH INHALATION, IN CONTACT WITH SKIN AND IF SWALLOWED MAY CAUSE CANCER MAY CAUSE HERITABLE GENETIC DAMAGE HARMFUL: MAY CAUSE LUNG DAMAGE IF SWALLOWED MAY CAUSE EYE IRRITATION Do not breathe in vapour When using do not eat, drink or smoke Avoid contact with skin and eyes		Risk Assessment Method: Filling Area: Outside Exposure Time: Up to 12 hour daily		Activity Comments Use RPE as an interim pending monitoring, or for one-off tasks. If LEV used, monitor to verify controls below WEL.	
Spillage VENTILATE AREA AND EXCLUDE ALL SOURCES OF IGNITION MARK THE AREA AND WARN ALL PERSONNEL DO NOT ALLOW TO ENTER MAINS DRAINAGE/WATER COURSES WEAR NITRILE GLOVES WEAR EYE PROTECTION (GRADE 3) WEAR RPE WITH ORGANIC FILTER (A) WEAR PROTECTIVE OVERALLS & CHEMICAL SAFETY FOOTWEAR ABSORB IN SAND OR INERT ABSORBENT MATERIAL COLLECT INTO A CONTAINER, CLOSE LID DISPOSE OF USING SUITABLE PROCEDURE OR SEEK L.A. GUIDANCE		Control Measures COVER SKIN KEEP SKIN COVERED PROTECT HANDS NITRILE EYE PROTECTION BS EN188 GRADE 3 NATURAL VENTILATION AND PORTABLE OR DISPOSABLE EN405 FFA2 HIGHLY FLAMMABLE GROSS DISPOSAL		First Aid INHALATION - REMOVE TO FRESH AIR AND REST AFTER A SIGNIFICANT EXPOSURE CALL FOR MEDICAL ASSISTANCE IMMEDIATELY INGESTION - DO NOT INDUCE VOMITING INGESTION - GIVE PLENTY OF WATER IN SIPS EYE - BRIGATE WITH WATER FOR AT LEAST 15 MINUTES SKIN - REMOVE CLOTHING & WASH CONTAMINATED AREA WITH WATER GET PROMPT MEDICAL ATTENTION	
Fire ISOLATED SMALL SCALE FIRE POWDER - FOAM - CARBON DIOXIDE (CO2) DO NOT USE WATER JET LARGE FIRE EVACUATE AREA, CALL FIRE BRIGADE OR FOLLOW SITE PROCEDURE WEAR SELF-CONTAINED BREATHING APPARATUS AND PROTECTIVE CLOTHING TOXIC FUMES ARE PRODUCED WHEN SUBSTANCE IS INVOLVED IN A FIRE KEEP CONTAINERS COOL WITH WATER SPRAY		Considerations MAINTENANCE MONITOR EXPOSURE LEVEL URINE TEST Details If using engineering controls/non disposable RPE ensure maintenance (reg 9) Consider monitoring (COSHH reg 10) Consider urine checks (reg 11)		Safety Data Sheet Reference This assessment was compiled by Sygol Limited from supplier's safety data sheets. Safety in the use of assessments is the responsibility of the subscriber.	



Coshh Diesel

<p>Material/Process GENERIC - DIESEL Supplier VARIOUS Address</p>	<p>Keyword Fuel (Diesel) Date 22/01/2008 Contents Hazardous components as follows Hydrocarbon mixture* (C10 - C20 range), Additives.</p>	<p>Hazards</p> <p>Exp Limit</p>	<p>Risk Assessment Method: Filing Area: Outside Exposure Time: Up to 1/2 hour daily</p>	<p>Activity Comments</p>	<p>Control Measures</p> <div> COVER SKIN KEEP SKIN COVERED </div> <div> PROTECT HANDS NITRILE </div> <div> EYE PROTECTION IF SPLASH LIKELY </div> <div> NATURAL VENTILATION </div> <div> NO SMOKING EATING OR DRINKING </div> <div> WASH FACE WASH AT CONTAINER </div>
<p>Health Risks LIMITED EVIDENCE OF A CARCINOGENIC EFFECT HARMFUL MAY CAUSE LUNG DAMAGE IF SWALLOWED MAY CAUSE HEADACHES AND DIZZINESS AT HIGH CONCENTRATIONS MAY CAUSE EYE IRRITATION SKIN - IRRITATION AND DERMATITIS MAY RESULT FROM PROLONGED CONTACT Do not breathe in vapour When using do not eat, drink or smoke Avoid contact with skin and eyes</p>		<p>Spillage VENTILATE AREA AND EXCLUDE ALL SOURCES OF IGNITION DO NOT ALLOW TO ENTER MAINS DRAIN/SEWERS/WATER COURSES WEAR NITRILE GLOVES WEAR EYE PROTECTION (GRADE 3) IF SPLASH LIKELY WEAR RPE WITH ORGANIC FILTER (A) WEAR PROTECTIVE OVERALLS & CHEMICAL SAFETY FOOTWEAR ABSORB IN SAND OR INERT ABSORBENT MATERIAL COLLECT INTO A CONTAINER, CLOSE LID DISPOSE OF USING SUITABLE PROCEDURE OR SEEK L.A. GUIDANCE</p>			
<p>First Aid INHALATION - REMOVE TO FRESH AIR AND REST AFTER A SIGNIFICANT EXPOSURE CALL FOR MEDICAL ASSISTANCE IMMEDIATELY INGESTION - DO NOT INDUCE VOMITING INGESTION - GIVE PLenty OF WATER IN SIPS INGESTION - GET IMMEDIATE MEDICAL ATTENTION EYE - IRRIGATE WITH WATER FOR AT LEAST 15 MINUTES SKIN - WASH WITH SOAP/CLANSER AND RINSE WITH WATER IF IRRITATION PERSISTS THEN CONSULT A DOCTOR</p>		<p>Considerations</p> <div> MONITOR EXPOSURE LEVEL </div> <div> MAINTENANCE </div> <p>Safety Data Sheet Reference ASL 8th Edition</p> <p>Details If using engineering controls ensure maintenance (Reg 8). Material has - R40 - limited evidence of carcinogenic effect assigned substance, continuous monitoring (Reg 10)</p>			
<p>Fire ISOLATED SMALL SCALE FIRE: POWDER - FOAM - CARBON DIOXIDE (CO2) DO NOT USE WATER, JET LARGE FIRE: EVACUATE AREA, CALL FIRE BRIGADE OR FOLLOW SITE PROCEDURE WEAR SELF-CONTAINED BREATHING APPARATUS AND PROTECTIVE CLOTHING TOXIC FUMES ARE PRODUCED WHEN SUBSTANCE IS INVOLVED IN A FIRE KEEP CONTAINERS COOL WITH WATER SPRAY AVOID CONTAMINATION OF WATERCOURSES BY FIREFIGHTING RUN-OFF CONTACT WATER SERVICES CO. AND EA IF WATERCOURSES ARE CONTAMINATED</p>		<p>Printed 18/03/2008</p>			

<http://www.sypolcms.com/scripts/cms6.dll/reports?contcode=K&field=matcode&search=&order=schedule.matcode&desc=&arecno=2&select...> 18/03/2008



Manual Handling Assessment Form

Contract	MSC-0422	Assessment No.	001
Location	Kincardine Sea Wall	Date:	08/08/18

Site supervisor to add unforeseen operations to assessment as required.

Operations covered by this assessment

Carrying small plant, tools and materials to worksite

Section A - Preliminary assessment

Q1. Do the operations involve a significant risk of injury?

a.1 NO

If **Yes** or unsure go to question 2

If **No** go straight to section C

Q2. Can the operation reasonably be avoided or mechanised?

a.2 NO

If **No** Complete section B (detailed assessment) and check result is satisfactory

If **Yes** go straight to section C

Section C - Overall assessment

What is the overall assessment of risk of injury

Low

If **Not Insignificant** go to section D, If **Insignificant** no further action required.

Section D - Remedial action required

Ensure access and worksite has all trip hazards remove before manual handling operations begin

Level off all lumps and bumps or find another route which bypasses especially rough ground

Do not try to carry too many items at once. If load especially heavy break down into smaller individual loads

Bend knees/straight back when lowering load to ground

SECTION B - Detailed assessment

Points to consider	Level of Risk			Possible remedial action
	Lo w	Me d	Hig h	



The Tasks - do they involve:					
• Holding loads away from trunk?	no	x			Use wheelbarrow or other lifting/carrying aids
• Twisting?	no	x			
• Stooping?	no	x			Bend knees when placing load
• Reaching upwards?	no	x			Share load
• Large vertical movement?	no	x			Share load
• Strenuous pushing or pulling?	no	x			Share load
• Unpredictable movement or loads?	no	x			Ensure load is stable before lifting
• Repetitive handling?	no	x			Share the work
• Insufficient rest or recovery?	no	x			Rest breaks
• An imposed work rate?	no	x			Work to individuals strengths
The Loads - are they:					
• Heavy?	no		x		Share or use mechanical aids
• Bulky/unwieldy?	no		x		Can load be broken down
• Difficult to grasp?	no		x		Share or use wheelbarrow
• Unstable/unpredictable?	no	x			Can load be broken down into smaller parts
• Intrinsically harmful (e.g. sharp/hot)?	no	x			Correct PPE eg appropriate gloves. Do not carry hot loads
The Working environment - are there:					
• Constraints on posture?	no	x			Share load
• Constraints on movement?	no	x			Share load use wheelbarrow
• Poor floors?	yes		x		Ensure any trip hazards are evened out/removed from route
• Variations in levels?	yes			x	Personal awareness of surroundings. Even out lumps and bumps
• Hot/cold/humid conditions?	no			x	Operatives to be dressed appropriately for the weather conditions
• Strong air movements?	no		x		Do not carry large sheet items if windy
• Poor lighting conditions?	no				Appropriate task lighting and well lit routes to site



Individual capability - does the job:					
• Require unusual capability?	no	x			Re assess whether load can be split
• Hazard those with a health problem?	yes	x			Ensure any illnesses are identified at start of shift
• Call for special information/training?	no	x			Identify risks involved, can task be done a different way. If not what info/training is required
Other factors					
• Is movement or posture hindered by clothing or PPE?	yes	x			Ensure loose/bulky items of clothing are removed/tucked in.

Assessment carried out by: **Redacted**

Signed: **Redacted**

Correct Lifting Techniques

Plan lift

- Ensure that you are wearing suitable footwear and appropriate clothing for lifting.
- Consider the destination.
- Examine Load - Is help required with the load?
- 4. Can it be reduced in size?
- 5. Make sure area is free from clutter.

Place the Feet

- Approximately shoulder width apart.
- Face the direction intended.
- Leading leg forward.
- Heaviest part of load towards you.

Adopt good posture

- Slight bending of the back, hips and knees.

Move the Load

- Lift load to waist height.
- Move slowly to avoid jerky movements.
- Keep close to load.
- Maintain your vision.
- Note: Always test the load before attempting to lift whilst keeping the body in its natural position'— if in doubt seek assistance.



Lifesaving rules

NetworkRail

Our Lifesaving Rules

Safe behaviour is a requirement of working for Network Rail. These Rules are in place to keep us safe and must never be broken. We will all personally intervene if we feel a situation or behaviour might be unsafe.

Working responsibly

- Always be sure the required plans and permits are in place, before you start a job or go on or near the line.
- Always use equipment that is fit for its intended purpose.
- Never undertake any job unless you have been trained and assessed as competent.
- Never work or drive while under the influence of drugs or alcohol.

Driving

- Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.
- Always obey the speed limit and wear a seat belt.

Working at height

- Always use a safety harness when working at height, unless other protection is in place.

Working with electricity

- Always test before applying earths or straps.
- Never assume equipment is isolated – always test before touch.

Working with moving equipment

- Never enter the agreed exclusion zone, unless directed to by the person in charge.

We will always comply with our Lifesaving Rules

For more information about our Lifesaving Rules go to safety.networkrail.co.uk/LSR

everyone home safe every day



NWR Project No: SCOAM18
 AMCO Contract No: MSC0422
 WPP Revision: 0
 Revision Date: 08/08/18

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:	DATE PREPARED:	08/08/18	OVERALL RISK
SEVERITY	PROBABILITY		RISK
LOW	1	1 NOT LIKELY	LOW 1 TO 6
SLIGHT - FIRST AID TREATMENT	2	2 POSSIBLE - OTHER FACTORS NEEDED BUT NOT LIKELY	MEDIUM 7 TO 15
MODERATE - OVER 3 DAYS INJURY	3	3 QUITE POSSIBLE - OTHER FACTORS NEEDED - LIKELY	HIGH 16 TO 25
HIGH - MAJOR INJURY / DEATH	4	4 LIKELY - OTHER FACTORS THEN WILL HAPPEN	
VERY HIGH - MULTIPLE DEATH	5	5 VERY LIKELY - WAITING TO HAPPEN	

Applicable Tasks
1. Sea wall repairs
2.
3.
4.

Hazard	Hazard outcome	S	P	Initial risk	Risk control measures	AMCO Ref	Residual risk	Applicable Tasks			
Working in a Railway Environment	Fatal or Major Injury	5	4	20	<ul style="list-style-type: none"> Green Zone working. Wearing of correct PPE. COSHH Briefings. Use of competent staff and adequate supervision. 		5	1	2	3	4
								✓			

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Use of tools for de-vegetation work	Reportable or minor Injury	3	4	12		essential and should be done at least every time the blades are changed.		3	✓	
De-veg at concrete pump set up locations						<ul style="list-style-type: none"> • Creation of exclusion zones. • Protection of public. • Use of PPE and long sleeved clothing. • Use of insect repellent. • Use of approved tools. • Inspection of tools pre and post use. • Trained personnel. 				
Manual handling (pushing, pulling, lifting or carrying) Carrying small plant, tools and materials to worksite	Reportable or minor Injury	3	4	12		<ul style="list-style-type: none"> • Manual handling assessment required • Ensure that the object is light enough to lift, is stable and unlikely to shift or move • Heavy or awkward loads should be moved using a handling aid if one is available • Make sure you are standing directly in front of the item you wish to lift • Check if the item has handles which you could use • Know where you are taking the object before you begin and make sure there is somewhere to put the load down wherever it is to be moved to • Make sure the <u>route</u> is clear of obstructions • Stand as close to the load as possible, and spread your feet evenly apart to shoulder width. Your leading leg should be as far forward as is comfortable and, if possible, pointing in the direction you intend to go • Bend your knees and try and keep the back's natural, upright posture. Keep your 		3	✓	



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Working on near water Marine environment	Fatal or Major Injury	4	3	12	<ul style="list-style-type: none"> Secure working platform. Trained first aiders. Marine Scotland licence to be in place Permit to work in watercourse. Awareness of hazardous flora and fauna. Correct PPE. Use of insect repellents. Adherence to Weill's Disease procedures. Prevent access/ contact with water. 	4	✓		
Slips trips while wearing wellington boots	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> Wear correct size of boots. Ensure treads are not worn. Steel toe capped and steel shanked mid-sole. Don't drive with them on. Not perished. Stored in the proper manner ie standing up away from oil, grease and fuel. Make sure worn on correct feet. 	2	✓		
Working with hand tools (vibration)	Reportable or minor Injury	3	4	12	<ul style="list-style-type: none"> Identification and use of tools lowest HAV characteristics. 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. Maintenance of exposure records. Health surveillance for personnel at risk. 	3	✓		
Working with hand tools (noise)	Noise induced deafness	3	4	12	<ul style="list-style-type: none"> Identification and use of noise reduced power tools. Regular maintenance. Sharp cutting edges on attachments. 	3	✓		



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Scan/Report Close Call

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<p>Noise Communication difficulty leading to accidents. Progressive noise induced hearing loss. Tinnitus</p>	<p>Major or Reportable Injury</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> WPP shall include information on noise induced hearing loss and prevention. Appropriate maintenance program for work equipment. Risk assessments to be carried out detailing the appropriate P.P.E to be worn for the task in hand taking account of the individual user. Hearing protection shall be worn where identified as a precaution / control measure in the risk assessment or noise assessment. All workers to wear appropriate personal protective equipment [PPE] 	<p>4</p>	<p>✓</p>		
<p>Operatives exposed to contact burns, eye injuries, dermatitis</p>	<p>Major or Reportable Injury</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> COSH assessment to be recorded and briefed to operatives prior to work commencing. PPE suitable to task to be worn Any contact splashes to be washed of immediately. Signs of burning seek medical attention. Eye contact rinse out thoroughly, seek medical attention. Signs of dermatitis should be communicated to management so arrangements can be made for alternative duties for affected operative. Continued exposure may lead to a more serious form of dermatitis Good hygiene practises. Washing hands etc. before eating. 	<p>3</p>	<p>✓</p>		



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Bursting of disc / wheel Eye injury Damage to respiratory system.	Major or Reportable Injury	2	4	8	<ul style="list-style-type: none"> Ensure concrete wash out area is in place and in use. Only trained and certified workers to operate the abrasive wheel. The right cutting disk for cutting the selected material must be chosen. A pre use safety inspection on the abrasive wheel equipment and disks is to be performed at the start of every use. Work area must be cleared of all workers and public who may be affected by the abrasive wheel cutting process. Work area to be inspected before use, identifying and removing any potential and trip hazards. At all times the operator must sustain total control of the abrasive wheel, if this cannot be sustained for any reason other means of cutting should be sought. If cutting concrete a dust suppression unit should be used at all times to minimise the dust created. If cutting steel a hot works permit is required and the correct fire appliance should be readily available. If the cutting process is going to take a while, a second worker is required to job rotate with. PPE & RPE is required at all times when using the abrasive wheel. (Gloves, Full eye 	4	✓			



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Vibration White Finger Hearing Damage	Noise induced deafness	2	2	4	<ul style="list-style-type: none"> protection, hard hat, High Vis & Ear defenders.) No lose clothing is to worn when operating the abrasive wheel. Abrasive wheels must never be used while standing on a ladder. The abrasive wheel should be filled with petrol in a controlled area, which has the required spill kits and fire appliances. The operator of the tool is required to be familiar and comment in the use of the said tool. Tools frequency rating to be established. Operatives to be issued with information on time tool can be used in 8 hour shift. Establish work rotations if required. Time spent to be recorded on site in the HAVS register. Weather conditions need to be considered when assessing the time a person will use the tool for. Ways of communication need to be assessed in case of emergency. A pre use safety inspection is to be performed before use. All defected tools are to be taken out of service and returned to the Site Manager. All work areas to be inspected before use for any potential trip hazards. All work zones to be fenced off to control any unwanted entry. 	1	✓				



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Environmental Use of hazardous substances	4	4	16	<ul style="list-style-type: none"> Very little hazardous material to be used on this site. All hazardous substances to be stored in a ventilated, locked, secure storage area. No hazardous substances to be used without a full COSHH Assessment (see site COSHH Assessment) and WPP/TB being prepared, with control measures identified and protection equipment provided. Ensure security of storage, clean up any spillage. Those using the substances to be briefed using the Syopol assessment. 	4	✓		

Site Security Risk Assessment

Small tools, plant and equipment	3	4	12	All small tools, plant and equipment are to be removed from site at end of each shift and stored in Perth Depot. If works are programmed to take place over more than 1 shift then small tools, plant and equipment may be stored in vehicles out of sight of passers-by.	3	✓
Plant i.e. Excavators, Telehandler	3	4	12	Plant to be parked within a secure area away from blind spots, fences etc. Vandal guards to be put on cabs at the end of each shift. Ignition key and immobiliser key to be removed and secured operators or supervisors possession. All doors including engine cover etc. are to be locked at the end of each shift.	3	✓
COSHH and Fuel Storage	4	4	16	All COSHH and Fuel storages to be secured and locked in vehicles after use. COSHH and Fuel storages to be checked at the end of each shift to check that these have been secured and locked. Keys to be held by Site Supervisor. Further control measures to be identified.	4	✓



Scan/Report Close Call

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CONTRACT NAME:	Kincardine Sea Wall			CONTRACT NO:	MSC-0422		
WORK ACTIVITY:	First Aid						
HAZARD	HAZARD OUTCOME	SEVERITY	PROBABILITY	INITIAL RISK	RISK CONTROL AND MINIMISATION MEASURES	PROCEDURES	RESIDUAL RISK
First Aider not available on site	No First Aid administered to injured party may affect the outcome for the injured person and recovery time. Liable to prosecution.	3	2	6	It is envisaged that there will be no more than 10 employees on site at any one time, therefore, 1 first aider and 1 first aid kit will be sufficient. However, if site conditions change it may be necessary to increase the amount of first aiders and first aid boxes. Examples of this below: - hazardous activities on site such as COSHH, confined spaces, working at height - Cover for First Aider absence sickness / holidays - Cover for weekend shifts.	HS69 – First Aid	2



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First Aider not within the vicinity of injured person or contactable.	4	2	8	No lone working and worksite is small, therefore, 1 first aider and 1 first aid box will be sufficient.	2
First Aider not having relevant skills for the injury	4	2	8	No specialist knowledge is required for first aider. Procedure for contacting emergency services for serious injuries to be in place.	2
First Aid boxes not in correct location or stocked adequately	4	2	8	Ensure that First Aid Kits are checked by a nominated person on a weekly basis. Ensure suitable protection available for First Aider – Gloves and mouth guards Ensure first aid kit is relevant to the tasks carried out in the location and numbers of personnel.	2
Slips, trips and falls	3	3	9	1 x first aider + 1 x first aid kit per 25 persons	3
Cuts and abrasions	4	4	16	1 x first aider + 1 x first aid kit per 25 persons	3



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Eye injuries	Major or minor injury	4	4	4	16	1 x first aider + 1 x first aid kit per 25 persons		3
Broken bones	Major or minor injury	4	4	4	16	1 x first aider + 1 x first aid kit per 25 persons		3
Crush injuries	Major or minor injury	4	4	4	16	1 x first aider + 1 x first aid kit per 25 persons		3

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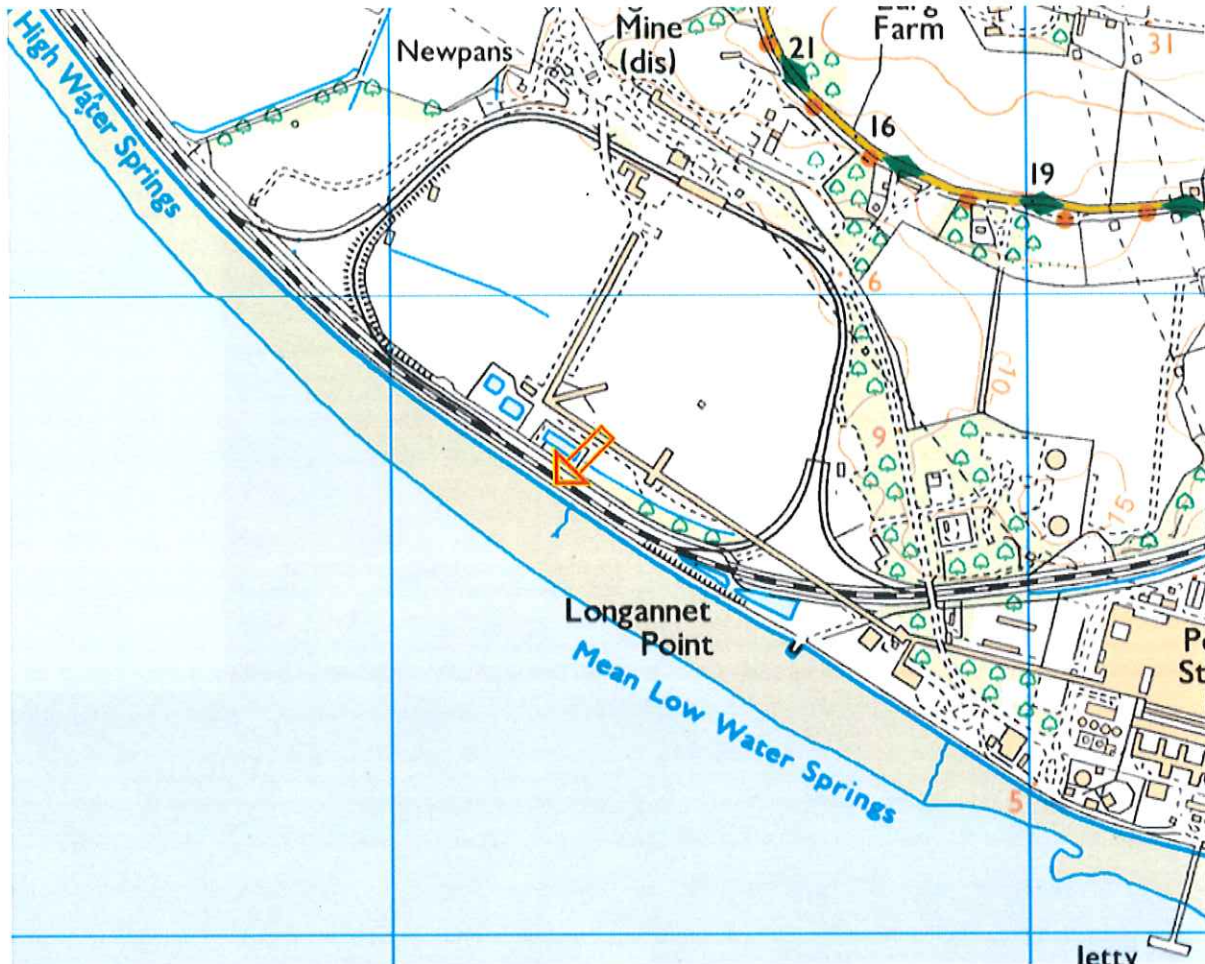
Changes to Work Package Plan / Task Brief – Revised Risk Assessment

Task Title and Reference				
Date:				
Person undertaking the review (Below)				
Section No. & heading	Changes made & reason(s) why change is required	What further action is required? e.g change to order of works, additional PPE, new method of working	Who needs to undertake these actions	Tick when complete

Remember to re-brief the above to the relevant persons within your work group / site / possession



Appendix 3 – Site Location Plan





Appendix 4 – Site Photographs





