



METHOD STATEMENT (SAFE SYSTEM OF WORK)

Contractor: **Cleshar Contract Services Ltd**

Method Statement Ref. No: **MST/901/VEG/01**

Contract Name: **Lot 1 Track Vegetation Management Services**

Contract Ref. No: **901**

Work Location: **Various TfL Stations and infrastructure**

Work Scope Task/s: **Vegetation Management**

Prepared by Name: [Redacted]

Signature:

Date: 19/12/2019

The responsibility for the Health, Safety & Environmental aspects of the contract works rests fully and unreservedly with the contractor. Acceptance of this Method Statement by responsible manager and where appropriate HSQE Safety Adviser does not in any way absolve the contractor from his legal and moral obligations to ensure a Safe System of Work. Acceptance of this Method Statement and Attached Risk and/or COSHH Assessments is not confirmation that the contractor has fully met their statutory requirements. All personnel involved with the scope of work must be fully briefed on the Method Statement and associated Risk and COSHH Assessments and all work must be carried out strictly in accordance with the procedures in this Method Statement.

REVIEW

Compliance to Health & Safety Legislation and Safe System of Work reviewed by Contractor's Health & Safety Advisor

Name: [Redacted]

Signature:

Date: 19/12/2019

APPROVAL

I confirm that this Method Statement has been developed in accordance with the requirements of Procedure, of London Underground Contract QUENSH conditions Revision A18.

Contractor's Responsible Manager

Name: [Redacted]

Signature:

Date: 19/12/2019

For TfL Use Only

**Reviewed and Accepted by:
Representative**

Name:

Signature:

Date:

Is approval of HSQE Safety Advisor required?

Yes / No

**HSQE Safety Advisor for:
Relevant Method Statements**



WORK REQUIREMENTS CHECK LIST (tick box as appropriate)

Contractor: Cleshar Contract Services Ltd

Method Statement Ref: MST/901/VEG/001

1	Will work be carried out during Engineering Hours? And/or Traffic Hours? Or Depot work?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2	Is Track Work included? Is the relevant protection in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3	Have Risks, Manual Handling and PPE Assessments been carried out for all tasks?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4	Have COSHH Assessments been carried out for all Biological Hazards, Chemicals and Materials?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5	Are there any process that may cause the release of asbestos fibres e.g. structural or insulation disturbance?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6	Are there a requirement for Live Electrical Work? If yes, has justification been given in Risk Assessment and Method Statement?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Will the work affect any other systems or activities, particularly Fire Systems, or fire compartmentation, or is a waiver/exemption required for these activities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8	Are Licences and/or Permits to Work required? If yes give details in method statement:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
9	Are Sub-Station Access required? If yes give details and confirm Method Statement review by Seeboard Powerlink:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
10	Are Confined Space Entry required? If yes are specific Safe System of Work and Risk Assessment attached?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Are Crane or Lifting Operations required? If yes is has a separate Lifting Operations Plan with Sketches and Risk Assessment been attached?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Are Emergency, contingency and rescue plans in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
13	Is 3 rd Party or Landlord's approval required for this Method Statement?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

METHOD STATEMENT (SAFE SYSTEM OF WORK)



CONTRACTORS DOCUMENT REVIEW RECORD (History)

DATE	BY	Approval	Description of Modification
05/12/2019	[REDACTED]	[REDACTED]	First issue for Vegetation Management Services contract.



Index detailing contents of Specific Method Statement

Section	QUENSH Model Method Headings	Required in Mst - Yes/No
1.0	Purpose	YES
2.0	Application	YES
3.0	Introduction	YES
4.0	Responsibilities	YES
5.0	Procedure	YES
5.1	General	NO
5.2	Scope of Work and Methods of Operation	YES
5.3	Labour Force	YES
5.4	Training	YES
5.5	Lifting equipment	NO
5.6	Portable tools	YES
5.7	Mechanical plant	YES
5.8	Track mounted vehicles and plant	YES
5.9	Protection of Assets	YES
5.10	Materials	YES
5.11	Storage and handling of substances and materials	YES
5.12	Temporary Structures/falsework	NO
5.13	Working at heights	YES
5.14	Working permits and licences	YES
5.15	Temporary lighting and power	YES
5.16	Control of works with hazardous substances and processes	YES
5.17	First Aid	YES
5.18	Fire Prevention	YES
5.19	Excavation	NO
5.20	Personal Protective Equipment (PPE)	YES
5.21	Accidents, Incidents & Dangerous Occurrences (RIDDOR) 2013	YES
5.22	Housekeeping	YES
5.23	Access and Egress to authorised personnel	YES
5.24	Emergency Procedures	YES
5.25	Transportation	YES
5.26	Signs and notices	YES
5.27	System/Codes of practices	YES
5.28	Statutory records	YES
5.29	Noise and vibration	YES
5.30	Air quality and dust	YES
5.31	Waste management	YES
5.32	Protection of water quality	YES
5.33	Archaeology	YES
5.34	Nature protection	YES
5.35	Management of pests and weeds	YES
5.36	Traffic Management	YES
5.37	Contaminated Land	YES
5.38	Inspection and environmental auditing	YES
5.39	Records and documentation	YES
5.40	Live Working	YES
5.41	Manual handling	YES
5.42	Welfare Arrangements	YES
6.0	Appendices	
	A. Risk Assessment Task Sheet	YES
	B. COSHH Assessments	YES
	C. Tool Box Talk Form (Blank)	YES
	D. Risk Assessment Work Instruction RAWI	YES
	E. Project Activity Checklist	YES

1.0 Purpose

The purpose of this document is to detail the proposed methods of delivering vegetation works for the Lot 1 Track Vegetation Management Services contract. The proposed work method is to meet the TfL standard criteria for both safety and quality.

It will identify the following:

- Potential hazards and risks
- Difficulties that may be encountered
- Special plant or procedures
- How work is to be carried out to remove or minimise hazards, risks and difficulties
- Liaising with other external bodies
- Necessary permits/licences
- How the site supervision will ensure works are carried out as intended

The purpose of the Specific Method Statement is to assist in the Management of a Safe System of Work for the scope of works to be undertaken as specified in the contract.

2.0 Application

Personnel intending to carry out the tasks detailed in this Specific Method Statement should read the document carefully and make sure they are fully conversant with the procedures that are to be adopted. If they have any queries they should liaise with their SPC/PWT before commencing any of the works. A record of Method Statement briefings will be kept in the site safety file (Method Statement briefing record).

This Specific Method Statement includes the delivery and movement of equipment to allocated Controlling of Vegetation and Maintenance as instructed by the client (TfL).

This may be from Operations or Projects for

1. London Underground TfL.

3.0 Introduction

This Specific Method Statement is a comprehensive step-by-step account of how Cleshar Contract Services, and our subcontractors intend to execute the specific items of work.

This Method Statement is to be read in conjunction with the project documents raised for Civils and Trackside Services works, which will be included in the site file.

TfL Quality Plan CCS/QP/901
TfL Emergency Plan CCS/EP/901
TfL Environmental Plan CCS/EP/901

4.0 Responsibilities

The responsibility for implementing this Specific Method Statement lies with, site management, employees, subcontractors (when applicable) and consultants. All must ensure that their own work, so far as reasonably practicable, is carried out without risk to themselves, or others.

As the Principal Contractor Cleshar Contract Services shall co-ordinate and manage all health, safety, environmental and waste issues during implementation, develop the health, safety, and environmental plan before work starts on site and review and keep it up to date throughout.

Position	Responsible Person	Company	Contact no.
Client	[REDACTED]	TfL	[REDACTED]
Client Safety Representative	[REDACTED]	TfL	[REDACTED]
Zone Manager	[REDACTED]	TfL	[REDACTED]
Zone Manager	[REDACTED]	TfL	[REDACTED]
Zone Manager	[REDACTED]	TfL	[REDACTED]
Head of Operations	[REDACTED]	Cleshar	[REDACTED]
Contracts Manager	[REDACTED]	Cleshar	[REDACTED]
Vegetation Manager	[REDACTED]	Cleshar	[REDACTED]
Vegetation Manager	[REDACTED]	Cleshar	[REDACTED]
Vegetation Manager	[REDACTED]	Cleshar	[REDACTED]
Health & Safety Advisor	[REDACTED]	Cleshar	[REDACTED]
Site Person In Charge	Various	Cleshar	---

5.0 Procedure

5.1.1 General

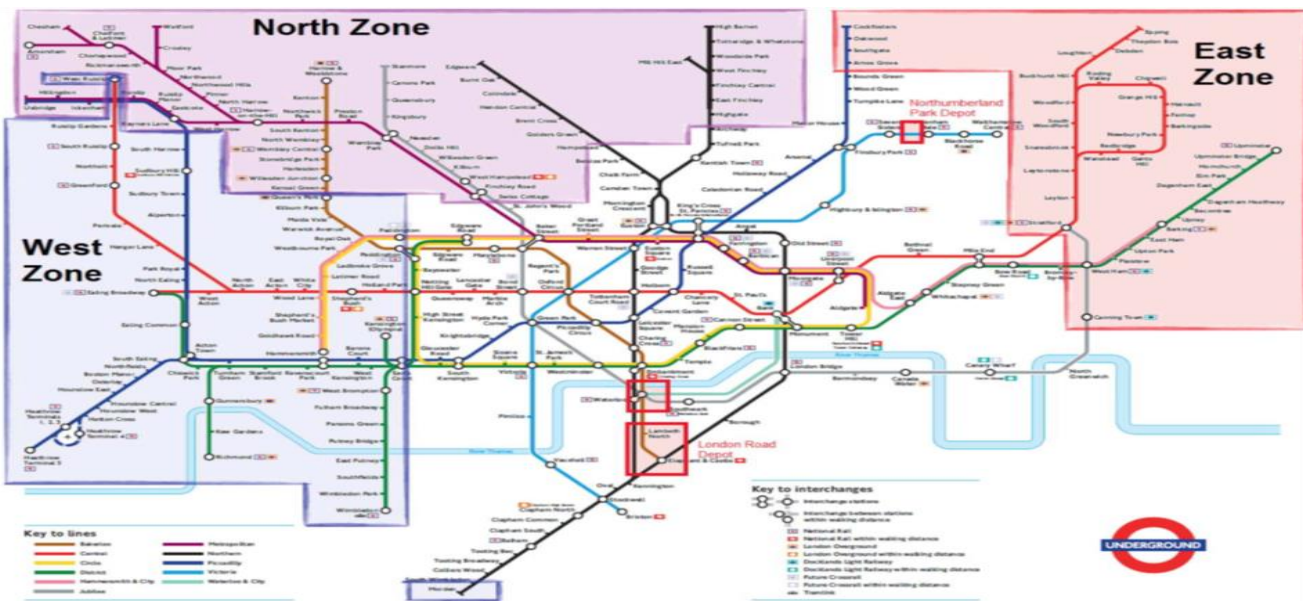
This Specific Method Statement has been produced to detail the extent and methods of construction to be adopted for this scope of work. This Specific Method Statement has been produced in accordance with the following documents and shall be forwarded to TfL for their approval.

- Construction (Design and Management) Regulations 2015
- Construction Health and Safety Plan
- Project Quality Plan
- Policy for Health and Safety
- LU Rule Books
- LU QUENSH Conditions version A18
- Emergency Preparedness Plan
- Environmental Plan
- Site Waste Management Plan (where applicable)

All personnel will be briefed on this Specific Method Statement contents and signed to state that they have understood prior to commencing works

5.2.1 Scope of the works.

The scope of works shall consist of the management of vegetation across the three zones on TfL.



The works comprise of controlling vegetation in the following areas:

- Boundary Fences
- Cable runs & Cess areas
- Vegetation Envelope
- Drainage Vegetation
- Structural Vegetation
- Signals Vegetation
- End Buffers
- Ivy and other climbing plants in all areas of Trackside land that present a hazard
- Litter picking from Boundary Fence to Track Cess
- Inspection, emergency repair and maintenance of Fence Lines
- Depot & Siding Track Area Vegetation Control
- Viaduct, Sub-surface Culvert & Open Station Ground Track Areas Vegetation Control
- Inspection and removal of Oak Processionary Moth
- Staged identification, control and eradication of identified invasive species
- Treatment and removal of Giant Hogweed

5.2.2 Access to site

Access to site will be via a station or access gate. S1 keys shall be used to access through the access gates.

When an activity compromises safe access and/or egress to site, an On-Site Risk Assessment will be produced to safely assess how all operatives, plant and machinery can safely access the worksite. No work will commence until the alternative safe access has been established.

If necessary, works will be postponed to ensure that access /egress conditions are such that they do not pose a risk to safety of those accessing the worksite.

All operatives will receive a briefing on the On-Site Risk Assessment, regarding safe access/egress.

The SPC/PWT will contact their Line Manager/Health and Safety department for further advice, as necessary.

For further guidance refer to:

- Task briefing sheet 01- Access, site set up.

Working Traffic Hours

When accessing the site through the cess, or across the track in Traffic Hours, the Safe System of Work shall be set up, and controlled by a Protecting Workers on The Track Traffic Hours (PWT-TH) when protection is required. When working Traffic Hours, risks to the operational railway and/or London Underground infrastructure will be assessed during planning of the works. The PWT-TH shall follow all London Underground rules, and will book on with the Line Controller prior to works commencing. Before the PWT-TH allows operatives access to the worksite, he will deliver a full briefing which will comprise of all protection arrangements for the shift.

Working Engineering Hours

When Engineering Hours works are required, risks to the operational railway and/or London Underground infrastructure will be assessed during the planning stage of the works. When working Engineering Hours a PWT-EH will be appointed to protect the operatives. The PWT-EH shall follow all London Underground rules, and will book on with the Track Access Controller as per London Underground rule books and procedures. The PWT-EH will test the traction current has been discharged with their Current Rail Indicator Device, before permitting the operatives access to the operational railway, the PWT-EH shall deliver a full briefing to the operatives on the protection arrangements for that shift.

The Access and Protection procedures will be compliant with relevant rule books, LUL standards and procedures.

Line. As well as booking on with the Line controller, the SPC/PWT will report to the Station Supervisor's office and sign the gang in on the PICER form. The SPC/PWT will inform the Station Supervisor of the nature of works taking place, the location, and the access point. When works have concluded the SPC/PWT will inform the Station Supervisor.

5.2.3 Works in Depots and Sidings

When working in an area designated as a depot, the gang shall book in with the Duty Depot Manager/ or the Production Manager when working in Alstom depots using the “Visitors Passes” procedures and be aware of any instructions given regarding access around the depot and emergency procedures, all must have a passport to Depots (Familiarisation). The latter will be additional to the details contained within the Emergency Plan.

A Protecting Workers on The Track-Depots (PWT–Depots) shall be protecting all works or access to site on the track. All operatives shall follow the designated walkways around the depot for access and egress to the work areas.

When works are required on the tracks within a depot the works may only proceed using an appropriate Safe System of Work such as a possession. Works required in an emergency must be carried out using a recognised Safe System of Work.

5.2.4 Works

The SPC/PWT must assign the operatives to the tasks within the area to ensure a logical sequence of stripping and clearing operations to keep the build up of vegetation to a minimum. Others within the gang shall remove general rubbish in bags, which shall be removed from site each day and disposed of via the skips at Cleshar’s Head Office, unless otherwise directed by the TfL representative.

5.2.5 Task Briefing Sheets

The below Task Briefing Sheet describes the methodology, sequence of works for the task the gang has been assigned to undertake. Full Risk Assessment/s, and control measures are included within the task briefing sheets. These will be appended to the back of all Method Statements.

The following Task briefing sheets shall be used for the works:

- Task briefing sheet 01- Access, site set up
- Task briefing sheet 02- Work on or near the track
- Task briefing sheet 03- Site work (Biological hazards)
- Task briefing sheet 04- Site hazards (Exposure to weather)
- Task briefing sheet 05- Manual Handling
- Task briefing sheet 06- Use of hand tools
- Task briefing sheet 07- Use of power tools
- Task briefing sheet 08- Driving and transportation
- Task briefing sheet 09- Tree inspections
- Task briefing sheet 10- Use of strimmer’s and hedge cutters
- Task briefing sheet 11- Use of fuel powered equipment and refuelling
- Task briefing sheet 12- Working near overhead power cables
- Task briefing sheet 13- Ground disturbance, and excavation
- Task briefing sheet 16- Use of a ladder or step ladder
- Task briefing sheet 17- Access or work on steep slopes, and embankments
- Task briefing sheet 18- Japanese knotweed
- Task briefing sheet 19- Giant hogweed
- Task briefing sheet 20- Oak Proccessionary moth
- Task briefing sheet 21- Tree and shrub planting
- Task briefing sheet 22- Use of a chainsaw
- Task briefing sheet 23- Use of a Hand held blower
- Task briefing sheet 24- Use of chipping machines
- Task briefing sheet 25- Use of hedge cutters
- Task briefing sheet 26- Use of mini transporter
- Task briefing sheet 27- Use of a mini track trolley task sheet
- Task briefing sheet 28- Use of a hand held auger
- Task briefing sheet 29- Use of MEWP- machine for tree felling
- Task briefing sheet 30- Use of spraying pesticides and herbicides
- Task briefing sheet 31- Use of Emergency Railhead Cleaning Unit Petrol Driven

The Safe System of Work appropriate to the task as described in the attached Task Sheets and Risk Assessments shall be followed as work proceeds.

The works are normally planned to take place Monday- Friday 07:30-16:00 (daylight), and during Engineering Hours as per the requirements of the contract.

5.2.6 Egress from site

At the end of the shift the SPC together with the person providing protection (PWT-EH/TH) shall ensure that the site is clear and safe for trains to run. The SPC will provide the daily report to the Cleshar vegetation management team. When leaving from an S1 gate the SPC shall ensure the gate is locked and secure before leaving. When egressing from the site the Line Controller/TAC will be informed that all staff and equipment are clear of the track, and it safe for trains to run.

5.2.7 On Site Risk Assessment

Upon arriving at a new site the SPC/PWT shall inspect the worksite, and complete a Specific Vegetation Works Risk Assessment. If additional risks are identified as the work proceeds, or the Local Manager makes the SPC/PWT aware of an issue, this shall also be recorded and control measures set out, and briefed to the operatives before any works commence.

Any precautions that are required to protect the public, or other parties passing through, or around the site shall be recorded on the Risk Assessment form.

If the risk is unusual or beyond the knowledge of the SPC/PWT to deal with, the SPC/PWT shall contact a Vegetation Manager or the Health and Safety department for advice before proceeding with the task in that area.

Once the form has been completed the SPC/PWT shall brief the gang on the site, and the specific control measures noted on the form and all operatives shall sign the form.

The form must be held in the site file while the gang are on site and returned to a Vegetation's Manager at the end of the works.

As part of the SPC/PWT site assessment a check shall be made for any wildlife or signs of wildlife, such as bird's nests, wasp's nests, badgers sets etc. Any identified shall be included in the Specific Vegetation Works Risk Assessment. The client's representative shall be informed and an exclusion zone set around the wildlife to ensure they are not disturbed. This shall be documented on Specific Vegetation Risk Assessment form and briefed to the operatives.

The Specific Vegetation Risk Assessment form will identify the relevant Task Briefing Sheets for the works on that site.

Once the Specific Vegetation Risk Assessment form is completed the SPC/PWT shall brief the gang on the site, and the specific control measures noted on the Vegetation Risk Assessment form and Task Briefing Sheet and all operatives shall sign the form on the SPC/PWT's tablet before any works commence.

The Specific Vegetation Risk Assessment form shall be held in the site file while the gang are on site and returned to a Vegetation Manager at the end of the works.

All operatives will be competent and trained in any activity they are tasked to undertake. Training records shall be held on skills cards and kept on file at head office.

Any London Underground visitors, or staff, shall receive a full briefing on the activities and control measures, before being permitted access to the worksite. The worksite shall be set up in such a way, that the Safe System of Work shall minimise risk, or minimise intrusion to any London Underground staff, or assets, or others who may be working in the area. If, at any point, the worksite is likely to become intrusive to others, the SPC/PWT will attempt to reach an agreement with the third party, or London Underground, with the new Safe System of Work being documented on the Specific Vegetation Risk Assessment. When this cannot be agreed the SPC/PWT will contact their Line Manager, or the Cleshar Health and Safety department for further instructions.



5.2.8 Interfaces with Network Rail

Where works interface with Network Rail infrastructure, Cleshar will ensure that all operatives are PTS trained and the relevant Safe System of Work is in place, i.e. Network Rail approved Work Package Plans and Permits, COSS, ALO.

Additionally, as works proceed On-Site Risk Assessments will be used to assess new or changing situations. The PWT/SPC’s are trained on preparing On-Site Risk Assessments.

Site surveys shall be carried out prior any significant works to establish access to site, any interfaces with public i.e. private & business properties, bus/trams stops or areas/building/facilities where large number of public congregate.

Means of Control may include:

- Advance communication with neighbouring property owners/occupiers
- Letter drops
- Access negotiation and consultation
- Operative briefings and toolbox talks

5.2.9 Working on 3rd Party vegetation or land

Site Specific Risk Assessment shall be produced in agreement with the third parties land owner, or land owners representative. All works shall be discussed in advance during planning meetings, conference calls, and other mediums of two way communications. When the risks from working on a third parties land are different from the normal risks, or considered unusual, additional training, site specific inductions, tool box talks, and selection of experienced, and trained operatives to be deployed to complete the works. Regular site inspections will be carried out by Cleshar Management, and Health and Safety department.

5.2.10 The environment (e.g. nearby water courses)

All operatives shall be briefed on all ecological and other environmental issues relevant to their task and the location of the works. These shall be included in the Specific Vegetation Risk Assessment and can include issues such as sensitive receptors in the vicinity of the site, the presence of protected or invasive species, and protected habitats. The Specific Vegetation Risk Assessments and Task Methodology sheet/s will detail all environmental risks associated with water, ecology, contaminated land, noise, vibration and pollution.

In some cases, an ecological survey prior to any works will be required to confirm presence of high risk species, both protected and invasive, to ensure adequate control measures are in place prior to and during the works.

Also, where sensitive receptors such as residents, schools, care homes or similar, are in close proximity to the site and may be affected by noise and other nuisances, a noise assessment may be required prior the works to establish if noise mitigation is required.

Environmental incidents are reported and investigated in the same manner as safety incidents. Operatives shall report to their manager if they are unable to fulfil their duties as a result of discovering any ecological issues (e.g. presence of protected species, nesting birds and reptiles.).

5.2.11 Nesting season

All nesting sites shall be recorded on a digitally secured spreadsheet, and will be included on the SPC/PWT’s tablet. Before any works commence, the SPC/PWT will check to see if the worksite has any nests located there. The SPC/PWT will be briefed in identifying common species and will have an awareness of likely habitats of birds. Tool box talks will be delivered throughout the contract on nesting birds.

5.3 Proposed Labour Force

Where Cleshar are providing a SPC/PWT for the works they will not be overburdened with additional duties, see appendix for SPC/PWT requirements.

Trade/ Element of work	Number (approx.)	Names (if known)	Contact No. (if known)
Contracts Manager	1	[REDACTED]	[REDACTED]
Vegetation Manager	1	[REDACTED]	[REDACTED]
Vegetation Manager	1	[REDACTED]	[REDACTED]
Vegetation Manager	1	[REDACTED]	[REDACTED]

Trade/ Element of work	Number (approx.)	Names (if known)	Contact No. (if known)
Health and Safety Advisor (days)	1	██████████	██████████
Health and Safety Advisor (nights)	1	██████████	██████████
Lead Person in Charge	TBA	Various	
Site Person in Charge Non Track Location (SPC-NT)	TBA	Various	
Protecting Workers on the track – Traffic hours (PWT-TH)	TBA	Various	
Protecting Workers on the track- Engineering Hours (PWT (EH)	TBA	Various	
Protecting Workers on the track – Depots (PWT-Depot)	TBA	Various	
Operatives	TBA	Depending on task requirements	

5.4 Training

All training will be co-ordinated by the Cleshar Contracts Manager and carried out by an approved training provider. Copies of all relevant certification are maintained at Cleshar Head Office. In addition, all personnel shall carry their skills cards with them at all times. These can be scanned via a QR reader to display competencies.

As the project proceeds “Tool Box” Talks will be given to operatives on aspects of the work or working practices, as per the Cleshar Tool Box Talk schedule.

Operation/Personnel	Training Required
All operatives	ICI endorsed sentinel card, Manual Handling training, Contract Induction
Operatives working on or near track in traffic hours	Basic Track Awareness
Operatives working in Depots Working in depot area A	Basic Track Awareness Specific Depot familiarisation induction and area A training
Person in Charge in charge of site safety	Site Person in Charge -Non Track location (SPC-NT) Protecting Workers on the track (PWT)
First Aider	Appointed Person course as a minimum
Moving Track Trolley	Track Trolley Controller (Formally known as Trolley Operator)
Protecting Workers on the Track Traffic hours (when trains are moving and current is on)	Protecting Workers on The Track Traffic Hours (PWT-TH)
Protecting Workers on the track Engineering hours	Protecting Workers on The Track Engineering Hours (PWT-EH)
Protecting Workers on the track Depots	Protecting Workers on The Track Depots (PWT-Depot)
Working on the Depots	Passport to depot (Familiarisation) training in Depots
CAT Scan	Radio detection course or similar RD8000,
Arboriculture Works	Certificate from a recognised training establishment to prove competency and qualification
Spraying herbicides	Safe use of pesticides levels NPTC PA1 & PA6

Operation/Personnel	Training Required
Using strimmers/ hedge cutters/chippers/chain saws	Certificate from a recognised training establishment to prove competency and qualification

5.5 Lifting Equipment

No lifting equipment is required as part of the scope of works under this Specific Method Statement. If this should change on site, operatives shall refer to the Trees/Arborist Method Statement, or a separate Specific Method Statement shall be prepared.

5.6 Portable Tools

All portable equipment shall be inspected by the operator prior to the use

Tools	Power source	Test Record
Chainsaw(s)	2 stroke mix	3-monthly (tagged)
Pole saw	2 stroke mix	3-monthly (tagged)
Strimmers	2 stroke mix	3-monthly (tagged)
Portable petrol generator	Petrol	3-monthly (tagged)
Spray canisters for spraying herbicides	N/A	Visual Inspection only
Blower	2 stroke mix	3-monthly (tagged)
Hand tools	N/A	Visual Inspection
Power tools (cordless drill, grinder etc.)	Battery	3-monthly (tagged)
CAT Scanner	Battery	12-monthly calibration
<i>This list is not exhaustive</i>		

5.7 Electrical Equipment

5.7.1 User Checks

- No bare wires are visible
- The cable covering is not damaged and is free from cuts and abrasions
- The plug/connector is in good condition
- The casing is not cracked
- There are no taped or non standard joints in the cable
- The outer covering of the cable is gripped where it enters the plug/connector or equipment. The coloured insulation of the internal wires must not be visible
- The outer case of the equipment is not damaged or loose and all screws are in place
- There are no overheating or burn marks on the plug, cable or the equipment

5.7.2 Petrol Driven Equipment

Petrol driven equipment will be used in open sections only. The following Task Briefing Sheet shall be worked to.

- Task Briefing Sheet 11- Use of fuel powered equipment and refuelling.

5.7.3 User Checks & maintenance

Will be carried out by the users of the equipment to guidance given in the manufacturers hand book. This will include:

- Daily checks
- Cleaning
- Lubricating

- Refuelling
- Changing external consumables.

5.8 Mechanical Plant

The table below will be used as part of the scope of works. All equipment will be tested and in date, and will have an attached service tag, informing the user of the next due service date. Only trained and certified operatives are permitted to operate any mechanical plant. An On–Site Risk Assessment will be produced to cover any risks operating any mechanical plant may produce under local conditions. Task sheets are available for:

- Task sheet 11 – Use of powered fuelled equipment and refuelling
- Task sheet 24 – Use of chipping machines
- Task sheet 25 - Use of a hedge cutter
- Task sheet 26 – Use of mini dumper

Tools	Power source	Test Record
Chipper	Diesel/petrol	Tagged or site file
Hedge cutters/trimmer	2 stroke mix	Tagged or site file
Portable generator	Diesel/petrol	Tagged or site file
Mini dumper	Diesel	Tagged or site file

5.9 Track mounted vehicles and plant

Tools	Power source	Test Record
Track Trolley (preferred split link trolleys)	N/A	Tagged

When used the Track Trolley shall be in a serviceable condition, clearly tagged and will only be operated by a trained competent operative. The PWT-EH shall inform Track Access Controller (TAC) of the presence of Track Trolley on site.

The Track Trolley/s shall be fitted at all times with the full complement of safety devices including flashing lights. Pre-use checks shall be carried out by the competent Track Trolley Controller.
 NOTE Track Trolleys are only to be used when traction current is switched off, and protection arrangements are in place

Track Trolleys will be required to aid with manual handling in areas where trackside access is required. Preference will be given to the use of split link trolleys to reduce the amount of manual handling.

There shall be a sufficient number of staff to carry each part to ensure that no operatives is overstretched, and no damage can occur whilst walking through stations (edges may be taped).

A site specific manual handling assessment shall be carried out before any lifting.

Track Trolleys will only be used in Engineering Hours and may only be placed on the track after the PWT-EH has confirmed that traction current has been discharged.

When traction current has been discharged each section of the trolley shall be passed down to the track team from the access location, and assembled by Track Trolley operators who are familiar with the type of trolley used. The platform edges shall be protected with plywood or rubber mats when carrying out this task.

Plant, tools, equipment and materials will then be transported to the trolley and loaded on. The load must not exceed the Safe Working Load of the trolley.

Riding the Track Trolley is prohibited.

Track Trolleys shall be under the control of trained Track Trolley operators. The Track Trolley operator shall be type trained

Additional task lighting shall be provided to illuminate the track ahead. This will allow any hazards such as spare rails, or missing covers to be seen, and help prevent slips, trips or falls.

At the start of the working shift, the PWT-EH shall inform the appropriate signaller of the requirement to scotch and clip points. On completion of the working shift the PWT- EH shall confirm to the appropriate signaller that all scotches and clips have been removed.

Extra care must be taken when traversing points and crossing work. Before passing over points you must:

- make sure the Track Trolley is stopped
- Route shall be secured via signal operators, or mechanical means. .

The following Task Briefing Sheet can be used- Task Briefing Sheet 27 Use of a Track Trolley.

5.10 Protection of assets

All considerations and provisions for the protection of client assets shall be put in place. The Vegetation’s Manager/SPC will carry out site survey to identify specific areas of concern and will ensure that all required resources to protect clients’ assets are available prior to commencing work.

Specifically:

- Care will be taken when manoeuvring equipment around to ensure that no damage is caused to assets.
- Cutting of vegetation around the cables and cable runs must be carried out using hand tools only.
- The use of powered equipment near cables or cable runs within one metre of cable runs is prohibited. Vegetation entwined in cable runs must be pulled clear of the cables, before cutting.

5.11 Materials

Material to be used	Hazardous	COSHH Assessment
Grease	YES	Yes in Appendices
Hair spray	YES	Yes in Appendices
Petrol	YES	Yes in Appendices
Diesel	YES	Yes in Appendices
STIHL chain oil	YES	Yes in Appendices
Dual pesticide	YES	Yes in Appendices
Roundup	YES	Yes in Appendices
HILITE pesticide	YES	Yes in Appendices
2 stroke oil	YES	Yes in Appendices
Chikara Herbicide	YES	Yes in Appendices
BANDU Pesticide	YES	Yes in Appendices
MMC-PRO (Biocide)	YES	Yes in Appendices
Mixture B Herbicide	YES	Yes in Appendices
Garlon Ultra –Herbicide	YES	Yes in Appendices
Steel Pins	YES	Yes in Appendices
Netlon fencing	No	No
Ecoplug Max	No	No
Kurtail	YES	Yes in Appendices
	YES	Yes in Appendices

5.12 Storage and Handling of Hazardous Substances & Materials

- Chemical and substances will not be stored on site unless specifically listed on the storage licence and agreed with the Landlord.
- All substances will be used and stored as per manufacturer’s instructions and guidance and COSHH Assessments.
- The necessary PPE must be worn in accordance with product label and COSHH assessments, i.e. checks against filters on masks, face shields goggles to be used when carrying out diluting or pouring.

- All mixing up/diluting/ equipment filling must be done on the drip trays to prevent environmental contamination, check against COSHH for special PPE requirements.
- All containers must be labelled, transported and stored according to manufacturer's instructions
- Operatives using substances must understand hazards of the substance used.
- All spillages must be contained straight away; spill kit must be available on site when using substances.
- Minimum risk to the user and others in the area must be ensured at all times, this will be ensured through adequate signage exclusion zones when necessary
- Material and equipment must be positioned and handled so that it cannot fall, slip, roll or be blown onto the track, railway equipment, public highway, platforms or walkways.

5.13 Temporary Structures / False work

It is not envisioned this will be part of the works. If this should, a Specific Method Statement and Risk Assessment shall be prepared to cover the additional works.

5.14 Working at Heights

- Working at height shall be avoided where practicable.
- All works must be planned and organised including survey for overhead power lines and distances, tree conditions including potential weakness caused by decay and presence of birds' nests etc.
- On site risk assessment will be carried out to identify additional hazards.
- Brief out on site risk assessment to all involved in the activity.

Ladders

Ladders – must be used for access/egress only, or as an exception only for works of a short duration of time (5 to 10 min) when other access equipment is not suitable. Priority must be given to podiums, towers, access platforms etc. where suitable working platform is provided.

Only industrial (130kg) class 1 ladder/stepladder conforming to BS 2037 must be used.

The following factors must be considered when using and checking ladders on site:

- Check stiles are not damaged warped or buckled
- Check no rungs are missing
- All treads must be clean
- All secure stepladder locking devices in place and working when extended
- Ensure ladders (both feet) are resting on firm and level surfaces
- Ensure that step ladder is fully extended
- Ensure ladders are angled outwards to avoid slipping (*Rule of thumb – “one out for every four up”*)
- Where a ladder cannot be fixed ensure a second person foots the ladder whilst in use.
- Step ladder to be footed at all time whilst in use.
- If a ladder is used as a regular way to and from work it must be secured and not footed

All ladders/stepladders must be long enough and positioned correctly on level ground, to allow persons a safe access to the working location without requiring over reaching. There must always be a minimum of three rungs above the one that is being stood on.

All ladders must be secured during use. Wherever practicable, ladders should be tied by both stiles, at the top. Where this is not practicable, ladders should be fitted with suitable proprietary stabilizers both at the base of the ladder to prevent bottom slip and at the top of the ladder to prevent side slip. These are referred to as ladder stability devices and wall stand-offs.

Ladders must only be used on firm level ground and must form an angle of approximately 75° to the horizontal, i.e. 1m out for each 4m of height. Such an angle minimizes the potential for base slippage when in use. This angle is indicated on Class 1 ladders by a line or arrow on one stile, when this mark is vertical the ladder is at the correct angle.

Item	Precautions
Work on parapets etc.	<ul style="list-style-type: none"> • Work to be planned to provide fall prevention wherever possible by the use of restraint harnesses or handrails or access equipment. • As last resort a fall arrest systems to be used. Risk assessment to be completed prior to working with fall arrest equipment. • Rescue plan will be in place when working with fall arrest equipment.
Use of ladders and stepladders	<ul style="list-style-type: none"> • Working time from a ladder/Stepladder should be kept to a minimum. Normal activity should only involve continuous work of between five and ten minutes. • Ladders are not to be taken to or used on or near live track. • Three point of contact must be maintained at all time. • To prevent overreaching, the “belt buckle” of the installer must remain within the ladder stiles and both feet on the same rung. If work must be carried out further away then the ladder must be moved. • The manufacturer’s instructions for the use of the ladder must always be followed. • The installer will always face the ladder/stepladder. • The correct footwear to give a secure grip must be used at all times together with appropriate gloves to protect the hands. • Tools must be carried up and down the ladder using a tool belt or a hand line. • Metal ladders should be carried horizontally by two people, and not used, when in the direct vicinity of overhead power cables. Such handling can lead to an electrical discharge, especially in damp or wet conditions, which could result in a severe or fatal electric shock to the user by transmission through the ladder. • Personnel and equipment must maintain a minimum distance of 1.75m away from any overhead power cables. • Ladders and stepladders will be footed or anchored to prevent movement. • For further guidance refer to Task Sheet 16 (use of ladder or a step ladder).

5.15 Work Permits & Licences

Permits and Licences required for task:

Permit or Licence required	Required	Item	Location
ICI endorsed Sentinel card	✓	All personnel	With individual
Railsys Number	✓	Engineering Hours	Site File/ with PWT (SPC-NT)
Storage Licence	✓	For any storage area permission from the Landlord is required.	At access point to the specific storage area
Hot Works Permit	✓	When required.	Site File/with PWT (SPC-NT)

Permit or Licence required	Required	Item	Location
Permit to Dig	✓	When excavating or disturbing ground	Site File/ with PWT (SPC-NT)

5.16 Temporary Lighting & Power

Works are generally undertaken during daylight hours, however where necessary and during Engineering Hours additional task lighting shall be provided.

During Engineering Hours operatives will be provided with head or hand torch to enable safe access to site. The onsite Risk Assessment may also ask for task lighting.

5.17 COSHH (Control of works with hazardous substances and processes)

5.17.1 Hazardous Substances

All works with hazardous substances will be described in Task Sheets and controlled as per relevant COSHH assessment.

Principles for working with substance hazardous to health.

DOs	DO NOTs
<ul style="list-style-type: none"> • DO check contained label before use and follow instructions. • DO check COSHH assessment for control measures and implement them before using the chemicals. • DO use only the standard of PPE as listed in the COSHH assessment or higher. • DO open containers with care, use spill tray. • DO carry all liquids through station in double container. • DO clear up all spillages immediately. • DO consider your work colleagues or those who may enter the area when working with substances. • DO always label the container if transferring substances. • DO report major spillages immediately. 	<ul style="list-style-type: none"> • DO NOT use substances if the container label is missing or is illegible. • DO NOT use contaminated or unsuitable mixing or measuring equipment. • DO NOT immerse you hands into substances or chemicals • DO NOT eat, drink or smoke when handling or using substances and chemicals. • DO NOT use substances if you are unsure about their use.

5.17.2 Asbestos

During works where there is potential of disturbance of structures the project manager will request Asbestos report F3333 from the Client Hazardous Material Unit (HMU)

No works will be undertaken by Cleshar that may lead to disturbing asbestos or other unknown materials. In the event of discovery of asbestos, ACM or suspected asbestos:

- Do not disturb.
- Stop work immediately
- Clear the area of personnel, tools and equipment
- Inform other parties in the vicinity
- Evacuate the area
- Call the HMU reporting Line [REDACTED]

5.18 Storage

All equipment is removed from site at the end of each shift, however if storage is necessary approval from the representative is required and an approved storage licence will be in place.

5.19 First Aid

There will be a fully stocked first aid kit and a qualified First Aider or Appointed Person assigned to each gang. The First Aider will be introduced to the work group during the pre-works briefing from the PWT.

In the event of an incident / accident the First Aider must administer first aid and report to the nearest station for assistance if required.

All accidents resulting in injuries will be reported immediately to a LUL Vegetation Manager, and then Cleshar HSQE department [REDACTED] or the Cleshar HUB during Engineering Hours [REDACTED] and as per project reporting procedures.

Incidents are also reported via the TfL incident report line [REDACTED]

5.20 Fire Prevention

A portable fire point will be set up adjacent to the work area. This will be in the form of portable unit. The first aid kit will normally be kept with the fire point, the capacity of the fire fighting equipment may change if the risk assessment stipulates.

The standard fire point will consist of:

- 2x AFFF (9ltr)
- 1x CO2 (5kg)
- 1x Fire Blanket

No smoking is allowed on London Underground Limited premises.

Hot works will be controlled by LU issued Hot Work Permit and Fire watch person. The London Underground trained fire watch person will be present on site during the hot works and for a minimum of 1 hour after completion of works. Fire watch person will not be engaged in activities that would prevent them from carrying out their Fire Watch duties.

5.21 Excavation

It is not envisioned the excavating works will be required as part of the Vegetation’s element of this contract. If this should change at any time a Specific Method Statement and Risk Assessment shall be produced. This will be under the instruction of the client (TfL)

5.22 Personal Protective Equipment (PPE)

The following PPE shall be required:

PPE	Req.	Grade	When	Additional information
Safety Boots	✓	EN 20345	at all times	Steel toe capped boots with mid sole protection and ankle support
High Visibility Jackets (with Cleshar Logo)	✓	EN 471	at all times	Except when climbing trees when Hi - Vi T-shirts are acceptable
Safety Glasses/goggles	✓	EN 166 F	As per Risk assessment	
Hard Hat	✓	EN 397	at all times	
Gloves (mechanical Protection)	✓	EN 388	As per Risk assessment	Handling, carrying materials etc

PPE	Req.	Grade	When	Additional information
Gloves (Chainsaw Protection)	✓	EN 381-7	As per risk assessment	Suitable gloves for the task and subject to the operator's risk assessment. Consider the need for protection from cuts from the chainsaw, Thorny materials and cold/wet Conditions. Where chainsaw protection is required this should be to BS EN381-7
Gloves (Chemical Protection)	✓	EN 374	As per COSHH assessment	
Half Masks	✓	EN140 FFP3	During dusty operations	As required in Risk Assessment and COSHH Assessments
Other respiratory protection	✓	As per COSHH	As per COSHH	
Ear defenders	✓	EN 352	when using power tools	Refer Task Risk Assessment
Disposable Overalls/Coveralls	✓	EN 340	Strimming/ Spraying/ Removing waste	When using herbicides/pesticides -openings at neck and wrists must be a snug fit. The sleeves must also be long enough to cover the rubber gloves
Eye protection (mesh)	✓	EN 1731 mesh visors	When using mechanical vegetation cutting tools (strimmers)	
Gaiters	✓	EN 381-9	When using Chainsaw, working at height or ground level	Or occasional users working in even ground where there is little risk of tripping or snagging on undergrowth or brash, worn in combination with steel toe-capped safety boots.
Leg and groin protection	✓	EN 381 – 5	All round protection for arborists working in trees	AFAG recommends Type C leg protection for aerial work, because of the high all-round chainsaw cut protection. Where wearing Type C is impractical (I.e. because of the higher risk of heat stress) it may be appropriate to use Type A, where justified by the risk assessment

For further PPE requirement details refer to Task Sheets and risk assessments.

5.23 Incident Management Accidents, Incidents and Dangerous Occurrences (RIDDOR 2013)

All incidents will be reported immediately to the London Underground Zone Manager/TfL Representative. Where required the procedures within the Emergency Plan will be followed. This includes injuries, accidents not resulting in injuries but causing damage and environmental incidents.

Any incident or accident shall be reported to the TfL Incident Line and Cleshar HUB ASAP. All incidents will be investigated and a report, detailing root causes and recommendations, will be submitted to TfL by the Cleshar HSQE Department.

Client incident reporting procedure

All incidents are to be reported to the client by calling their Incident Report Line:

Cleshar HSQE department maintains H&S information including data analysis, reviews and any relevant statistical information.

If the incident is serious all staff involved will remain on site until dismissed by an Authorised Person. The Cleshar HSQE department or night office are to be contacted immediately to arrange drugs and alcohol testing for all those involved.

Any injury resulting in death, at the time or within one year, or a specified major injury or condition of incapacity as stipulated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the appropriate enforcing authority (i.e. the ORR or Health and Safety Executive). RIDDOR reports will be submitted by Cleshar HSQE department unless reports are submitted by the Client or subcontractors, as the employer of the injured party.

Incidents can be notified to CIRAS by any operative who is not satisfied that it has been properly addressed (Freephone [REDACTED])

Unsafe Acts or Conditions, where under slightly different circumstances a serious incident would have occurred, will be reported by the team as part of Cleshar's Near Miss Process.

5.24 Housekeeping and Disposal of Debris

Before works commence the operatives will receive a pre-works briefing from the SPC/PWT. Part of the briefing will comprise housekeeping arrangements. The SPC/PWT will brief the operatives to maintain a high level of housekeeping. If there is an extensive build-up of waste during the works, the SPC/PWT will stop works, and instruct the gang to clear any waste before recommencing. The access and egress points will be kept clear at all times. The worksite will be left clear and tidy at the end of every shift. Any natural waste accumulated will be put into habitation piles. All other waste will be disposed of via Cleshars skips. The following shall be considered to manage housekeeping on site:

- The site must be kept clean and tidy at all times.
- Equipment and waste must be cleared at the end of each shift and either safely stored or removed from the site.
- A clear means of escape must be ensured at all times.
- Waste, material, tools and equipment will be located as to minimise trip hazards.
- Care must be taken to prevent any rubbish, debris and the like entering a drainage system.
- Manholes are to be kept free at all times – no items are to be placed or stored on a manhole cover.
- Waste, rubbish and debris must be put in double builder's bags and returned to Cleshar yard for further disposal at a licensed tip.
- Quantities and type of waste transported must be recorded on a daily activity check list.
- Cleshar waste carrier Licence will be in place and available on site for inspection.

5.24.1 Waste

Before works commence the area will be surveyed to identify any fly-tipped rubbish. Litter and small waste must be bagged up and removed from site in a van and taken to the Cleshar yard and placed into the skip. Care shall be taken of needles, or other sharps around the work area, gloves to be worn and bags to be carried away from operative's body.

More substantial waste must be referred to the Client Manager for an instruction. If instructed, waste must be bagged up and removed to agreed location. If hazardous waste is discovered it is to be kept separate from other waste and clients' representative contacted to ensure the correct procedure is followed for its disposal. Quantity and type of waste being removed is to be recorded on the Project Activity Sheet. The following shall be considered at all times when handling waste

- All worksites must be checked for rubbish dumped on LUL land.

- Litter and small waste must be bagged up and removed from site in a van and recycled appropriately.
- Care to be taken of needles or other sharps in the area and possible presence in the waste.
- Gloves to be worn and bags to be carried away from operative's body.
- More substantial waste must be referred to the Manager for an instruction.
- If instructed waste must be bagged up and removed to skips specifically instructed for the works by the Client.
- Waste must be carefully carried to Cleshar van, wearing gloves and avoiding contact with the body.
- Larger items must be carried by a team lift or alternative means of removal sought.

5.24.2 Hazardous items

- If hazardous waste is discovered it is to be kept separate from other waste and client's representative contacted to ensure the correct procedure is followed for its disposal.
- Quantity and type of waste being removed is to be recorded on the Project Activity Sheet.

5.26 Emergency Procedures

In the event of an emergency the procedure as described in the project Emergency Plan will be followed.

Emergency procedures for first aid and fire evacuation will be briefed to all operatives prior to work commencing.

- The SPC will ensure that all operatives are aware of the assembly point, First Aider and nearest hospital.
- The SPC will ensure that the First aider is aware of the site address/location and access points in order to direct the emergency services.
- In the event of an emergency the SPC will contact the Line Controller, or the TAC during Engineering Hours who will make arrangements for emergency services (if working within the station location) or call 999.

5.27 Transportation / road traffic management

Transportation will be via vans or flat bedded 7.5 tonne vehicles. It must be ensured by the Cleshar SPC that all deliveries are co-ordinated and all vehicles are parked in a position where they present no additional risks to both road users and passersby.

When vehicles are off loaded a supervised area will be marked out by cones or barriers to safeguard the interface between work force and passers-by.

For works that require obstruction of roads a formal traffic management plan will be prepared and road closures organised.

For further guidance on driving and transportation please refer to:

- Task sheet 08 – Driving and transportation

5.28 Signs and notices

Cleshar site will be demarcated by signage at each access point. Barriers will be erected where necessary to prevent access to site. The signage will indicate the required PPE, hazard warnings, prohibition and safety instruction such as site contact details and First aid arrangements.

5.29 Systems / codes of practice.

All activities carried out on the project shall be in accordance with the following standards and procedures

- Construction (Design and Management) Regulations 2015
- LUL Rule books
- LUL Quality, Environmental, Safety and Health (QUENSH 18)
- BS 4428, 3998, 3882, 5837
- Industry standards as set up by CIRIA and Arboriculturalist Association
- Forestry Handbook rev6
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Work at Height Regulations 2005

METHOD STATEMENT (SAFE SYSTEM OF WORK)

- Management of Health and Safety at Work Regulations 1999
- The Working Time Regulation 1998
- Manual Handling Operations Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- Health and Safety (First-Aid) Regulations 1981
- Provision and Use of Work Equipment Regulations 1998 (PUWER 98)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- Control of Asbestos Regulations 2012
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Waste (England and Wales) Regulations 2011
- HSG 38 Task lighting at Work
- HSG 47 Avoiding danger from underground services
- HSG EH44 Dust in the workplace
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Regulatory Reform (Fire Safety) Order 2005
- Temporary works standard/ Regs s1062 and BS975
- Construction Design and Management Regulations 2015
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

5.30 Statutory records.

Record	Kept by	Location	Notes
Accident Book (Sheets)	PWT (SPC)	Site File	Copy to H&S Dept. as soon as possible
Statutory Form 2508 or 2508A (RIDDOR) on line	HSQE Dept	HSQE Dept	
Employers Liability Insurance certificate	PWT (SPC)	HSQE Dept	
H&S at Work leaflet	PWT (SPC)	HSQE Dept	
Herbicide application records	PWT (SPC)	Site File	

5.31 Noise and vibration

Cleshar routinely measure noise levels from the most commonly used tools to evaluate the most appropriate control measures and to select the least noise polluting tools. The following control measures shall be followed when using the listed tools below.

Potentially Noisy Operation	Means of Control
------------------------------------	-------------------------

METHOD STATEMENT (SAFE SYSTEM OF WORK)

<p>Chainsaws, STIHL Blower, Hedge Trimmer, Strimmer, chipper, generator</p>	<ul style="list-style-type: none"> • All works will be carried out using well-maintained equipment. The SPC to assess noise levels and introduce local controls i.e. acoustic screens if required. • Hearing protection will be worn where indicated by Risk assessment. • Access to worksite will be limited to those involved in the works during high levels of noise. • Hearing protection zones will be established and hearing protection use enforced where noise level could reach 85 dB (A) • Hearing protection will be issued to all operatives using power tools or work in vicinity. • Lower noise equipment will be selected where possible. • Ensure worksite deliveries are managed correctly and well disciplined to reduce noise at all times. • Where deliveries can be done during the day this option must be utilised whenever possible. • The SPC must ensure where possible that all noisy plant is kept as far away from residential properties as possible. • Extra care must be taken to keep all noise to a minimum at night with the vicinity of the local residents in mind. • Project Manager to establish contact with local residents during prolonged noisy works in one location • Section 61 will be applied for if necessary
---	---

Potential High Vibration	Means of Control
Chainsaws, STIHL Blower, Hedge Trimmer, Strimmer	<ul style="list-style-type: none"> • The equipment must be tagged, tested and well maintained. • Lower vibration equipment to be selected. • User maintenance of equipment. • The SPC must ensure that operatives take regular breaks throughout and carry out unrelated tasks to minimise the risk of vibration white finger. • Where possible rotation of operators will be implemented • Random monitoring of exposure to vibration to ensure ELV is not exceeded. • Operatives will be briefed on the consequences of exposure to vibration. • Operatives to keep warm and dry hands when working in winter. • HAVI monitors & HAV Control Handbooks to be used to monitor exposure levels of operators using vibrating equipment. Monitoring is to be carried out on random basis or as per HSQE instruction. • When operatives are at ground level chainsaw jackets/sleeves must be worn. • When operatives are using a chainsaw in a tree the use of a chainsaw jacket is to be Risk Assessed against physical exertion and the weather conditions. When it is not reasonably practical to wear a chainsaw jacket, then the protective chainsaw sleeves are to be worn. • Refer to the specific Task Sheets for further guidance <p>The period of usage of vibrating equipment must be reduced when:</p> <ul style="list-style-type: none"> • Operative has tendency to suffer from poor circulation (symptoms include: frequently cold fingers, tingling etc) • Low outside temperatures

5.32 Air quality and dust

The following schedule identifies the plant or operations that emit pollution or dust with the practical means of minimising or reducing the dust and emissions:

Plant/Operations	Means of reducing emissions or dust
All fuel powered tools/equipment	<ul style="list-style-type: none"> • Equipment to be properly maintained • Equipment to be used according to the manufacturer's instructions • Only fuel that is specified by the manufacturer to be used • All generators to be positioned away from works and residential properties where possible. • Generators must be self banded.
Disturbing ballast/ground Handling waste material	<ul style="list-style-type: none"> • Inspect area before works commence to look out for potential areas where dust may be a problem • Identify suitable location for stockpiling debris prior to removal from site. • Damp down areas where dust is raised, especially in very dry conditions • Cover skips where used for removal of debris

5.33 Waste management

Before works commence the area will be surveyed to identify any fly-tipped rubbish.

Litter and small waste must be bagged up and removed from site in a van and taken to Cleshar/LU yard and placed in the skip.

Care shall be taken of needles or other sharps around the work area, gloves to be worn and bags to be carried away from operative's body.

More substantial waste must be referred to the Client Manager for an instruction. If instructed waste must be bagged up and removed to agreed location

If hazardous waste is discovered it is to be kept separate from other waste and clients' representative contacted to ensure the correct procedure is followed for its disposal.

Quantity and type of waste being removed is to be recorded on the Project Activity Sheet.

Any materials or debris arising from the works must be put into double builder's bags, secured with cable ties and removed from site by Cleshar or as agreed with the client.

Where required, Cleshar will raise a request/permit for transporting the debris out of the station via the lift or escalator.

The sequence of operations with regard to waste disposal, generally follow the Waste Transfer note that has to be completed at various stages throughout the disposal process to ensure traceability.

A Copy of the in date Waste Carrier Licence will be held in the site file.

5.34 Protection of water quality

Cleshar will consider the possibility of water being discharged as a result of the works being carried out and implement mitigation measures and emergency procedures. On Site Risk Assessment will identify any areas of concern. The SPC will ensure all control measures are implemented to prevent contamination of water sources.

The protection measures are detailed below. For complex or large operations a separate Task Sheet and Risk assessment will be raised.

Activity/Area	Control Measures and protection
Processes creating Effluent/Waste water	<ul style="list-style-type: none"> • Buffer zone shall be established when applying herbicides or working in close proximity to water courses. • Mixing of products and preparation of chemicals to be carried out above spill tray or protective sheeting and away from drains and water courses • Large amounts will be mixed prior to entering the site at Cleshar depot. • The filling of a chainsaw or any other diesel/petrol driven equipment must be undertaken away from drains and water courses and above spill tray. • If works are undertaken in the vicinity of drainage outlets and the like a mixing box or bunds must be put in place to contain any spilt product. Any measures must have the capacity to contain the volume produced. • Spill kit must be available on site. Operatives to receive TBT on the use of spill kit.
All works	<ul style="list-style-type: none"> • Drains to be protected to prevent debris entering drainage outlets or channels • Generators must be self bunded.

Accidental discharge will be notified to the client representative immediately and an IRF raised. The incident will be investigated.

5.35 Archaeology

Cleshar will undertake investigations to establish whether the works have the potential impact to affect/damage buildings etc. and will liaise with the client's representative. Where it is suspected that archaeological finds may be made a separate Method Statement shall be raised for the works involved.

Should any archaeological finds be made during the works, the Supervisor will cease working in the area(s) affected and alert the client's representative and Cleshar head office immediately. The client will issue further instructions in writing.

5.36 Nature protection

Prior to works commencing a Client representative will inform Cleshar of any protected sites including any tree protection orders, conservation areas or areas known to contain protected species such as badgers and bats. The work timing will be planned as to minimise threat to nesting birds.

As part of the SPC's site risk assessment a check must be made for signs of wildlife, such as birds' nests, wasp's nests, badgers sets, bats, protected etc. All identified problem areas will be recorded on the RA form and details communicated to the clients' representative.

If wildlife is identified during the works the SPC must be informed and similar actions taken to ensure the wildlife is not disturbed.

Should any special measures be required these must be the subject of a separate instruction from Client and a separate method statement – raised by Cleshar Contract Services Limited and agreed with the client/Cleshar, prior to works commencing.

Cleshar will undertake assessment to establish tree protection orders, conservation areas etc. are in existence and preserve and protect trees and plant species unless specifically directed to do otherwise by the client. Cleshar will utilise an approved tree surgeon for these works and will not lop, fell, damage or cut roots without the permission of the client (TfL).

5.37 Management of pests and weeds

All pest and weed management will be carried out as per Task sheet, risk assessment and relevant COSHH assessment by competent operatives.

Areas treated with chemicals will be cordoned off where necessary and warning signs posted.

Cleshar will implement provisions to prevent as reasonably practicable the migration of pests from site. All operatives to be made aware of the presence of rats, wasp nests, snakes etc during site briefing.

Operatives must be made aware of health and safety hazards associated with wildlife in tool box talks and inductions. Hazards include; bee/wasp stings, leptospirosis, snake bites and diseases from pigeon droppings.

5.38 Traffic Management

- Traffic management must be in place when obstructing roads/pedestrian walkways. Specific Task Sheet and traffic management plan will be prepared where pedestrians or traffic are to be redirected due to Cleshar works.
- Vehicle reversing must be avoided or reversed only with the presence of competent Banksmen (who must be clearly identified).
- Cones, barriers, warning signs must be placed to warn/segregate other road users/pedestrians.
- No one to stand behind reversing vehicle, including Banksman
- Low speed limits must be introduced to enter/leave site where deemed necessary by the SPC (PWT or SPC-NT).

5.39 Contaminated Land

The client will inform Cleshar of areas with contaminated land. A specific Method Statement shall be prepared for work in such areas.

5.40 Inspection and Environmental Auditing

Internal inspections are undertaken at intervals determined by Cleshar HSQE Manager, having regard for the duration of the works and the level of risk. The purpose of the internal inspection is to ensure that the management system is operating in accordance with the Project documents and s requirements.

5.41 Records and Documentation

Specific records required for Environmental Management

Record	Kept by	Location	Notes
On Site Risk Assessment	PWT (SPC)	Site File – Head Office Office file	Records will be forwarded to the project manager Progress reports will be issued at progress meetings
Complaints from neighbours	Cleschar HSQE	Cleschar Head Office	

5.42 Live Working

Access to some sites will be via the cess or across live track. These methods must only be used where it is not practicable to access the worksite by other means. Full protection arrangements must be undertaken and all operatives must be Basic Track Awareness certified.

Where works during Traffic Hours are required, a specific method statement and protection plan will be prepared prior to works commencing. The MS will detail justification for live working and will be location specific. The method statement must make clear that live work is to be undertaken and the risks it entails. It must contain instructions for emergency isolation, rescue and first aid. All operatives must be fully aware of the risks and trained. Adequate protection equipment must be provided, along with insulated tools and appropriate lighting. A safe means of access must also be detailed.

Vegetation to be cleared from the track must be done during Engineering Hours or during a possession with the current off.

5.43 Manual Handling

A generic risk assessment has been carried out for manual handling below 25kg. Specific Manual Handling risk assessment will be carried out for heavier or awkward to hold. Operatives will confirm that they are fit to carry/lift the load.

Wherever practical manual handling will be avoided or must be replaced with mechanical handling. Team handling will be coordinated by a team leader. Where required by the risk assessment operatives will receive manual Handling training and/or on site toolbox talk.

5.44 Welfare Arrangements

Welfare will be provided for each location and assessed on each site, normally agreement to share station's/ Depot welfare facilities, for more remote place of work or large construction site provided with a welfare van. Permanent welfare facilities will be located in each zone. This will be briefed to all operatives.

6.00 Appendices.

- A. Risk Assessment Task Sheets
- B. Tool Box Talk Form (Blank)
- C. On Site Risk Assessment Work Instruction (RAWI)
- D. Project Activity Checklist
- E. COSHH Assessments ref to 5.10
- Hair spray

METHOD STATEMENT (SAFE SYSTEM OF WORK)

- Petrol
- Diesel
- Chain oil
- Strimmer Grease
- Hedge Trimmer Grease
- Dual – Pesticide
- Qualgex – Biocide
- Exposure to Letospirosis
- Giant Hogweed
- Japanese Knotweed Clearing
- Oak Processionary Moth
- Animal Faeces
- Nuisance dust
- Bandu – Pesticide
- Ecoplug bMax
- Garlon Ultra – Herbicide
- Chikara Herbicide
- MMC-Pro (Biocide)
- Mixture B Herbicide (Normox Enviro)
- Roundup (Probiactive 450) Plant Protection Product
- Kurtail Plant Protection Product

Appendix A

Risk Assessment Task Sheets

NO	Issue	Title
1	5	ACCESS AND SITE SET UP
2	5	WORK ON OR NEAR THE TRACK (LUL)
3	5	SITE WORK (BIOLOGICAL HAZARDS)
4	5	SITE WORK (EXPOSURE TO WEATHER)
5	5	MANUAL HANDLING
6	5	USE OF HAND TOOLS
7	5	USE OF POWER TOOLS
8	5	DRIVING AND TRANSPORTATION
9	5	TREE INSPECTION (LONE WORKING)
10	5	USE OF STRIMMERS AND BRUSH CUTTERS
11	5	USE FUEL POWERED EQUIPMENT AND REFUELLING
12	5	WORKING NEAR OVERHEAD POWER LINES
13	5	GROUND DISTURBANCE AND EXCAVATION

14	5	TREE FELLING AND PRUNING
15	5	TREE CLIMBING
16	5	USE OF LADDERS AND STEPLADDERS
17	5	ACCESS OR WORK ON STEEP SLOPES AND EMBANKMENTS
18	5	JAPANESE KNOTWEED ERADICATION AND CONTROL
19	5	GIANT HOGWEED ERADICATION AND CONTROL
20	5	OAK PROCESSIONARY MOTH REMOVAL
21	5	TREE AND SHRUB PLANTING
22	5	USE OF CHAINSAW
23	5	USE OF HAND HELD BLOWER
24	5	USE OF CHIPPING MACHINES
25	5	USE OF HEDGE CUTTERS
26	5	USE OF MIN TRANSPORTER
27	5	USE OF TRACK TROLLEY
28	5	USE OF HAND HELD AUGER
29	5	USE OF MEWP-MACHINES FOR TREE FELLING
30	5	USE OF SPRAYING PESTICIDES/HERBICIDES