

## Task Briefing Sheet

**BL – TBS01**

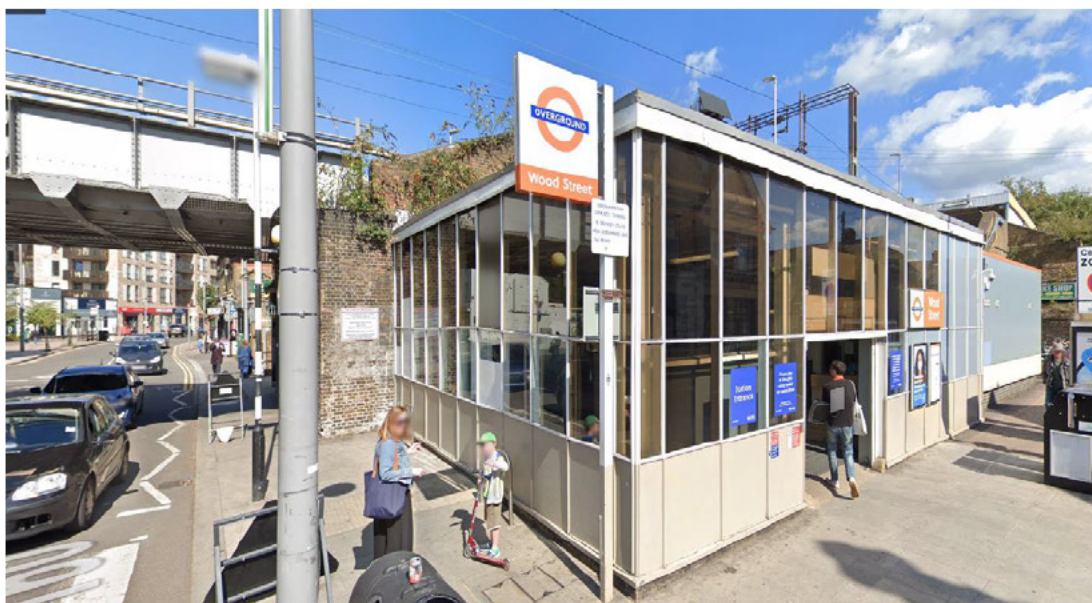
Principal Contractor: Braybrook Ltd  
Responsible Contractor(s): Braybrook Ltd

# Task Briefing

**Site Set Up and Surveys-TBS01**

**Platform End Mitigation Project WA Route – BL-WPP-20-063-Rev-A08**

**Location: Wood Street Station, E17 3LX**  
**14.06.21 to 14.08.21 3 Months**



**Prepared by:**

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Job Title)

(Contact Number)

03-06-2021

(Date Prepared)

**Approved by:**

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

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(Job Title)

(Contact Number)

04-06-2021

(Date Prepared)

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### PART A

#### 1. INTRODUCTION

- 1.1 Company doing the work: Braybrook Ltd.
- 1.2 Work Package Plan and Task Brief Reference: BL-WPP-20-063-Rev-A08 and BL-TBS01
- 1.3 Timescale for use: 3 Months
- 1.4 Document expiry date: 14-08-2021

#### 2. BRIEF DESCRIPTION & MANAGEMENT OF TASK

##### 2.1 Provide a brief description of the work / task and location.

Works Areas



Prior to works starting a survey with Braybrook and ARL shall be carried out of all associated working areas, platforms and assets including access/egress points. Checks and assurances to be made to determine the following.

- Is there sufficient room to install barriers during normal daytime operational hours?
- Is there safe access to underside of platform?
- Are harnesses required?
- Is the platform void suitable and ground level and has no obstructions to complete task?
- Are the works classed as confined space? If not satisfactory or safe, works will be re-planned with a full risk assessment and proposed works plan, and task briefing issued to ARL for approval.

Each platform will be surveyed, and information recorded on Survey Data Capture Sheets. A full Design submission F001, 002 and 003 will be undertaken by approved Structural Engineer once surveys have been undertaken.

ARL have completed the Landlord consent process and all consents for all x7 remaining stations listed within the project (See 1.1 of the WPP) have been approved and are in place.

The Braybrook Site Manager is responsible for briefing out the full site induction, work package plans and associated site specific task briefing sheets for the activities being carried out.

The Braybrook Site Manager must sign into the work package plan and brief the operatives who must then sign into the task briefing sheets before any works can commence on site.

All works involved in this task will be completed during line block protection arrangements working night-time working hours 22.00-0500, under the protection of the Controller of Site Safety COSS/Site Warden SWPack in accordance with NR/L2/OHS/019/F01 SWP Pack. The Controller of Site Safety (COSS/SW) will be on site at all times and carry out all briefings before works commence and obtain signatures accordingly.

All safe systems of work will be pre-planned of the restrictions affecting the work and the potential hazard of the site, all operatives to sign (COSS) briefing.

All works on the station property shall be covered by an ARL access permit.

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No works fall within the 2.75m clearance of the OHLE or conductor rail with both to be treated as LIVE at all times unless works have been planned to be completed within a possession with isolation.

Braybrook will supply a mobile welfare unit for the full duration of the project.

Work's vehicles will park utilising pay and display bays. All plant and materials will be carefully offloaded off the back of works vehicle and transported carefully into the station during off peak times to limit disruption to passengers and staff. All operatives to be trained to manually lift loads and in kinetic lifting technics. Group lifting or mechanical lifting to be selected where necessary. All vehicles limited to 5mph speed restrictions.

All deliveries will be pre-planned with ARL Project Manager.

Those working on site are reminded that:

- All noise to be kept to a minimum with all vehicles turned off not left idling, no shouting.
- Be courteous to all public, passengers and staff at all times.

Safety signs and project details to be displayed on barriers and around station perimeters.

A visual check for any invasive species, lose or redundant cables and any sharps or needles will be completed by Braybrook site manager before the works commence.

Work's area will be segregated of by installing blue chapter 8 barriers securely with safety signs attached.

COSHH Risk Assessment are to be briefed prior to works commencing including and addressing emissions from cutting/breaking dismantle works – further control measures to be implemented as per the RA, such as dust extraction.

Full PPE will be worn at all times with additional PPE available on site for individual Task specific tasks i.e. using styhl saw, concreting which will be briefed and referred in TBS by Braybrook site manager.

All/any waste generated from the works will be bagged up and transported of site to works vehicle with all transfer notes kept for ITP and auditing purposes.

Once all works have been completed a general clean-up of the works area will be completed. All rubbish, tools, plant and materials will be removed from site onto works vehicle. The COSS/Site Warden will then carry out checks to ensure all areas/platforms are left safe for the passage of trains and public use and then brief all operatives that all works are completed, and protection arrangements are to be removed/suspended and sign out at the Braybrook site manager.

Braybrook site manager will then complete Braybrook platform hand back form BMS-BQF-092 Hand Back Form and keep on site for record purposes.

**ALO has been considered not required, although the adjacent line is open No plant is in use requiring an ALO Pack.**

**INTERFACE WITH THE PUBLIC WILL OCCUR DURING THE WORKS-  
COURTESEY AND CONSIDERATION WITHIN MINIMUM DISRUPTION IS  
OF PARAMOUNT IMPORTANCE.**

### 2.2 Identify how work should be authorised to start and by whom.

Works will be authorised to start by the Braybrook COSS/SW following that all checks have been carried out and briefing has been carried out and understood by all personnel involved in the task. Once all is in place authorisation will be provided by the Braybrook COSS/SW to undertake the works.

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### 2.3 Provide contingencies arrangements if things are not as expected.

If for unforeseen reasons the works cannot be undertaken such as a defect piece of equipment works will cease until a replacement is found and the defect piece of equipment is quarantined. Under no circumstances will operations progress until Braybrook are satisfied. If methodology needs to deviate from plan, the CRE-C will be contacted, and an agreement will be reached on how or if the task can proceed. Under no circumstances will works proceed without the correct authority.

### 2.4 Identify how work should be authorised to finish and by whom.

Once the activity is completed, the Braybrook COSS/SW will inspect to ensure all is safe areas are safe and secure before personnel are permitted to leave site.

## 3. HANDOVER ARRANGEMENTS

### 3.1 Details about handover to another contactor or supervisor.

Not applicable for these works.

## 4. CONTROL OF SITE & ACTIVITY RISKS

### 4.1 Detail here the site-specific task / work activity risks and controls.

Risk	Permits Required	How will this risk be controlled?
Public Interface-injuries, nefarious activity	ARL Access Permits	<p>Supervisor to ensure TBT on public interface is briefed prior to the works; if put in a dangerous situation by public raise the alarm as per the emergency procedure. Strictly no swearing, shouting and general unruly behaviour. Any members of the public asking questions should be directed to the ARRIVA RAIL helpline.</p> <p>An exclusion area will be set up by placing blue chapter 8 barriers around the work area (COSS/Site Warden) to ensure a minimum clearance of 1.25m from operational platform edge is maintained at all times) so as to isolate it removing the risk of collision from general public or staff. This area is to remain as an exclusion zone for the duration of the works the barriers will be positioned so that they halt any chance of accidental access into the working area.</p>
Working on LIVE platforms during operational hours and close to the platform edge / yellow line	ARL Access Permits & SWPack	<p>Task only to be undertaken once a safe system of work has been established &amp; briefed to staff by the COSS/SW in accordance with the Rulebook, Hierarchy of Safe Systems of Work (NR/L3/OHS/019) and local instructions. Briefing to include method of warning and how many site wardens are in place prior to works commencing.</p> <p>All staff to be PTS trained and Hi Viz orange full PPE to be worn at all times in accordance with NR Standards.</p> <p>ARL &amp; MTR Site access permits to be in place prior to any works commencing on site.</p> <p>All works must take place at least 1.25m from coper edge, or 2m from any open line if works encroach within 1.25m of coper edge all works will be re planned and take place under line blockage protection arrangements. All operatives to</p>

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		stand clear and acknowledge passing trains entering platform limits or pass immediate working area.
Serious injury or fatality due to lack of compliance with agreed safe system of works by operatives at any time.	ARL Access Permits & SWPack	<p>Constant supervision to be in place throughout the works.</p> <p>Supervisors to ensure competence/training.</p> <p>Competent supervision that will stop works if unsafe working or conditions occur.</p> <p>Supervisors to be briefed/involved in agreed safe system of work including WPP and TBS.</p> <p>Task specific PPE.</p>
Damage to NR Assets	ARL Access Permits	Dilapidation survey to identify the assets & condition of them prior to work commencing. Protection measures to be put in place for any vulnerable assets, great care will be taken by staff when using plant and equipment.
Manual Handling	ARL Access Permits	<p>Delivery of loads will always target to be near the works locations to minimise manual handling.</p> <p>Where heavy loads are required to be moved by manual means, a two-man controlled lift will be used.</p> <p>Manual handling best practice toolbox talk is to take place in readiness for any manual handling works.</p> <p>Manual Handling Assessment Form (BMS-BQF-053) should be carried out prior to any lifting.</p> <p>Exclusion zones are to be maintained around operatives conducting manual handling and route to destination is to be cleared to ensure the reduction for the duration of lift.</p> <p>Extreme care and adequate precaution must be taken to prevent trapping fingers whilst lifting and placing loads.</p>
Injury to member of public/staff because of conflict with site operations	ARL Access Permits	<p>Access to work areas to be secured during works, exclusion zones to be set up, access by work party only and safety signs used.</p> <p>Materials to be transported during off peak hours to minimise contact with the public.</p> <p>Brief operatives on safe system of work.</p> <p>Ensure no trip hazards are left in designated pedestrian routes.</p>
Fire & Hot Works	Hot Works Permit BMS-BQF-056	<p>All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area and fire watchman on site.</p> <p>Machine to be switched off before refuelling.</p> <p>Avoid spillage onto hot engine parts.</p> <p>Tightly seal fuel cap after filling.</p>
Train movements	SWPack	<p>Safe System of Work in place. All operatives will be briefed prior to accessing site.</p> <p>The COSS will set up the safe system of work and remain with the work group always. If the COSS needs to leave the work group the work must stop until the COSS returns.</p>

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		<p>All works that can be done in operational hours at least 2m from the platform edge under Site Warden protection. The COSS/Site Warden must protect the work group and not assist with the work.</p> <p>Task only to be undertaken once a safe system of work has been established &amp; briefed to the team by the COSS in accordance with the Rulebook, Hierarchy of Safe Systems of Work (NR/L3/OHS/019) and local instructions.</p>
Working around third parties/public	ARL Access Permits	All works to be carried out within Chapter 8 Barriers to segregate works from others. The works will be under a Site Supervisor who will ensure all works will cause minimal disruption and all persons not involved with the works will be kept at a safe distance always. Safe walking routes and exclusion zones to be identified and briefed prior to the start of work.
Slips Trips & Falls	ARL Access Permits	All operatives to be trained in kinetic lifting procedures and manual handling procedures. Use mechanical lifting equipment where necessary to minimise manual handling. Ensure all safe walking routes and working areas are left safe and clear with all materials and plant being stored and stacked correctly.
Struck by a Vehicle/Plant	ARL Access Permits	<p>All plant movements to be carried out under the supervision of a banksman.</p> <p>Exclusion zones are always to be maintained around moving plant.</p> <p>Any operatives that wish to pass by moving plant must first get the attention of the banksman in charge of the plant to get authorisation to enter the exclusion zone.</p> <p>Works to be segregated utilising Chapter 8 barriers.</p>
HAVS	HAV Trigger Time Log Sheet – BMS-BQF-044	<p>HAVS Log to be maintained throughout the works when using a vibrating tool.</p> <p>Lowest vibration tools to be utilised.</p> <p>No operative is to exceed the Daily Exposure Limit.</p>
Dust	ARL Access Permits	Water suppression techniques to be used during these works to damp down dust. Additional PPE – dust mask / goggles, to be worn.
Sharps and Discarded Syringes etc.	ARL Access Permits	<p>Operatives to be briefed that items may be found. Do not touch and contact Braybrook HSQE Manager who will then follow Braybrook Incident Procedure.</p> <p>Cut 5 gloves to be worn by all staff at all times.</p> <p>Correct safety boots with steel caps to be worn always.</p> <p>If disused needles are discovered the individual should stop work and inform Site Supervisor immediately.</p>
Noise	ARL Access Permits	<p>Task briefing to be conducted prior to the start of works.</p> <p>Noise checks (BMS-BQF-099) to be conducted periodically during the works to monitor noise impact.</p> <p>Stipulation from the council to be followed at all times.</p>

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		No works to commence before specified times. Task specific PPE to be worn i.e. ear defenders during noisy activities. Best Practical Means to be followed.
Materials / small tools / plant falling onto track.	ARL Access Permits	Briefings will be carried out daily to ensure all operatives are aware and competent supervision will be in place at all times during the works.
Use of plant, tools, and equipment	ARL Access Permits	Ensure plant and equipment is fit for purpose and in good working condition. Ensure operatives are trained in its use. Provide suitable PPE. Ensure staff are qualified and competent in the use of plant and machinery. Ensure only holders of competency cards i.e. CPCS use the specific plant/equipment they are qualified to do so.
Working hours – Fatigue	ARL Access Permits	Compliance with ARL working hours. All staff must sign in and sign out. Regular rest breaks. Good welfare to be maintained. Max 12hr door to door policy.
Hygiene Issues	ARL Access Permits	No eating or smoking to take place until hands are cleaned/dried welfare Facilities to be used. Cut 5 Gloves to be worn.
Using moving plant and vehicles	ARL Access Permits	Traffic management system in place, 5mph restrictions on plant movement, banksman to be used where necessary, competent persons, regular inspections and pre-start checks carried out to plant & vehicles. Segregated walking route. All lifting certs and driver competence will be retained on file Competent staff to operate major Plant such as excavators, pore start checks to be carried out. Vehicles and plant well maintained. 12-hour rest period taken to prevent tiredness. Traffic management system set up. All heavy plant movements to be at no more than walking pace whilst in a work site.
Chemicals / COSHH	ARL Access Permits	Chemical anchors, COSHH assessment to be performed as per procedure. Operatives to wear correct PPE including long sleeves, rubber gloves & dust masks. COSHH Data sheets available on site.
COVID-19	ARL Access Permits	Social distancing must always be adhered to. Hand sanitizers, disposable gloves and disposable masks to be worn. Competency certificates to be sent digitally prior. If showing symptoms must not come to site and isolate as per government guidelines.
Live OHLE-Electrocution	Isolations, SWPack, ARL Access Permits	Any Work affecting live conductor rail/OHLE equipment will be carried out under isolation and managed, as per rule book. The isolation is to be briefed (Form C) and checked (test before touch) prior to work. All staff are briefed to carry all tools and equipment horizontally, all plant and equipment will be insulated. No materials or equipment which will encroach within the Conductor Rail/OHLE to be used without an isolation in place.

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### 5. RESOURCES

#### 5.1 Describe the resources required to do the task.

- People: 1No. Braybrook Site Manager (with first Aider & Cat scan competences), 1No. COSS/SW, x2-4 Multi Trade Operatives.
- Plant / Vehicles: Works vehicle, mobile welfare van, spill kit, drip tray, barriers, small generator, small general hand tools and powered hand tools.
- Materials: None.

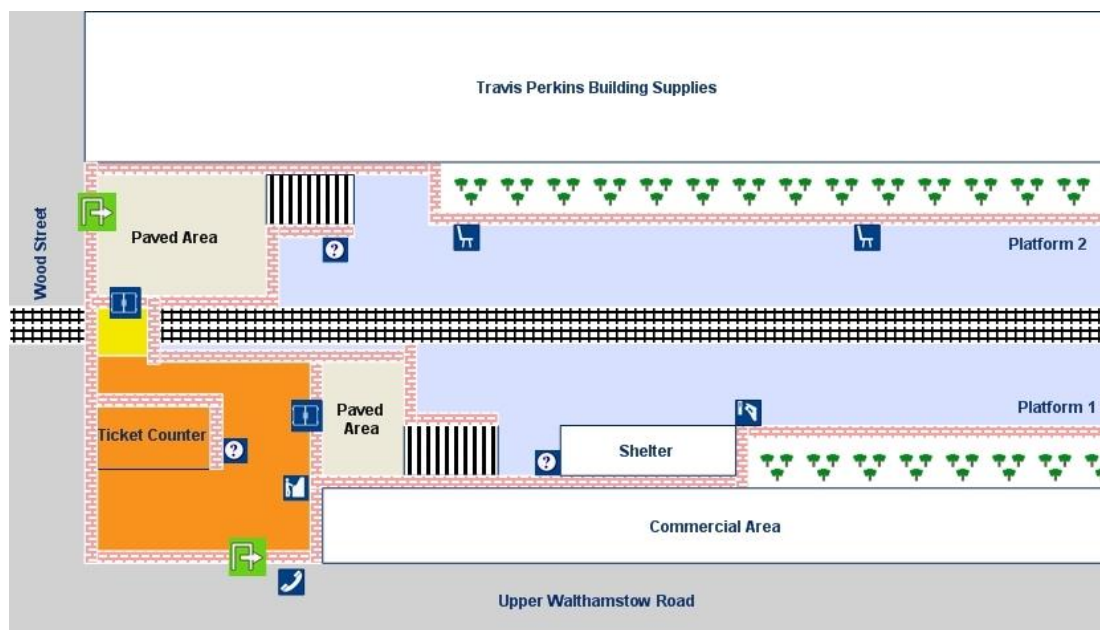
#### 5.2 Location

The main site access will be via the main station entrance located on Upper Walthamstow Road. Works vehicles will utilise local Pay & Display car parking bays.

#### 5.3 Safest Access & Egress Point

Wood Street Station-Access to the site will via the main station entrance. Materials will then be offloaded and carried to the platforms utilising kinetic lifting techniques during off peak hours to minimise public interface. Platforms are not at road level therefore operatives must take care when carrying plant / materials up or down stairs.

##### Station Plan



This image is protected by copyright

#### 5.4 Our Workforce Protection Arrangements

Please see Station plan above for all authorised walking routes and Access to Platforms.

#### 5.5 Safeguarding others from our work

Works area will be fenced off by erecting Chapter 8 barriers to prevent unauthorised access. Exclusion zones will also be in place during the operation with Braybrook Site Manager supervising at all times.

#### 5.6 Permit/s

Hot Works – BMS-BQF-056  
Permit to Dig – BMS-BQF-047  
ARL Access Permits  
COSS Site Warden SWPack  
Platform Hand Back-BMS-BQF-092a

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### 5.7 Plant and machinery Movements

Not applicable for this project.

### 5.8 Communication

The preferred method of site communication will be via mobile phone with the backup being verbal and visual.

Role	Name	Contact Number
Project Manager (ARL)		
Health & Safety Manager (ARL)		
Managing Director (BB)		
Senior Project Manager (BB)		
CRE Civils (BB)		
HSQE Manager (BB)		
SSOW Planner (BB)		
Construction Manager (BB)		
Assistant Project Manager (BB)		
Site Manager (BB)		
Site Manager (BB)		
Network Rail Asset Control Centre		
Network Rail Reporting		
Arriva Rail Reporting		
ARL Helpline		
British Transport Police		
Environment Agency		
NWR Fault Response		
NCCA		
UK Power Network		
National Grid		
ES Pipelines/Gas/Envoy		
Thames Water		
BT Openreach		
Global Crossing		

### 5.9 Emergency Arrangements

The project will provide sufficient first aid facilities to treat injuries and make any injured persons safe and comfortable. First aid equipment and trained personnel will be in close proximity to all working operations, and within any mobile welfare vans. This information will also be embedded within the induction process to be briefed to all new starters on site.

The first aid facilities will be inspected on a weekly basis to ensure they are in good order; any stock requirements will be ordered in a timely manner.

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Site minimum first aid arrangements are as follows.

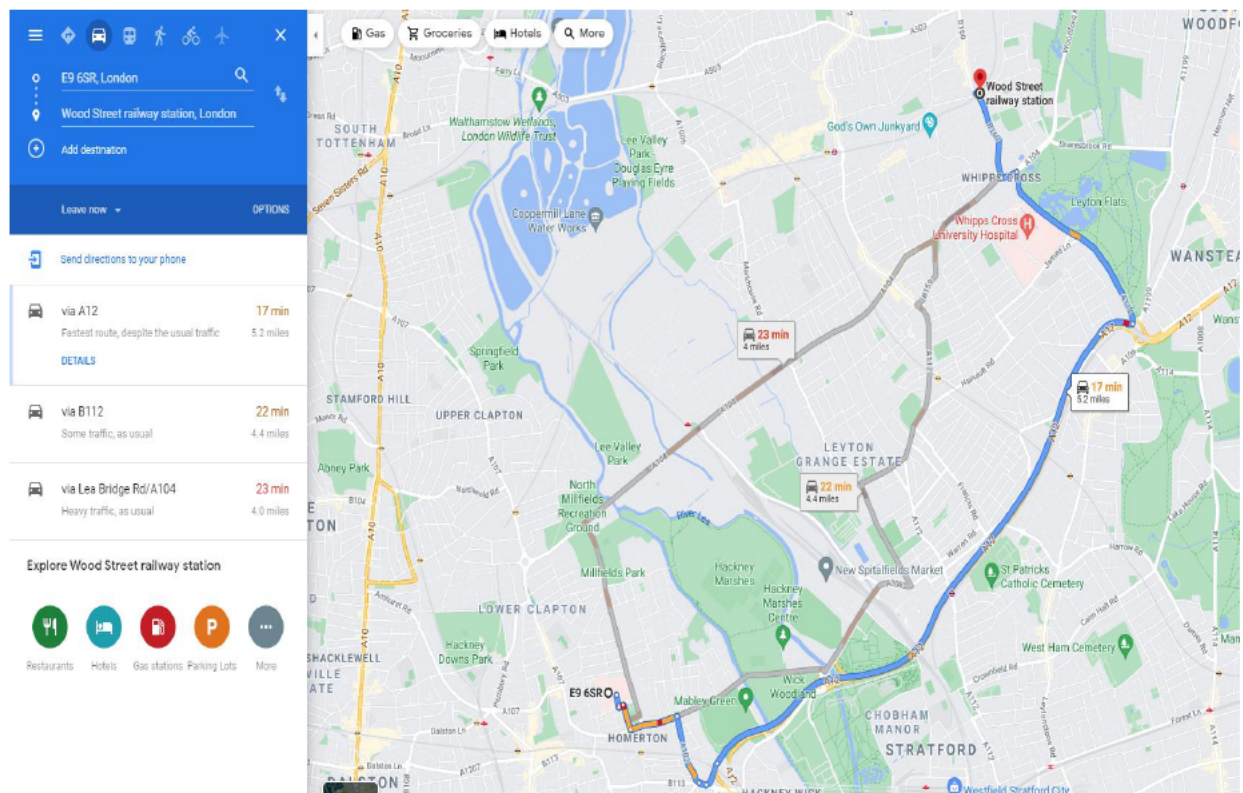
- Less than 25 persons: One Appointed Person (AP)
- 25-50 Persons: Emergency First Aider (EFAW)

A First Aider is always to be present at the works location with any other personnel. First Aid kits are to be distributed to each work group. All injuries, regardless how minor, are to be recorded in the Accident Book.

In the case of a major injury occurring, the **Emergency Services** are to be called immediately on **999**.

Risk	Required arrangement
Deep Lacerations	Deep cuts first aid kit and appropriately trained personnel
Minor cuts/ injuries	First aid kit and trained first aider
Burns (Electrical/ hot works)	Burns kit and burns trained first aider
Debris / dust in eye	Eye Wash kits / stations to be provided close to work site and trained personnel
Cardiac arrest	Defibrillator to be on site and trained personnel.

Minor injuries will be treated onsite by the designated First Aider (see contact list below). If more treatment is required, then the injured party will be taken to the nearest A&E hospital. Details below.



In the case of a major injury the emergency services are to be called immediately and directed to site, in the interim the designated first aider will treat the injured party as best as possible.

All injuries, however minor, will be entered in the site Accident Book.

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The assembly point and meeting place for emergency services will be on Upper Walthamstow Road (E17 3LX).

Braybrook Site Manager will be responsible for contacting/meeting the emergency services.

### 5.10 Welfare

The welfare will meet the requirements of the Workplace Health, Safety and Welfare Regulations 1992 and NR/L3/INI/CP0036.

Welfare Van pictured below.



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### 6. CHANGES TO THE TASK BRIEFING SHEET

Person Undertaking the Review (Below):		
Changes Authorised by:		
Authorisation Number:	Date:	Time:

<b>Section No. &amp; Heading Affected</b>	
<b>Changes made &amp; reason(s) why change is required</b>	
<b>What further action is required?</b>  E.g. Change to Order of Works, Additional PPE required, new method of working etc.	
<b>Who needs to undertake these actions?</b>	

Remember to re-brief the above to the relevant persons within your workgroup / site / possession (etc.)  
Changes to a Task Brief - Revised Risk Assessment

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### PART B

Principal Contractor: Braybrook Limited

Responsible Contractor(s): Braybrook Limited

**Task Briefing Record**  
**Site Set Up and Surveys – BL-TBS01**  
**Platform End Mitigations WA Route – BL-WPP-20-063-Rev-A08**

#### Briefers declaration:

The briefer confirms they are satisfied with the TBS and the information is correct. Suitable risk controls are in place as detailed in the TBS. I have confirmed the workgroup understands the briefing before any work is carried out.

#### Briefing given by:

Name	Sentinel Number / Site Pass Number	Position	Signature

By signing below, I confirm that I have received and understood the briefing for this task. If the TBS briefing does not cover your activity, risks, or the controls are not in place as described in the TBS, do not sign this sheet and report it to the briefer immediately and submit a close call.

Print Name	Sentinel Number / Site Pass Number	Signature	Date & Time

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