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## Work Package Plan

### Platform Ends Mitigation Project WA Route

Start Date: June 2021

Finish Date: Aug 2021

WA Region Work Package :

BL-WPP-20-063–Rev A09

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## VERSION CONTROL

VERSION NUMBER	SUMMARY OF CHANGES
A09	WPP Revised and amended as per ARL Comments Log 002 Revision



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## 1 Introduction

### 1.1 Brief outline of work methodology

This Work Package Plan details the safe system of work to be implemented for the platform mitigation works that will take place across the WA region at the following Stations listed below managed by ARL:

**Stations to be completed listed below for work package WA Route:**

- Southbury
- Emerson Park
- London Fields
- Theobalds Grove
- Rectory Road
- Wood Street
- Hackney Downs

New platform end barriers, signage and anti-trespass mats will be installed at the specified locations at each ends of all platforms as detailed above. Bespoke GRP prefabricated barriers and gates will be installed using solid infill and trestle type platforms. If required existing assets may be required to be removed and relocated including benches, grit bins subject to approval from ARL PM.

All remaining works for all x7 stations works will be carried out during line blocks booked and planned by Braybrook planner through Network Rail GZAC system. All works shall take place under an approved ARL access permits and with authorised COSS SWP. The COSS will be consulted during the works planning process and Safe System of Work must be agreed by all parties involved. When accessing the stations all vehicles to be park in designate bays and obtain parking permits from ARL if required and Braybrook site manager to sign in at each stations/Hubs prior to works commencing. A Braybrook site manager will be supervising these works all times.

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

### Sequence of Works

These are the works associated with the project (limit is not exhaustive):

**Task 1 – Site Set Up & Surveys**

**Task 2 – Civils Works-Solid Infill Platforms(Works to be completed under line block protection)**

**Task 3 – Solid Platform & Trestle Type End Barrier Installations(Works to be completed under line block protection)**

**Task 4 – Trestle Platform Type End Barrier Installations (Works to be completed under line block protection) Only applies to Theobalds Grove Station Platform 1 L/End & Platform 2 L/End.**

**Task 5 – Anti-Trespass Matt Installations (Works to be completed under line block protection)**

**Task 6 –Snagging & Demobilisation (Works to be completed under line block protection)**

### Briefings

**Prior to works commencing all staff must ensure they have had the correct briefings:**

- Work Package Plan Briefing – To supervisor level and above:
- Start of Shift and Task Briefing – To all individuals involved in work activity on site



- COSS/SW SWP briefing – To all individuals involved in work activity on site

The COSS/SW will authorise the planned work activities to commence after the safe system of working has been established. Task Briefings shall be given by the designated site manager prior to individuals commencing task brief scope of works. All relevant project related documents including signed task briefings and SSOW Packs to be kept on site for records as evidence that they have understood the briefing.

The COSS/SW will carry out checks prior to works commencing on site ensuring all required project documentation is in place, been approved and has been fully briefed, understood and signed by all site staff.

## 1.2 Covid 19 Statement and Associated Risk Assessment

At Braybrook we are acutely aware of the impact of the current Coronavirus (COVID-19) pandemic, and we have been introducing a number of measures to ensure our staff, clients, other workers, and general public remain safe.

Our staff have received a number of Tool Box Talks and Safety Briefings on Covid19 and have been provided continuous updates to ensure they stay safe.

We have included references to the general control measures the company has taken to minimise the risk of spreading and contracting COVID-19 and have also included a risk assessment in Appendix A.

### Self-Isolation

Any member of the Braybrook workforce who meets one of the following criteria shall not be permitted to attend work in any capacity:

- Has a high temperature, a new persistent cough or any other recognised symptom.
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).
- Is living with someone in self-isolation or a vulnerable person.

Braybrook personnel shall be required to self-isolate for the specified period of time in accordance with the government guidance on self-isolation. Anyone showing signs of or suffering from symptoms of COVID 19 shall be responsible for communicating with their designated line manager via email or telephone on the status of their condition and shall provide any medical records that confirm diagnoses and fitness for work.

### If Someone Falls Ill During Work

Any member of the Braybrook workforce that develops a high temperature or a persistent cough while at work shall be required to:

- Return home immediately



- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- Inform their designated line manager, and also provide details of anyone they have been in close proximity to during work
- Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed as per government advice

Braybrook may then determine that anyone that has worked in close proximity may also be required to self-isolate and monitor for any symptoms of COVID 19.

### Travelling to Site Location's

Due to the nature of our works, Braybrook has no requirement to use any form of public transport to travel to any site locations. Company vehicles are provided to individual members of our workforce. It is the responsibility of the vehicle driver to ensure the vehicle is maintain to a clean standard, disinfectant wipes and antibacterial hand sanitisers have been provided within each vehicle. In the event that a member of the workforce feels unwell, then it is the responsibility of the other gang member to take the individual straight home, ensuring they are properly protected.

### Site Meetings

In the first instance all site meetings shall be conducted remotely and via the use of current technologies such as skype conference calls, Microsoft Teams etc.

- If site attendance is necessary, then individuals shall attend at separate times if this is feasible.
- Only absolutely necessary meeting participants shall attend sites if a meeting is required in physical form.
- All attendees shall conduct meetings at a minimum of distance of two metres apart from each other.
- Site meetings shall be held in open external areas in the first instance where this is possible.
- Where relevant all site meeting rooms shall be well ventilated / windows opened to allow fresh air circulation for a period of an hour before and after each scheduled meeting.

### Avoiding Close Working

As a general principle all members of the workforce will be required to maintain a minimum distance of 2 metres from any other individual, to achieve this, we shall ensure;

- One individual on site shall be nominated to communicate directly at least at a 2-metre distance from any member of the public or site visitor.



- All material, plant deliveries or site waste collections shall be confirmed via a photo of the delivery or collection and shall be directed at least at a 2-metre distance to avoid any close contact by signed delivery or collection notes
- Where possible all material delivery drivers shall remain within the vehicle cab.
- All paperwork shall be required to be sent via the postal system to the company.

We recognise that there may be situations where it is not possible or safe for workers to distance themselves from each other by at least 2-metres., where this may be relevant, we will ensure the following;

- Non-essential physical work that requires close contact between individuals will be avoiding where possible
- No work requiring skin to skin shall be carried out.
- All other work shall be planned to minimise contact between workers
- Re-usable PPE shall be thoroughly cleaned and disinfected after use and not shared between workers
- Single use PPE shall be disposed of appropriately so that it cannot be reused
- Ventilation shall be increased within site enclosed spaces
- The inside of vehicle and plant cabs as well as operator controls shall be regularly cleaned between use by different operators.

#### Site Access Points

- All non-essential site visitors shall be restricted from entering the site and works location by physical barriers, signage and distance methods of communication.
- Staggered delivery / collection times shall be implemented where possible to reduce congestion and contact on site.
- A site access points shall be monitored to enable social distancing – this may include the need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
- All workers shall be required to wash or clean their hands before entering or leaving the site with the introduction of hand sanitisers at site access / egress points and within company vehicles.
- Two metre standing points shall be marked at sites where a turnstile or signing in point are located to maintain social distancing.
- Common contact surfaces on site shall be cleaned and disinfected more regularly e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- The number of people in attendance at site inductions, briefings and toolbox talks shall be reduced and staggered, these shall also be held outdoors wherever possible.
- In addition to site briefings and toolbox talks related to the site works



or site environment, Braybrook shall continue to monitor the media and government announcements regarding the current status of the COVID 19 outbreak, regular briefings on the status of COVID 19 as well as protective measures shall be cascaded to our workforce by various methods including distance briefings in physical form, email briefings, direct briefings to individuals via technologies such as skype, Facetime, Microsoft Teams etc.

- All plant, equipment and tools shall be subject to a more regularly regime of cleaning and disinfectant before and after use and in particular where plant, tools and equipment are crossed used or operated.

### Hand Washing

- Braybrook will supply their own mobile welfare vehicle for the full duration of the works to ensure all Braybrook personnel and staff stay within their own bubble and minimise contact with general public and station staff. The mobile welfare vehicle will return to Braybrook depot every day to be cleaned and sanitised in accordance and as per latest government COVID guidelines, see below.
- Additional hand washing facilities shall be provided to the usual welfare facilities if a large spread out site or significant numbers of personnel are on site.
- The availability of soap and fresh clean water shall be monitored more frequently to ensure it is readily available and kept topped up at all times.
- Hand sanitiser shall be provided to the entire workforce and within all company vehicles where hand washing facilities are unavailable due to works being classed as transient.
- Welfare facilities including hand washing facilities shall be cleaned more frequently, soap and sanitiser levels shall also be monitored more frequently.
- Suitable and sufficient rubbish bins for hand towels shall be provided with regular removal and disposal.
- Sites will be provided with extra supplies of soap, hand sanitiser and paper towels and these shall also be securely stored.
- Staff should avoid using station toilets wherever possible during operational hours.

### Toilet Facilities

- Braybrook will supply their own mobile welfare vehicle for the full duration of the works to ensure all Braybrook personnel and staff stay within their own bubble and minimise contact with general public and station staff. The mobile welfare vehicle will return to Braybrook depot every day to be cleaned and sanitised in accordance and as per latest government COVID guidelines, see below.



- The number of people using facilities at any one time shall be restricted
- Additional signage to be installed reinforcing the need to wash hands before and after using the facilities
- Cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush shall be enhanced
- Portable toilets shall be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Staff should avoid using station toilets wherever possible during operational hours.

### Changing Facilities, Showers and Drying Rooms

- Braybrook will supply their own mobile welfare vehicle for the full duration of the works to ensure all Braybrook personnel and staff stay within their own bubble and minimise contact with general public and station staff. The mobile welfare vehicle will return to Braybrook depot every day to be cleaned and sanitised in accordance and as per latest government COVID guidelines, see below.
- Staggered start and finish times to be introduced where possible to reduce congestion and contact at all times
- Cleaning of all facilities throughout the day and at the end of each day shall be enhanced
- Additional facilities to be considered Based on the size of each facility, and we shall determine how many people can use it at any one time to maintain a distance of two metres
- Suitable and sufficient rubbish bins in all welfare facilities these areas with regular removal and disposal.

### Canteens and Eating Arrangements

Our workforce shall be encouraged not to use local shops for food and drink where possible.

- Braybrook will supply their own mobile welfare vehicle for the full duration of the works to ensure all Braybrook personnel and staff stay within their own bubble and minimise contact with general public and station staff. The mobile welfare vehicle will return to Braybrook depot every day to be cleaned and sanitised in accordance and as per latest government COVID guidelines, see below.
- Eating areas shall be identified on site to reduce food waste and contamination
- Break times shall be staggered where possible to reduce congestion and contact at all times
- Hand sanitiser shall be available where our workforce eats and drink and shall be used by workers before and after consuming food and drinks.
- The workforce has been asked to bring pre-prepared meals and refillable drinking bottles from home where possible.



- Workers have been advised to sit a minimum of 2 metres apart from each other whilst eating and avoid all contact. Please update.
- No Crockery, eating utensils, cups etc. shall be provided, the workforce have been advised to bring in their own.
- Tables shall be cleaned between each use.
- All rubbish shall be put straight in the bin and not left for someone else to clear up

In addition to task or environment based personal protective equipment, the following measures shall also be applied.

- Workforce is instructed that where social distancing cannot be achieved disposable respiratory protective equipment FFP1 and protective gloves (Nitrile gloves cut five gloves EN388-4543) must be worn at all times (these must be personal to individual).
- Re-usable PPE shall be thoroughly cleaned and disinfected after use and not shared between workers
- Single use PPE shall be disposed of appropriately so that it cannot be reused
- All site supervisors are to monitor the condition of all PPE more regularly and prior to every shift commencing
- All PPE that is identified as not suitable shall be disposed of immediately and the individual not authorised for work until the item has been replaced.

The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date	Task
20-063- WPP-03 - [REDACTED]	Site Set Up & Surveys (For remaining x7 stations)	11 <sup>th</sup> & 14 <sup>th</sup> May	TBS 001
20-063- WPP-03 - [REDACTED]	Civils Works-Solid Infill Platforms	May 2021 (Completed)	TBS 002
20-063- WPP-03 - [REDACTED]	Solid Platform Type End Barrier Installations	June-July 2021	TBS 003
20-063- WPP-03 - [REDACTED]	Trestle Platform Type End Barrier Installations	June-July 2021	TBS 004
20-063- WPP-03 - [REDACTED]	Anti-Trespass Matt Installations	June-July 2021	TBS 005
20-063- WPP-03 - [REDACTED]	Snagging & Demobilisation	Aug 2021	TBS 006



## **Associated Documents:**

### **AFCs:**

- Design AFC Drawings
- Atkins Signal Sighting Assessment
- Landlords Consent (ARL)

### **TQs:**

WA Route- Only x7 Remaining Stations

- TQ-06 BL-20-063-SBU-01
- TQ-09 BL-20-063-EMP-01

### **ITP:**

- Braybrook ITP Plan
- Braybrook ITP Check sheets
- Braybrook Survey Data capture sheets

## **Task 1-Site Set Up and Surveys**

Prior to works starting a survey with Braybrook and ARL shall be carried of all associated working areas, platforms and assets including access/egress points. Checks and assurances to 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) have been approved and are in place.

ARL to provide Braybrook with asbestos registers for each station prior to works commencing on site. All Braybrook staff have been trained in asbestos awareness training, all certs are attached in appendix B.

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

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 works as illustrated on page 55.

Work's vehicles will park within the station car parks subject to approval from ARL if available. Some of the stations have limited parking. 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 techniques. 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.



## **Task 2 – Civils Works Solid Infill Platforms (Works to be completed under line block protection)**

Prior to commencing works, all necessary environmental consents will have been applied for and Braybrook site Supervisor will carry out visual checks prior to works.

All works involved in this task will be completed during line block protection arrangements working night-time working hours 22:00-05:00, 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. If any works encroach within 1.25m of any open lines the works will be re planned and carried out under the protection of a line blockage booked by Braybrook planner through Network Rail GZAC system. The COSS will be consulted during the works planning process and Safe System of Work must be agreed by all parties involved.

Braybrook site manager will brief all personnel at the beginning of the shift about communication procedure during noisy works. The Site Manager will not be operational and will ensure that anyone operating noisy equipment is provided with the necessary PPE and will communicate via touch/shout warning should work need to be halted.

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; these shall be carried out during line block protection arrangements working night-time working hours 22.00-0500. 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.

Only when confirmed and authorised by the Controller of Site Safety COSS/Site Warden the works will take place. These works will be controlled and supervised by the Braybrook site manager at all times.

Before any excavation works commence, a cable detection survey will be carried out by a competent person using a RD8000 detector and a Permission to Dig and Permit to dig will be issued by the Braybrook site Manager in line with Rail-Doc 002 Management of buried services in accordance with NR/L1/AMG/1010.

A Hot Works Permit will be issued & briefed by the Braybrook site Manager before any work commences.

An exclusion area will be set up by placing blue chapter 8 barriers around the work area during a line blockage. COSS to ensure barriers are installed correctly and secured in position, thereby removing the risk of collision with trains, station staff and/or other contractors. This area is to remain as an exclusion zone for the duration of the works and signage added to warn the public.

Braybrook site manager to set out and mark out location of works for new end barriers and gates as per approved drawings produced from site surveys issued by Barrier supplier ready for the works to begin.

If any existing assets including any benches, signs, flower pots or posters are to be removed and relocated authority from ARL PM must be instructed before any works commence. Removal and re install of any assets will be carried out following the same procedures detailed below.



If required surfaces will be cut using disc cutter with water suppression kit attached and then mechanically removed surface using hand held 110v Breaker. All waste to be bagged up into 25kg bags and removed to works vehicle ready to be removed off site to fully licensed waste transfer station. All receipts to be kept for ITP purposes. HAVs assessment shall be carried out and EAVs monitored throughout the works.

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. Ear Defenders will be used when using noisy machinery such as cement mixer or disc cutter. Line blockages will be utilised for all works thereby removing the requirement for Site Warden protection

Excavations to be hand dug using insulated hand tools only to desired depths as by AFC design, Site Supervisor to check positioning and depths .All waste generated from the works to be bagged up and removed from site to works vehicle with all transfer notes kept for ITP and auditing purposes.

C40 Pre-bagged concrete will be hand batched on site using 110v cement mixer and installed level and to correct height to form new concrete padstones. Test cubes taken for ITP 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.

### **Task 3 – Solid Platform Type End Barrier Installations (Works to be completed under line block protection)**

**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. If any works encroach within 1.25m of any open lines the works will be re planned and carried out under the protection of a line blockage booked by Braybrook planner through Network Rail GZAC system. The COSS will be consulted during the works planning process and Safe System of Work must be agreed by all parties involved.



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; these shall be carried out during line block protection arrangements working night-time working hours 22.00-0500. 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.

Only when confirmed and authorised by the Controller of Site Safety COSS/Site Warden the works will take place. These works will be controlled and supervised by the Braybrook site manager at all times.

All materials and plant will be transported to site via the main station entrances to works areas. All operatives to be trained to manually lift loads and in kinetic lifting techniques. Group lifting or mechanical lifting to be selected where necessary.

Before any drilling/excavation works commence, a cable detection survey will be carried out by a competent person using a RD8000 detector and a Permit to drill will be issued by the Braybrook site Manager in line with Rail-Doc 002 Management of buried services in accordance with NR/L1/AMG/1010.

A Hot Works Permit will be issued & briefed by the Braybrook site Manager before any work commences.

An exclusion area will be set up by placing blue chapter 8 barriers around the work area during a line blockage. COSS to ensure barriers are installed correctly and secured in position and do not encroach within 1.25m of any open line, thereby removing the risk of collision with trains, station staff and/or other contractors. This area is to remain as an exclusion zone for the duration of the works and signage added to warn the public.

Braybrook site manager to set out and mark out for barrier and gate installations as per approved drawings.

Barriers and gates including all materials, fixings and fittings will be transported to site via the main station entrances to works areas. All operatives to be trained to manually lift loads and in kinetic lifting techniques. Group lifting or mechanical lifting to be selected where necessary.

New barriers and gates will be installed using manufacturers approved fixtures and fittings. New concrete padstones will be drilled ready to receive Hilti Max chem fix for fixing barriers and gates.

Install free issue signage supplied by Arriva Rail (Trespass Warning signs, Samaritans signs, and Foreign Warning signs) as per manufacturer's instructions using approved steel fixings.

Engineer to check alignment and height levels and once all correct a torque wrench will be utilised to torque nuts to design requirements.

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 110v grinder to cut barriers which will be briefed and referred in TBS by Braybrook site manager.

All/any affected surface areas will be made good to match existing as by design approved products.

All waste to be bagged up into 25kg bags and removed to works vehicle ready to be removed off site to fully licensed waste transfer station. All receipts to be kept for ITP purposes. HAVs assessment shall be carried out and EAVs monitored throughout the works.

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.

#### **Task 4-Trestle Platform Type End Barrier Installations (Works to be completed under line block protection)**

##### **Only applies to Theobalds Grove Station Platform 1 L/End & Platform 2 L/End.**

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. If any works encroach within 1.25m of any open lines the works will be re planned and carried out under the protection of a line blockage booked by Braybrook planner through Network Rail GZAC system.

During site visits on Friday 14<sup>th</sup> May 2021 platforms at Theobalds Grove Platform 1 L/End and Platform 2 L/End have been identified as trestle type platforms. Safe access can be achieved once line block protection arrangements are in place and works have been authorised to commence by the COSS/SW.

An exclusion area will be set up by placing blue chapter 8 barriers around the work area during a line blockage. COSS to ensure barriers are installed correctly and secured in position and do not encroach within 1.25m of any open line, thereby removing the risk of collision with trains, station staff and/or other contractors. This area is to remain as an exclusion zone for the duration of the works and signage added to warn the public.

Access will be via the platform ramp onto track, once on track access will be from the front of the platform to the underside of platform, no is harness will be required. Both platform voids are suitable for access and ground conditions to the front of the copers beneath the platform are level and flat with no assets, cables or obstructions present at date of survey. Task lights or head lamp will be supplied for assistance.



During the works If site conditions change or unforeseen assets are present which were unable to be identified during the site visits and works cannot be carried out safely works will be suspended until a safe plan can be implemented and approved by ARL. If no safe plan can be achieved designs will be altered to install new rubber witches hats only which can be fixed from above as previously done at Hackney Downs Station on platform 2/3 L/End.

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; these shall be carried out during line block protection arrangements working night-time working hours 22.00-0500. 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.

Only when confirmed and authorised by the Controller of Site Safety COSS/Site Warden the works will take place. These works will be controlled and supervised by the Braybrook site manager at all times.

All materials and plant will be transported to site via the main station entrances to works areas. All operatives to be trained to manually lift loads and in kinetic lifting techniques. Group lifting or mechanical lifting to be selected where necessary.

Before any drilling/excavation works commence, a cable detection survey will be carried out by a competent person using a RD8000 detector and a Permit to drill will be issued by the Braybrook site Manager in line with Rail-Doc 002 Management of buried services in accordance with NR/L1/AMG/1010.

A Hot Works Permit will be issued & briefed by the Braybrook site Manager before any work commences.

If works is satisfactory to proceed Braybrook site manager to mark out platform as per AFC drawings and ensure that the precast trestle/planks are not broken out and minimum bearing on to cross wall is maintained.

Prior to drilling the trestle planks/slabs a survey using an electromagnet scanner (cover meter survey) will be used by competent person to scan bottom face of precast trestle/slabs marking their positions will take place transferring accurately the reinforcement positions to the top of the trestle/slab. Drilling positions to be midway between reinforcement and drilling to be diamond not rotary. Cores extracted must be inspected and should it be found that any reinforcement strands were cut, this must be recorded including the precise location and designer to be advised.

X4 no 22mm holes to be drilled through planks. slabs ready to receive M20 grade 8.8mm bolts. New bespoke galvanised base plate approx. 400mm x 280mm with car stop post attached will be fixed into position using the M20 bolts, nuts and washer s as per AFC designs.

New barriers and gates will be installed using manufacturers approved fixtures and fittings. Existing platform will be drilled ready to receive X4 no 22mm holes to be drilled through planks. slabs ready to receive M20 grade 8.8mm bolts. Manufacturers supplied galvanised base plate fixtures and fittings will be fixed into position using the M20 bolts, nuts and washer s as per design.

Install free issue signage supplied by Arriva Rail (Trespass Warning signs, Samaritans signs, and Foreign Warning signs) as per manufacturer's instructions using approved steel fixings.



Braybrook site manager to check alignment and height levels and once all correct a torque wrench will be utilised to torque nuts to design requirements.

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 110v grinder to cut barriers which will be briefed and referred in TBS by Braybrook site manager. Ear Defenders will be used when using noisy machinery such as grinder. Line blockages will be utilised for all works thereby removing the requirement for Site Warden protection

All/any affected surface areas will be made good to match existing as by design approved products.

All waste to be bagged up into 25kg bags and removed to works vehicle ready to be removed off site to fully licensed waste transfer station. All receipts to be kept for ITP purposes. HAVs assessment shall be carried out and EAVs monitored throughout the works.

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.

#### **Task 5 – Anti-Trespass Matt Installations (Works to be completed under line block protection)**

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. If any works encroach within 1.25m of any open lines the works will be re planned and carried out under the protection of a line blockage booked by Braybrook planner through Network Rail GZAC system. The COSS will be consulted during the works planning process and Safe System of Work must be agreed by all parties involved.

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; these shall be carried out during line block protection arrangements working night-time working hours 22.00-0500. 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.

Only when confirmed and authorised by the Controller of Site Safety COSS/Site Warden the works will take place. These works will be controlled and supervised by the Braybrook site manager at all times.



All materials and plant will be transported to site via the main station entrances to works areas. All operatives to be trained to manually lift loads and in kinetic lifting techniques. Group lifting or mechanical lifting to be selected where necessary.

Before any drilling/excavation works commence, a cable detection survey will be carried out by a competent person using a RD8000 detector and a Permit to drill will be issued by the Braybrook site Manager in line with Rail-Doc 002 Management of buried services in accordance with NR/L1/AMG/1010.

A Hot Works Permit will be issued & briefed by the Braybrook site Manager before any work commences.

An exclusion area will be set up by placing blue chapter 8 barriers around the work area during a line blockage. COSS to ensure barriers are installed correctly and secured in position and do not encroach within 1.25m of any open line, thereby removing the risk of collision with trains, station staff and/or other contractors. This area is to remain as an exclusion zone for the duration of the works and signage added to warn the public.

Prior to drilling the copers Braybrook site manager to check condition of copers and if any defects are present. A survey using an electromagnet scanner (cover meter survey) an onsite assessment will be carried out to determine the no reinforcement within coper are damaged by drilling.

All materials and plant will be transported to site via the main station entrances to works areas. All operatives to be trained to manually lift loads and in kinetic lifting techniques. Group lifting or mechanical lifting to be selected where necessary.

Braybrook site manager to set out and mark out for anti-pedestrian matts installations as per approved drawings. Anti-pedestrian matts to be installed using manufacturers fixtures and fittings, level and flat to coper. Once installed engineer to check anti-pedestrian mats are secure.

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 110v grinder to cut anti-trespass matts which will be briefed and referred in TBS by Braybrook site manager.

All/any affected surface areas will be made good to match existing as by design approved products.

All waste to be bagged up into 25kg bags and removed to works vehicle ready to be removed off site to fully licensed waste transfer station. All receipts to be kept for ITP purposes. HAVs assessment shall be carried out and EAVs monitored throughout the works.

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.



### **Task 6 – Snagging & Demobilise (Works to be completed under line block protection)**

ARL site manager and PM to produce and collate a snag list for each individual station and issue a DTN to Braybrook.

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. If any works encroach within 1.25m of any open lines the works will be re-planned and carried out under the protection of a line blockage booked by Braybrook planner through Network Rail GZAC system.

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; these shall be carried out during line block protection arrangements working night-time working hours 22.00-0500. 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.

The OHLE/Conductor Rail will not be required to be turned off and must be treated as LIVE at all times; the line blockage may be given up at any given time during the works under the supervision of the COSS/Site Warden.

Only when confirmed and authorised by the Controller of Site Safety COSS/Site Warden the works will take place. These works will be controlled and supervised by the Braybrook site manager at all times.

All materials and plant will be transported to site via the main station entrances to works areas. All operatives to be trained to manually lift loads and in kinetic lifting techniques. Group lifting or mechanical lifting to be selected where necessary.

An exclusion area will be set up by placing blue chapter 8 barriers around the work area on the line blocked. (COSS/Site Warden) to ensure barriers are installed correctly and secured in position and do not encroach within 1.25m of any open line at all times so as to isolate it removing the risk of collision from station staff or other contractors. 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.

All snagging works identified by ARL snag list will be completed as per tasks 1-5, witnessed and signed by ARL site manager.

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. Ear Defenders will be used when using noisy machinery such as cutters. Line blockages will be utilised for all works thereby removing the requirement for Site Warden protection



Full PPE will be worn at all times with additional PPE available on site for individual Task specific tasks i.e. using 110v grinder to cut anti-trespass matts which will be briefed and referred in TBS by Braybrook site manager.

All/any affected surface areas will be made good to match existing as by design approved products.

All waste to be bagged up into 25kg bags and removed to works vehicle ready to be removed off site to fully licensed waste transfer station. All receipts to be kept for ITP purposes. HAVs assessment shall be carried out and EAVs monitored throughout the works.

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.

**THROUGHOUT WORKS ITP TO BE CHECKED WITH THE CORRESPONDING CHECK SHEETS SIGNED TO ENSURE WORKS ARE CARRIED OUT AS PER SPECIFICATION AND AFCs.**

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

The following tasks support this Work Package Plan:

Reference & Prepared by:	Task Briefing Sheet Title	Activity Start Date
<i>Site Set Up &amp; Surveys</i>	<i>TB – 01</i>	<i>May 2021</i>
<i>Civils Works Solid Infill Platforms</i>	<i>TB –02</i>	<i>June-July 2021</i>
<i>Solid Platform Type End Barrier Installations</i>	<i>TB –03</i>	<i>June-July 2021</i>
<i>Trestle Platform Type End Barrier Installations</i>	<i>TB –04</i>	<i>June-July 2021</i>
<i>Anti-Trespass Matt Installations</i>	<i>TB –05</i>	<i>June-July</i>



		2021
Snagging & Demobilisation	TB – 06	Aug 2021

### Programmed

#### Projected Key Milestones:

- Contract Award – 29<sup>th</sup> October 2020
- Approval of Safety Documentation – June 2021
- Commencement date: June 2021
- Completion date: Aug 2021

### Changing the planned methodology and adding new tasks

Any changes to the methodology or adding new tasks must be approved by the ARL. The WPP and Task Briefing must then be revised and re-briefed. No works must take place that are not detailed in the WPP.

### Method of authorising start of work and procedure on completion of work

Work will not commence unless the COSS or Site Supervisor has completed and briefed the following documents:

- Site Supervisor Safety Briefing
- Site Induction
- COSS/SW SWPacks
- Task Briefing Sheets
- Toolbox Talks

All records of signed briefings and will be retained with the site file and copies returned at regular intervals to the office to form part of the Health and safety file.

### Additional documentation retained on site includes:

- COSHH Assessments
- Site Risk Assessment
- Daily Site Dairy's
- Permit to Dig
- Hot work permit
- Tool Box talks
- COSS/SW SWPack
- ARL Access Permits
- Weekly Site Inspections
- WPP's
- Task Briefs
- ITP Check sheets
- Signal Sighting Assessment



#### Temporary works

N/A

#### Lifting Plans

N/A

#### Quality requirements (i.e. Inspection and Testing)

All plant and equipment used during the works is tested and maintained on a regular basis and a register kept at our head office.

Copies of all PAT testing and calibration certificates are available for inspection at the head office.

Quality tests to be carried out in accordance with relevant ITP.

#### Housekeeping

The Braybrook Site Manager shall ensure that during the works as well as at the end of the shift, that all onsite staff adheres to good housekeeping practices.

This includes but not limited to the following:-

- Arranging for all waste, equipment and tools to be removed at the end of each shift.

Not leaving tools or materials unattended

## 1.2 Principal Contractor's delivery organisation

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

Company	Grade/Title/Department	Name	Contact No.
ARL	Project Manager-WA Route		
ARL	Safety Manager		
Braybrook Ltd	Rail Director		
Braybrook Ltd	Senior Project Manager		
Braybrook Ltd	Construction Manager		
Braybrook Ltd	Assistant Project Manager		
Braybrook Ltd	SSOW Planner		
Braybrook Ltd	Site Supervisor		



Braybrook Ltd	HSQE Manager	
Braybrook Ltd	CRE Civils Manager	

**The following have been appointed under the CDM Regulations:**

Client:	Arriva Rail London 2nd Floor, Overground House 125 Finchley Road London NW3 6HY
Client's Representative:	- Project Manager
Principal Designer:	Conisbee 1- 5 Offord St London N1 1DH Telephone
Principal Contractor: Braybrook Ltd	Braybrook Ltd Harvey Road Burnt Mills Industrial Estate Basildon Essex SS13 1DF 01268 763399
Primary Contact for the Principal Contractor Organisation: Braybrook Office	

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

Name and address of company, specialist contractor or individual, etc.	Work activity / Specialism	Point of contact details (name and telephone number)
Speedy Hire	Plant & Equipment	
Dura Composites	GRP Barriers	
Rosehill Polymers	Rubber Anti Pedestrian Mats	

### 1.3 Resources

The following resources will be used for this work package:

Number OF People and their competence	Task
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1No COSS/Site Warden 1No Braybrook Site Manager	All Tasks
4 No. Braybrook PTS, CSCS Multi trade Operatives (Inc CAT Competent Operative and First Aider)	All Tasks

As a minimum all team members must hold a valid PTS and CSCS to undertake these works and copies of all competences will be held with the site files.

### Plant, Equipment and Tools

Quantity of Plant, Equipment and Tools	Task
Chapter 8 barriers	All Tasks
Petrol Generator	All Tasks
NR Approved RD8000	All Tasks
Insulated Hand Tools	All Tasks
Dust Suppression Equipment	All Tasks
110v Breaker	All Tasks
Wheelbarrows	All Tasks
PPE Kit	All Tasks
Spill Kit	All Tasks
Fire Extinguishers	All Tasks
Drip Trays	All Tasks
Works Truck	All Tasks
Task Lighting	All Tasks

Additional plant will be added during the works as and when required.

### Permits

Permit Required	Task
ARL Access Permits	All Tasks
Permit to Dig	All Tasks
Hot Works Permit	All Tasks
SWPack plus associated line blocks	All Tasks



**Additional Materials will be added during the works as and when required.**

## **2 Working Together**

### **2.1 At site communication**

Mobile phones may only be used from a position of safety for work duties where other communication systems fail.

All incidents will be communicated in accordance with the Section 5.1 of this Work Package Plan. It is essential the Site Team notify the Braybrook Project Team and ARL Management team immediately in the event of an incident.

#### **Work Package Plan Briefing**

The Site Manager is responsible for briefing the contents of this work package plan and any associated site-specific task briefings to the Supervisor. No works will take place that are not detailed in the Work Package Plan.

#### **Task Briefing**

The Braybrook site manager is responsible for ensuring all team members have received the Task Briefing and that they have signed to acknowledge their understanding.

The Braybrook site manager will require individual team members to sign the briefing sheet in confirmation of their understanding. The site manager will monitor the team during the course of the work. Where it is apparent that instructions have not been understood the Site Manager will re-brief as appropriate and ask questions based on the brief, which other members of the team should be able to answer.

#### **Confirmation of Understanding**

All supervisory staff briefed on the contents of this Work Package Plan will sign the sheet in Appendix A to confirm that they have been briefed and understand the work for which they will be responsible. Questions will be asked by the person giving the brief to gauge an understanding of the work to be undertaken.

#### **Record of Briefing**

All supervisory staff will be briefed on the contents of this Work Package Plan; and will sign the briefing sheet in Appendix A to confirm they have been briefed and fully understand the brief.

#### **On site communication**

Personnel are actively encouraged to participate in the management of safety on site and are actively encouraged to voice any issues or concerns regards safety. Braybrook operate the 'Work Safe' procedure to inspire staff to report any concerns without fear of reprisal.



## 2.2 Contact details

The following are the main contacts for this work package:

Name	Role	Organisation	Contact Details	Tick to confirm number works
Police/Fire/Ambulance	Emergency Services	-	999/112	✓
Police	Non-Emergency Number	British Transport Police	0300 1232211	✓
Environment Agency	Emergency Number	-	0800 807060	✓
Health and Safety Executive	RIDDOR Reporting	HSE	0845 300 99 23	✓
Adler and Allan	Emergency Spillage Call Out	Adler and Allan	0800 592 827	✓
SCO 24:7	Accident/Incident Reporting	Network Rail	01908 723 500	✓
Incident and Accident	Incident and Accident Reporting	Braybrook HSQE	01268 763399	✓
Incident and Accident	Incident and Accident Reporting	ARL	?	?
The LO/TfL customer services number	Incident and Accident Reporting	ARL	(0343 222 1234)	✓
Complaints Line	Managing Complaints	Network Rail	03457114141	✓
Office of Rail and Road	Regulatory Authority	-	0207 282 3910 (Mon-Fri 09.00-17.30) 0207 9445445 (Out of hours)	✓
Healthcare Connections	D&A Testing	Medi Test Screening	077861 36470	✓



Sentinel	Hotline	-	033077 262222	✓
UK Power Network	Emergency Number	-	0800 7838838	✓
National Grid	Emergency Number	-	0800 494090	✓
ES Pipelines/Arriva Rails/ Envoy	Emergency Number	-	0800 111999	✓
Thames Water	Emergency Number	-	08459 200800	✓
BT Openreach	Emergency Number	-	08457 559999	✓
Global Crossing	Switchboard	-	08450 001000	✓
Telecoms	Emergency Number	Virgin Media	0345 454 1111	✓
	Emergency Number	BT Openreach	0800 023 2023 (Opt 1 + Opt 1)	✓

### 2.3 Other parties involved with the package of work (interface details)

ARL access permits will be applied for and in place prior to any works commencing.

Interfaces to be briefed and other contractors/delivery drivers will be given a site induction by the Braybrook Senior Site Supervisor

Braybrook will make every effort to minimise the effect of the proposed works on the travelling public. All work will be carried out during off peak hours and all staff will sign in at Station prior to the commencement of any work.

Braybrook Signs will be displayed locally advising of the works.

Works vehicles will be parked in the car park or other suitable location but in a manner to avoid obstruction on main roads.

All personnel shall be courteous to the public at all times and adhere to site rules regarding expected site behaviour (*no shouting, swearing etc.*). If during the works personnel are approached by members of the public, they should always remain courteous, and any public concerns raised will be reported to the Construction Manager for action and response.



### 3 Hazard Management

#### 3.1 Work involving risks

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

#### Significant railway and construction risks

The following are the significant railway and construction safety and health risks that apply during this work package:

What are the main risks (including health) during this Work Package?	When and where will the risk be present	Permits Required	How will the risk be controlled?
Public Interface-injuries, nefarious activity	All Tasks  Delivery of materials, accessing worksite via station entrance, removal of waste from worksite.	ARL Access Permits	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.  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.
Working on LIVE platforms during operational hours and close to the platform edge / yellow line	All Tasks	SSOW Pack	Task only to be undertaken once a safe system of work has been established & 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



			<p>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 stand clear and acknowledge passing trains entering platform limits or pass immediate working area.</p>
Serious injury or fatality due to lack of compliance with agreed safe system of works by operatives at any time.	All Tasks	SSOW Pack	<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	All Tasks	SSOW Pak ARL Access Permits	<p>Dilapidation survey to identify the assets &amp; 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.</p>
Working around third parties/public	All Tasks	ARL Access Permits	<p>All works to be carried out behind barriers to segregate works from others. The works will be under a COSS/site Supervisor who will ensure all</p>



			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. Close liaison with station staff and ARRIVA RAIL
Fire  Hot works	All Tasks  Cutting materials on sites	Hot works permit ARL Access Permits	<p>All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area.</p> <p>Machine to be switched off before refuelling, predominately all refuelling will be carried out at the yard</p> <p>Avoid spillage onto hot engine parts</p> <p>Tightly seal fuel cap after filling</p> <p>Hot work permit must be in place, briefed and signed before any hot works can commence.</p> <p>Ensure all combustible materials are removed from the area before any hot works can commence.</p> <p>Emergency evacuation plan and arrangements in place in case of emergencies.</p> <p>Ensure Fire warden is available and on site at all times</p> <p>All fuel to be stored in coshh container located in back of work truck.</p> <p>Refuelling on plant and equipment will be carried out in a safe location away from all staff and passengers. Drips trays will be used when refuelling.</p> <p>Spill kits to be available on site</p>
Sharps and Discarded Syringes etc.	All Tasks	ARL Access Permits	Operatives to be briefed that items may be found. Do not touch and contact NR to



			<p>remove via the incident procedure.</p> <p>Cut 5 gloves to be worn by all staff at all times</p> <p>Correct safety boots with steel heels to be worn at all times</p> <p>If disused needles are discovered the individual should stop work and inform Site Supervisor immediately</p>
Slips Trips and Falls	All Tasks	ARL Access Permits	<p>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.</p>
Leptospirosis (Weils disease)	All Tasks	ARL Access Permits	<p>Mandatory gloves onsite policy. Operatives provided welfare to wash hands before eating breaks. Fully briefed of risks in induction.</p>
Environmental	All Tasks	ARL Access Permits	<p>COSHH Assessment undertaken. Brief on risk of the use of material. Abide by the assessment. Ensure wearing correct PPE to minimise risk of the product</p>
Manual Handling – moving materials	All Tasks	ARL Access Permits	<p>Use wheelbarrows and power barrows to transport heavy items and debris. Staff to be briefed in best kinetic lifting practices. Carefully hand lift materials from back of vehicles</p> <p>Manual handling assessments will be carried out specific to tasks</p> <p>Job rotation to be encouraged</p>
Lighting insufficient	<p>All Tasks</p> <p>Accessing worksite/station at night</p>	ARL Access Permits	<p>Task Lighting to be provided when lighting is difficult, however work is planned to be carried out during nights hours</p>



Hand Arm Vibration/Noise/Dust	All Tasks  Use of tools and equipment during the works	Section 61	S61 consents to be adhered to at all times Acoustic barriers to be used when using breaker and grinder. Water suppression techniques to be used during these works to damp down dust. All tools & equipment to be well maintained job rotation and HAVS register on tools/plant to be completed. Additional PPE – dust mask / goggles, to be worn.
Drugs and Alcohol	All Tasks  At all times	ARL Access Permits	Implementation of NR/CS/OHS/051. Drugs and alcohol policy. Briefing/TBT and understanding of policy. Post incident, Random and for Cause testing carried out
Use of tools and equipment & Competency	All Tasks  Use of tools and equipment during the works	ARL Access Permits  All Plant & Equipment to be PAT Tested	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
Hygiene issues	All Tasks  At all times	ARL Access Permits  Welfare Arrangements in place	No eating or smoking to take place until hands are cleaned/dried welfare Facilities to be used. Gloves to be worn
Using moving plant & vehicles	All tasks	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. All lifting certs and driver competence will be retained on file  Competent staff to operate major Plant such as excavators/dumpers, pore start checks to be carried out  Vehicles and plant well maintained. Drivers licensed to drive vehicle on public highway. To obey traffic laws and use designated routes. 12-hour rest period taken to



			<p>prevent tiredness. Traffic Management system set up</p> <p>All heavy plant movements to be at no more than walking pace whilst in a work site</p>
Chemicals / COSHH	All Tasks		<p>Chemical anchors, COSHH assessment to be undertaken, briefed and checked understood. Operatives to wear correct PPE including long sleeves, rubber gloves &amp; dust masks.</p> <p>Once used COSHH to be returned to the fire proof COSHH container provided.</p> <p>First aider and first aid kits to be available at all times</p> <p>Ensure adequate ventilation is provided before use</p> <p>Have spill kits available on site</p>
Live OHLE-Electrocution	<p>All Tasks</p> <p>Accessing site via the platforms</p>	ARL Access Permits	<p>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.</p>
Concrete/Cement burns	Task 2 – concrete pouring		<p>COSHH assessments and Health and Safety Data sheets will be issued to operatives before using hazardous substances</p> <p>Personal Protective Equipment to be issued and worn as identified on the COSHH Risk Assessment to prevent against burns to the skin and eyes</p> <p>Suitable clothing to be worn to protect the skin from cuts and abrasions</p> <p>Masks to be worn when mixing concrete</p>



			<p>First aid kit and eye wash to be kept close to work area in case of splashes and spurts.</p> <p>Water supply to be available for rinsing skin after contact with wet cement.</p> <p>Operatives to be made aware of the dangers associated with wet cement.</p> <p>Barriers and signage to be used to warn third parties and prevent them entering the work area.</p> <p>Additional PPE; wellington boots, rubber gloves, goggles, dust masks and concrete overalls</p>
Asbestos	Buried under platforms, cladding	N/A	<p>ARL to provide Asbestos Register for all stations prior to works commencing.</p> <p>Where suspected ACM are found supervisor to be informed. Works area shall be temporarily quarantined, and SHE advice sought after. Approved asbestos removal company to be instructed to remove any ACM's if identified.</p> <p>All staff are Asbestos awareness trained as a minimum</p>



### 3.2 Lifesaving Rules



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



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always use equipment that is fit for its intended purpose.



Always test before applying earths or straps.



Never undertake any job unless you have been trained and assessed as competent.



Never assume equipment is isolated – always test before touch.



Never work or drive while under the influence of drugs or alcohol.



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



Always obey the speed limit and wear a seat belt.



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



## **4 Environmental and Waste Management Arrangements**

### **4.1 Environmental management arrangements**

If applicable Section 61 to be followed at all times, a copy can be found in the site folder. We anticipate making a Section 61 application for the specific works and additional letter drop will be carried out for all local residents to warn of proposed works

For emergency associated with noise or dust in the first instance work will cease immediately. The methodology has been reviewed to reduce or eliminate the emission of noise and dust.

For emergencies associated with spillages where possible the source of the spill to be stopped. The spillage will be contained using spill kits/ absorbent material. The Site Supervisor will be informed immediately who will cascade the incident details to the Braybrook HSQE Manager and duty manager informed. Contaminated material will be cleared up and disposed of as hazardous waste by a Specialist Contractor.

All refuelling of plant will be carried out in separated bunded areas, spill kits are available on site for any spillage.

### **4.2 Waste management arrangements**

All waste will be disposed of using waste bins located within the segregated works area. A Licenced Waste Carrier will remove skips from site and recycled/ dispose of in line with the waste management procedures. Waste is to be only taken to a registered waste disposal site local to the Station.



## 5 Emergency Arrangements

### 5.1 Site Emergency Arrangements

Where the incident has an immediate effect on the operational safety of the infrastructure, the Signaller/ECO should be contacted immediately.

Station	Title	Contact Number
Hackney Downs	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Hackney	
London Fields	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Hackney	
Rectory Road	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Brimsdown	
Southbury	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Brimsdown	
Theobalds Grove	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Brimsdown	
Wood Street	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Hackney	
Emerson Park	Electrical Control Room-Romford	
	Signal Box-Ilford	



## Accident or Near Miss

In accordance Braybrook Accident and Incident Reporting procedures, staff should:

- 1) Log incident on the BMS tracker database (Braybrook staff only)
- 2) Contact Network Rail's Asset Management Control Centre (AMCC) [REDACTED] and ARL Emergency number and Project Team?
- 3) Advise the Braybrook Site Manager on site.
- 4) Advise Braybrook /ARL/Network Rail Project Manager.
- 5) For an accident log it in the Accident book
- 6) Braybrook HSQE Manager or other responsible manager will interview the affected parties as soon as possible to extract useful information
- 7) Where personal injury is concerned continue investigation

## Close Calls

In accordance with Close Call Reporting Procedure;

- 1) Log incident on the HSQE tracker database (Braybrook staff only)
- 2) Network Rail's Asset Management Control Centre (AMCC) [REDACTED]
- 3) Complete 'Close Call' form and forward to the Braybrook HSQE Manager & Project Manager
- 4) The HSQE Manager will take ownership of the form.

## First aid arrangements

A first aid station will be available in the site office or welfare vehicle and first aid kits will be kept in designated areas close to the work areas. The lead appointed first aider on site will ensure the first aid box contents are in date and replenished as and when needed. A nominated first aider will be identified at the start of shift briefing. There will be x1 No. First Aider on site at all times.

In the event of a security emergency the police should be contacted on 999. All accidents and incidents will be reported to the Site Supervisor and recorded in the accident book.

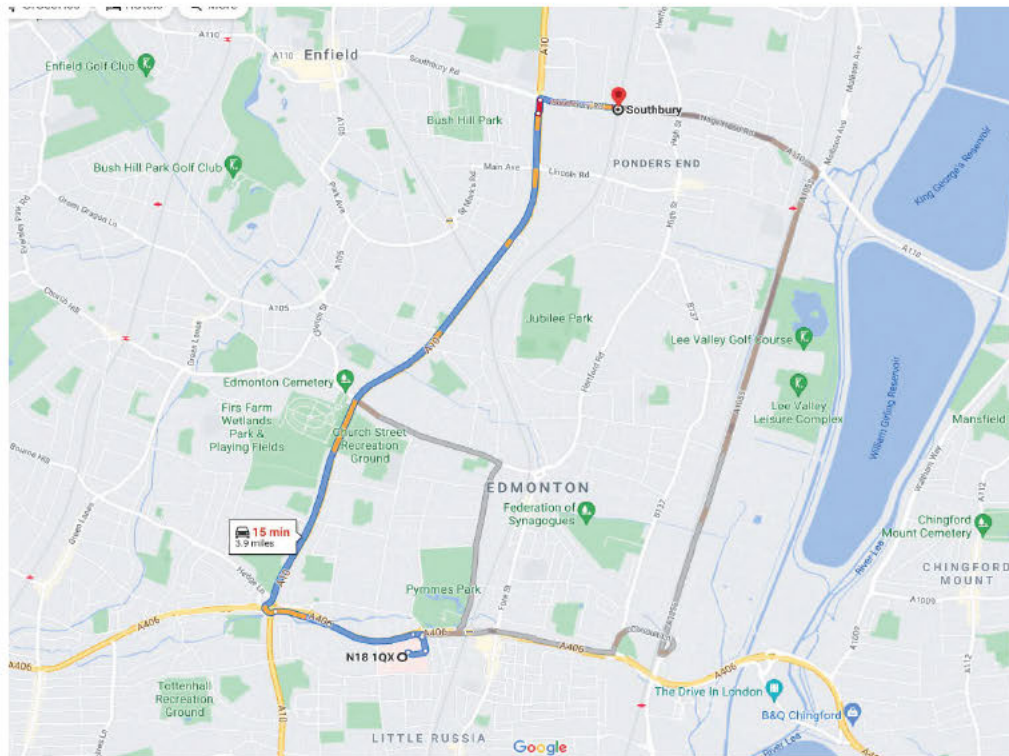


## 5.2 Nearest Hospital with Accident and Emergency

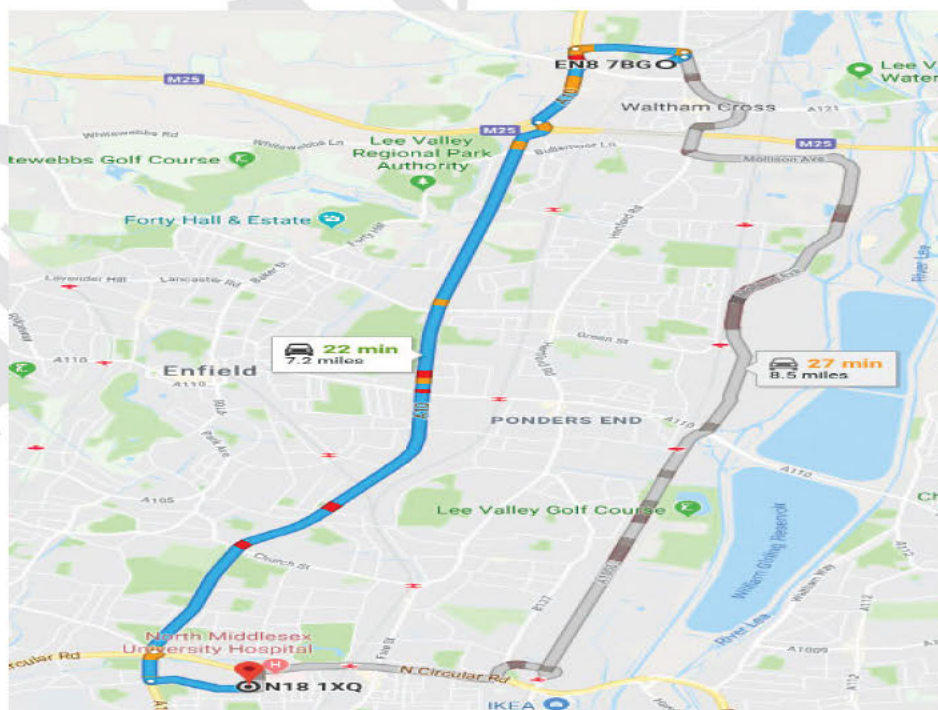
Station Name/Address & Post Code	Hospital
Hackney Downs Station Dalston Lane E8 1LA	Homerton University Hospital Tel: 020 8510 5555 Homerton Row London Greater London E9 6SR
London Fields Station Mentmore Terrace E8 3PH	The Royal London Hospital Tel: 020 7377 7000 Whitechapel Road Whitechapel London E1 1FR
Rectory Road Station Evering Road N16 7SJ	Homerton University Hospital Tel: 020 8510 5555 Homerton Row London Greater London E9 6SR
Southbury Station Southbury Road EN3 4HW	North Middlesex University Hospital Tel: 020 8887 2000 Sterling Way London N18 1QX
Theobalds Grove Station High Street EN8 7BG	North Middlesex University Hospital Tel: 020 8887 2000 Sterling Way London N18 1QX
Wood Street Station Wood Street E17 3LX	Homerton University Hospital Tel: 020 8510 5555 Homerton Row London Greater London E9 6SR
Emerson Park Station Butts Green Road RM11 2JP	Queens Hospital Rom Valley Way Essex RM7 0AG



## Route to Hospital: Southbury Station

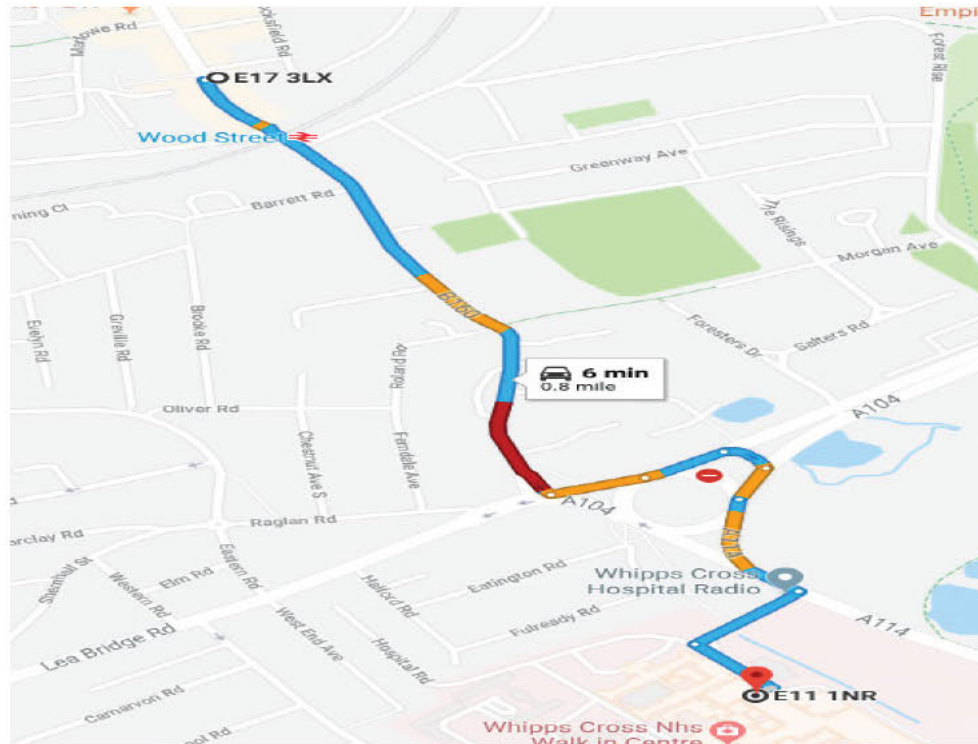


## Route to Hospital: Theobalds Grove Station

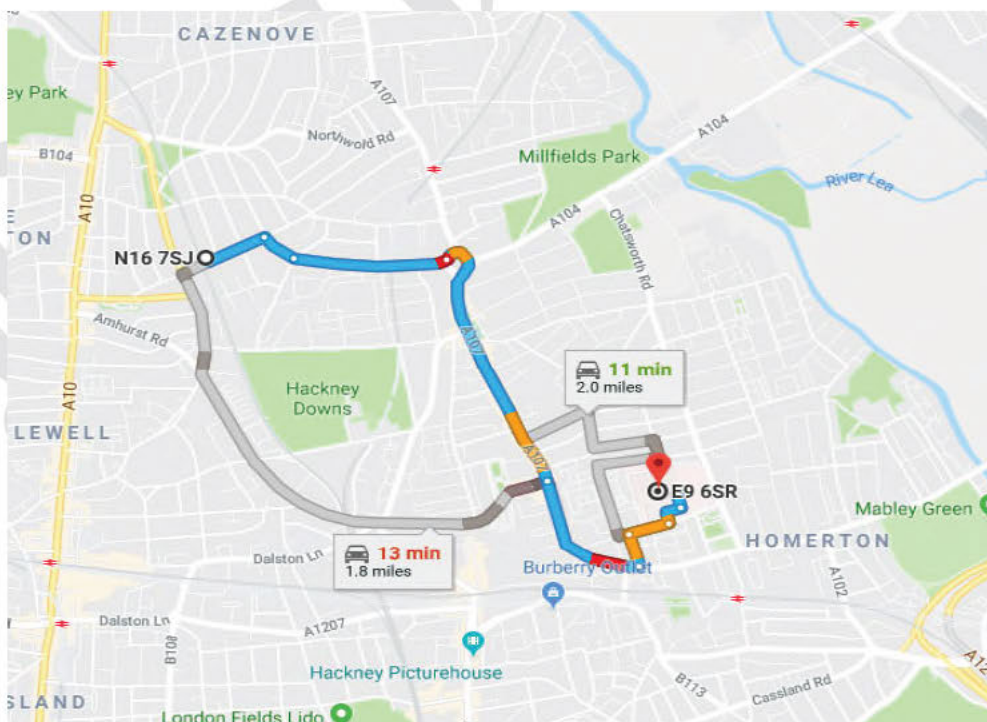




### Route to Hospital: Wood Street

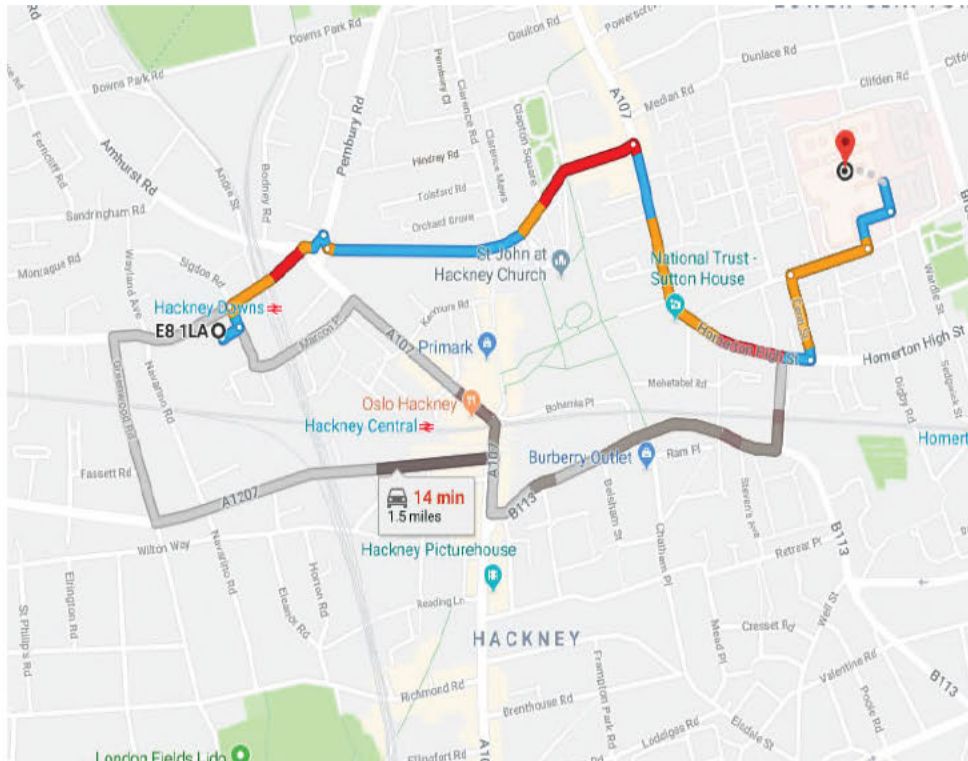


### Route to Hospital: Rectory Road Station

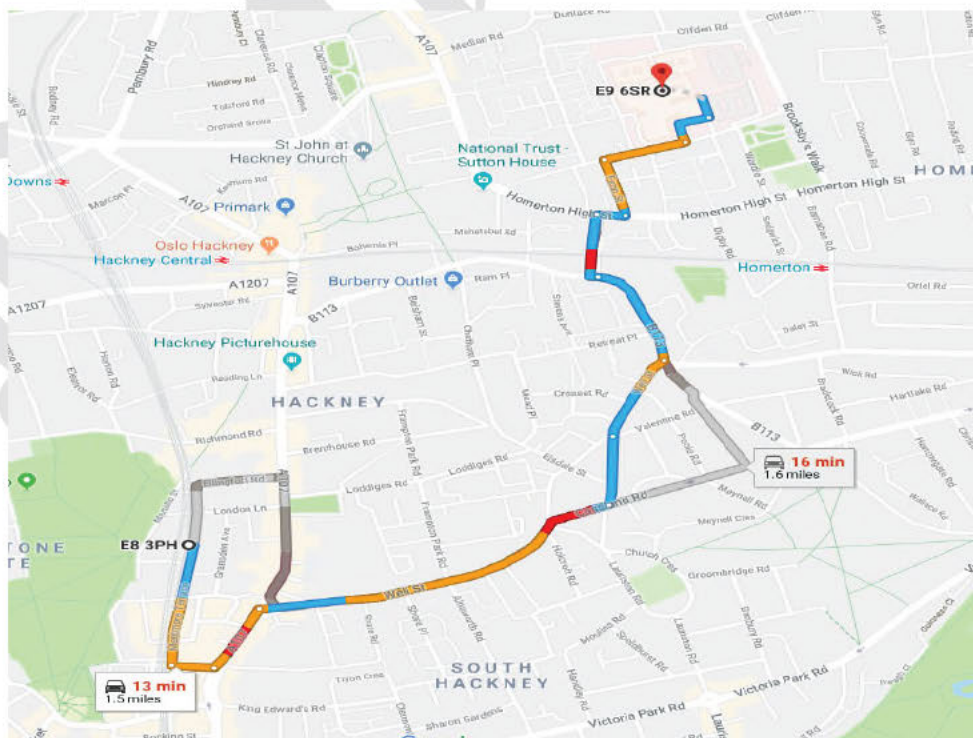




## Route to Hospital: Hackney Downs Station

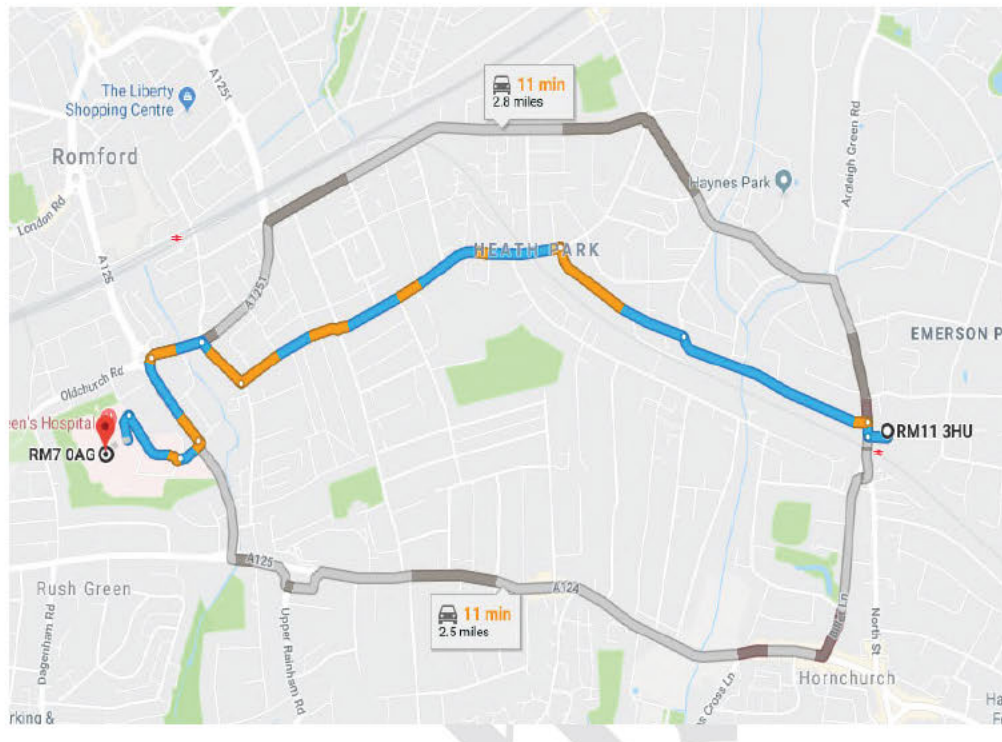


## Route to Hospital: London Fields Station





## Route to Hospital: Emerson Park



## 5.3 Safety Arrangements

### Evacuation arrangements

All operatives will follow the station fire evacuation procedure in the event of a fire or emergency which will be briefed when signing in at the station.

If an operative is immobile, he/she will be under control of the First Aider until the emergency services arrive on site.

Muster point will be briefed at start of shift and located outside of the station.

### Fire safety arrangements

If anybody discovers a fire, the following procedure should be followed:

- 1) If not already done so by the person in charge of the work/site; If the fire may affect the operation of the railway inform Network Rail Asset Management Control Centre on 01908 723 500 at the earliest opportunity, stating the location and extent of the fire.
- 2) Obtain as much information as possible about the fire and complete the incident report form with all the necessary details. Guidance on completing the form can be obtained from the HSQE Manager.
- 3) Ensure all witnesses to the fire submit a signed statement showing their name, post, location, contact telephone number and full details of the fire.



- 4) Forward all the original fire report forms and witness statements to the Braybrook HSQE Manager.

### Security arrangements

Operatives to liaise with the site supervisor when arriving onsite signing in with the Site Supervisor and receiving site induction.

Our staff shall maintain site security and remain vigilant at all times by keeping gates and access locked as appropriate.

Summoning emergency services

*Refer to section 4.1.*

### Summoning Emergency Services

British Transport Police	0800 40 50 60 or Text 61016. In an emergency call 999
Monday to Friday, from 09:00 to 17:30 hrs: OPR HM Railway Inspectorate Accident Section Outside these hours, weekends and public holidays: department for Transport (DFT) Duty Officer on	Tel:020 7282 3910  020 7944 54445
Environment Agency	0800 807060 (Freephone, 24-hour service)
Third Party Spillage Response Company	0800 592827
Thames Water	0203 577 9200 (trade effluent) 0203 577 9483 (groundwater)
Natural England (Designated ecological sites, geological and geomorphological sites, and protected species)	0300 060 2122
Local Authority Borough emergencies and out of hours	TBA (24 hours, 365 days a year)
Canal & River Trust	0303 040 4040

The Braybrook site COSS/Supervisor is to ring in and not every individual.



## 5.4 Railway emergency (trains and electrical)

If there is any fault with trains or overhead lines then an emergency call will be made by the COSS to the correct person as outlined in the SSOW pack.

Station	Title	Contact Number
Hackney Downs	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Hackney	
London Fields	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Hackney	
Rectory Road	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Brimsdown	
Southbury	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Brimsdown	
Theobalds Grove	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Brimsdown	
Wood Street	Electrical Control Room-Romford	
	Signal Box- Liverpool Street Hackney	
Emerson Park	Electrical Control Room-Romford	
	Signal Box-Ilford	

### Asbestos

If any material containing asbestos is identified on site during the works, works are to be suspended. Braybrook are to be informed and arrange for its removal before any works re commences. The NR Asbestos video is sufficient for ID training, however a specialist contractor will be used for the removal of any asbestos, if required.

Toolbox Talks will be conducted, and all Braybrook staff will have Asbestos Awareness Training (See certs in appendix B).

### Utilities



In the event an unknown service is discovered. Operatives are to stop works until instructed by Braybrook to proceed. The Engineer is to take an as built of the service and report it to PM.

All drainage works that are come across will be supported for install and surrounded in shingle and wrapped in terram as per civil works specification. Any other service will be dealt with on a case-by-case study basis but will be recorded, protected and backfilled.

## **6 Work Package Arrangements**

### **Site Layout**

Each work item will have a site-specific Task Briefing, which will provide details of the site layout, to include (but not limited to):

- Access / Egress points
- Place of safety
- Storage Areas
- Limits of Possession / Worksite and Site of Works, etc.

Works requiring additional control measures will have a bespoke task briefing sheet that will contain local diagrams / layouts to cover the specific works.

### **Access and Egress**

A Site Access Permit has been applied for with ARL.

All persons visiting the worksites shall sign in with the Station Manager at main entrance and be entered into the Site Diary by the Supervisor

The Site Compound is located within the car park and all areas can be easily accessed from this location.

### **Deliveries**

Materials and Equipment are to be delivered to the site as required as there is minimal storage area on site.



## Welfare

Braybrook will supply a mobile welfare unit throughout the duration of the works (see photo below).



The above photograph is for illustration purposes only.

## Rail Traffic Management

Not applicable for these works.

## Road Traffic Management

All delivery vehicles shall be FORS compliant and booked onto the Braybrook management system. Vehicles shall be banked by traffic marshals on arrival. Parking is limited on site and members of staff shall organise their own parking.

## 7 Hand Over and Hand Back Arrangements

### Hand over and hand back arrangements

Upon completion of works a joint walkout will be arranged in advance by Braybrook attendance form all subcontractors, ARL to inspect the works. A Handover/ Occupation Form will be signed off by all parties upon agreement that works are to the specified standard together with a Form 005 signed off by the responsible person from Braybrook.



## APPENDICES – Supporting information

### Appendix A – Risk Assessments

# Risk Assessment: Platform End Mitigations Project WA Route BL-19-063-WPP-Rev-A09

## REVIEW RECORD

Version	Date	Prepared by	Approved by	Date	Signature
A09	24/06/21			25/06/21	

## Risk Assessment Process

Risk Rating: Is calculated by multiplying the likelihood Against the severity, e.g. taking a likelihood of 4, which is classified as probable and multiplying this against a severity of 2, which is classified as a Minor Injury 1<sup>st</sup> aid required, would give an overall risk rating of 8 which would be rated as a low risk.

High Risk = 16 to 25. High Risk Activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium Risks = 9 to 15. Moderate Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced within a defined period.



Low Risks = 1 to 8. Low Risks are largely acceptable, subject to reviews periodically or after significant change.

<u>Likelihood</u>	<u>Severity</u>
5 – Certain	5 – Fatality and/or catastrophic damage/structural collapse, severe service delays
4 – Probable	4 – Major Injury and/or Major structural damage/ major service delay
3 – Possible	3 – Injury requires, Doctor or Hospital and/or Minor structural damage / service delay
2 – Unlikely	2 – Minor Injury, 1 <sup>st</sup> aid required and/or Minor damage, minor service delay
1 – Rare	1 – Minor Injury, 1 <sup>st</sup> aid not required and/or minor cosmetic damage, no service delay

Likelihood	5	5	10	15	20	25
4	4	8	12	16	20	25
3	3	6	9	12	15	20
2	2	4	6	8	10	15
1	1	2	3	4	5	8
	1	2	3	4	5	

Risk Score	
1 to 8	LOW
9 to 15	MODERATE
16 to 25	HIGH



Braybrook Risk Assessments – Task 1: Site Set Up & Surveys													
No	Hazard	Risk/Consequence	Persons Affected	Responsibility	S	L	R	Control Measures	S	L	R	Residual Risk	
1	Underfoot conditions <ul style="list-style-type: none"> <li>• Uneven ground</li> <li>• Discarded materials</li> <li>• Cables</li> <li>• Track side equipment</li> <li>• Oil &amp; grease</li> <li>• Snow &amp; ice</li> </ul>	Trips, slips and falls /leading to personal	All staff on site	All	3	5	15	Point of work Risk assessment Use authorised walking routes Good house keeping Site hazard briefing Adequate site lighting Safety footwear Observation cards Raise Close Calls	3	2	6	Medium	
2	Manual handling, plant, tools & material	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	3	4	12	Risk Assessment & planning Manual Handling assessments Manual handling training/instruction Lift within means and team lift where appropriate Use wheel barrows and power barrows Supervision ensure all obstructions removed from walkways when moving materials Mechanical aids to be used where possible	3	2	6	LOW	
3	Contaminated Soil Hypodermic needles Biological materials	Leptospirosis Hepatitis Weils Disease Needle stick injuries HIV	All staff on site	All	4	5	20	Full site Survey investigate potential impact on surrounding areas Hypodermic needles spray up move away Report close call	4	2	8	LOW	



4	Fatigue	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	5	4	20	Staff to work to Regulations with shift & travel times monitored by the use of a SAC system.  All staff to be given adequate rest breaks and ensure the general condition of all operatives is	2	4	8	LOW
5	Manual lifting of plant and materials	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	4	4	16	Use wheel barrows and power barrows to transport heavy items and debris. Staff to be briefed in best kinetic lifting practices. Carefully hand lift materials from back of vehicles  Manual handling assessments will be carried out specific to tasks  Mechanical aids to be used where possible e.g –  Job rotation to be encouraged	2	4	8	LOW
6	Fire	Injury to Staff	All Staff on Site	All	5	4	20	All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area.	2	5	10	LOW
7	Struck by Train	Fatality or serious injury	All Staff on Site	All	5	4	20	Ensure Safe System of Work in place. All operatives will be briefed prior to accessing site.  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.  All works that can be done in operational hours at least 1.25m from the platform edge under Site Warden protection. The COSS/Site Warden must protect the work group and not assist with the work.	5	1	5	LOW



								<p>When setting up the work site the COSS/Site Warden must ensure that the type of warning is briefed, and that noisy machinery does not prevent the working group hearing the warning otherwise an alternative safe system of work will be implemented</p> <p>High-vis bility clothing to be worn at all times.</p> <p>Any works that can't be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant and equipment are clear of the line before being handing over the line blockage.</p> <p>All operatives to acknowledge train warnings</p>				
8	Fall from Platform edge	Fatality or serious injury	All Staff on Site	All	5	4	20	<p>Any works that can't be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant and equipment are clear of the line before being handing over the line blockage.</p> <p>All obstructions, plant and equipment will be keep away from the platform edge to prevent operatives tripping onto the line.</p> <p>Access ramps to used to access track if required, operatives not to jump down onto platforms.</p> <p>Safety boots with ankle support and steels to be worn at all times.</p>	5	1	5	LOW



9	Working in the vicinity of the public	Various injuries	Operatives Public passengers Other 3 <sup>rd</sup> parties	Site Supervisor Operatives	4	3	12	<p>Ensure Site Survey is undertaken before all works to ensure any issues regarding General public safety are identified at the planning stage</p> <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>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>The site to be inspected at the end of each site by the Site Manager to ensure all defects are made good and all plant, equipment and materials removed</p>	4	1	4	
10	Contact with Overhead lines or DC lines	Fatality or serious injury	All Staff on Site	All	5	2	10	<p>All operatives will be briefed with regards to the dangers of working in close proximity of the OLE and will be informed not to lift the tool above head height or encroach with 9ft of the live OLE. All work tools should be insulated to prevent the risk of electric shock.</p> <p>If it is foreseeable that operatives may lift or use tools with the 9ft rule, then the service will be isolated and permit to work issued as confirmation.</p> <p>A First Aider will be present with the work team and will take control in the event of electric shock or electrocution, ensuring that no one touches the casualty.</p> <p>For Conductor Rail areas staff will ensure adequate protection is in place, insulated tools etc,</p>	5	1	5	



								isolations will be arranged if required.				
11	Chemicals / COSHH	Injury to Staff	All Staff on Site	All	5	4	20	Chemical anchors, COSHH assessment to be undertaken, briefed and checked understood. Operatives to wear correct PPE including long sleeves, rubber gloves & dust masks. Once used COSHH to be returned to the fire proof COSHH container provided. First aider and first aid kits to be available at all times Ensure adequate ventilation is provided before use Have spill kits available on site	2	5	10	LOW
12	Discovering ACM when carrying out the works	Severe illness Fatality	All Staff on Site	All	5	4	20	ARL to provide Asbestos Register for all stations prior to works commencing.  Where suspected ACM are found supervisor to be informed. Works area shall be temporarily quarantined, and SHE advice sought after. Approved asbestos removal company to be instructed to remove any ACM's if identified. All staff are Asbestos awareness trained as a minimum	2	5	10	LOW



Braybrook Risk Assessments – Task 2: Civils Works-Solid Infill Platforms												
No	Hazard	Risk/Consequence	Persons Affected	Responsibility	S	L	R	Control Measures	S	L	R	Residual Risk
1	Underfoot conditions <ul style="list-style-type: none"> <li>• Uneven ground</li> <li>• Discarded materials</li> <li>• Cables</li> <li>• Track side equipment</li> <li>• Oil &amp; grease</li> <li>• Snow &amp; ice</li> </ul>	Trips, slips and falls /leading to personal	All staff on site	All	3	5	15	Point of work Risk assessment Use authorised walking routes Good house keeping Site hazard briefing Adequate site lighting Safety footwear Observation cards Raise Close Calls	3	3	9	Medium
2	Manual handling, plant, tools & material	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	3	4	12	Risk Assessment & planning Manual Handling assessments Manual handling training/instruction Lift within means and team lift where appropriate Use wheel barrows and power barrows Supervision ensure all obstructions removed from walkways when moving materials Mechanical aids to be used where possible	3	2	6	LOW
3	Contaminated Soil Hypodermic needles Biological materials	Leptospirosis Hepatitis Weils Disease Needle stick injuries HIV	All staff on site	All	4	5	20	Full site Survey investigate potential impact on surrounding areas Hypodermic needles spray up move away Report close call	4	2	8	LOW



4	Fatigue	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	5	4	20	Staff to work to Regulations with shift & travel times monitored by the use of a SAC system.	2	4	8	LOW
5	Working at Height	Falls & falling objects leading to personal injury & possible damage to infrastructure	Contractors and 3 <sup>rd</sup> parties	Contractors, Client 3 <sup>rd</sup> parties	4	4	16	Mobile Towers Pasma Trained Training and Competency Fall arrest equipment Harness and Training Securing of any ladders Edge Protection Debris screens/netting/shields Segregation of area beneath work Securing of tools/equipment when not in use Equipment inspection PPE-Hard Hat, safety boots Briefing	2	4	8	
6	Manual handling – lifting of plant and materials	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	4	4	16	Use wheel barrows and power barrows to transport heavy items and debris. Staff to be briefed in best kinetic lifting practices. Carefully hand lift materials from back of vehicles  Manual handling assessments will be carried out specific to tasks  Mechanical aids to be used where possible e.g – Hiab's to lift welfare units, dumpers to carry spoil	2	4	8	LOW



								Job rotation to be encouraged				
7	Fire  Hot works	Burn injuries	All Staff on Site	All	5	4	20	<p>All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area.</p> <p>Machine to be switched off before refuelling, predominately all refuelling will be carried out at the yard</p> <p>Avoid spillage onto hot engine parts</p> <p>Tightly seal fuel cap after filling</p> <p>Hot work permit must be in place, briefed and signed before any hot works can commence.</p> <p>Ensure all combustible materials are removed from the area before any hot works can commence.</p> <p>Emergency evacuation plan and arrangements in place in case of emergencies.</p> <p>Ensure Fire warden is available and on site at all times</p> <p>All fuel to be stored in coshh container located in back of work truck.</p> <p>Refuelling on plant and equipment will be carried out in a safe location away from all staff and passengers. Drips trays will be used when refuelling.</p>	2	5	10	LOW



								Spill kits to be available on site				
8	Excavations and Buried services	Operational Disruption Electrocution Death	Operatives Public passengers Other 3 <sup>rd</sup> parties	Client Supervisor Contractor Supervisor	4	5	20	Permit to Dig Cable watcher if required Planning Cable Management Plan Insulated Plant & tool register CAT SCAN Trial Hole  Site Inspection	2	5	10	Medium
9	Plant and tool vibration	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	4	5	20	Competence Management System PPE Plant & Tool purchase /hire low v bration tools Supervision HAVs assessments K factor	4	2	8	Not rotating operation LOW
10	Struck by Train	Fatality or serious injury	All Staff on Site	All	5	4	20	Ensure Safe System of Work in place. All operatives will be briefed prior to accessing site.  The COSS will set up the safe system of work and remain with the work group always. If the COSS needs to the leave the work group, the work must stop until the COSS returns.  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.  When setting up the work site the COSS/Site Warden must ensure that the type of warning is briefed, and that noisy machinery does not prevent the working group hearing the warning otherwise	5	1	5	LOW



								an alternative safe system of work will be implemented  High-vis bility clothing to be worn at all times.  Any works that can't be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant and equipment are clear of the line before being handing over the line blockage.  All operatives to acknowledge train warnings				
11	Fall from Platform edge	Fatality or serious injury	All Staff on Site	All	5	4	20	Any works that can't be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant and equipment are clear of the line before being handing over the line blockage.  All obstructions, plant and equipment will be kept away from the platform edge to prevent operatives tripping onto the line.  Access ramps to used to access track if required, operatives not to jump down onto platforms.  Safety boots with ankle support and steels to be worn at all times.	5	1	5	LOW
12	Working in the vicinity of the public	Various injuries	Operatives Public passengers Other 3 <sup>rd</sup> parties	Site Supervisor Operatives	4	3	12	Ensure Site Survey is undertaken before all works to ensure any issues regarding General public safety are identified at the planning stage  Supervisor to ensure TBT on public interface is briefed prior to the works; if put in a dangerous	4	1	4	



								<p>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>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> <ul style="list-style-type: none"> <li>The site to be inspected at the end of each site by the Site Manager to ensure all defects are made good and all plant, equipment and materials removed</li> </ul>				
13	Contact with Overhead lines or DC lines	Fatality or serious injury	All Staff on Site	All	5	2	10	<p>All operatives will be briefed with regards to the dangers of working in close proximity of the OLE and will be informed not to lift the tool above head height or encroach with 9ft of the live OLE. All work tools should be insulated to prevent the risk of electric shock.</p> <p>If it is foreseeable that operatives may lift or use tools with the 9ft rule, then the service will be isolated and permit to work issued as confirmation.</p> <p>A First Aider will be present with the work team and will take control in the event of electric shock or electrocution, ensuring that no one touches the casualty.</p> <p>For Conductor Rail areas staff will ensure adequate protection is in place, insulated tools etc, isolations will be arranged if required.</p>	5	1	5	
14	Concrete mixing and pouring	Concrete/Cement burns	All Staff on Site	All	4	3	12	<p>COSHH assessments and Health and Safety Data sheets will be issued to operatives before using hazardous substances</p> <p>Personal Protective Equipment to be issued and worn as identified on the COSHH Risk Assessment to prevent against burns to the skin and eyes</p>	4	1	4	



								Suitable clothing to be worn to protect the skin from cuts and abrasions  Masks to be worn when mixing concrete  First aid kit and eye wash to be kept close to work area in case of splashes and spurts  Water supply to be available for rinsing skin after contact with wet cement.  Operatives to be made aware of the dangers associated with wet cement.  Barriers and signage to be used to warn third parties and prevent them entering the work area.  Additional PPE; wellington boots, rubber gloves, goggles, dust masks and concrete overalls.				
15	Chemicals / COSHH	Injury to Staff	All Staff on Site	All	5	4	20	Chemical anchors, COSHH assessment to be undertaken, briefed and checked understood. Operatives to wear correct PPE including long sleeves, rubber gloves & dust masks.  Once used COSHH to be returned to the fire proof COSHH container provided.  First aider and first aid kits to be available at all times  Ensure adequate ventilation is provided before use  Have spill kits available on site	2	5	10	LOW
16	Discovering ACM when carrying out the works	Severe illness Fatality	All Staff on Site	All	5	4	20	ARL to provide Asbestos Register for all stations prior to works commencing.  Where suspected ACM are found supervisor to be informed. Works area shall be temporarily quarantined, and SHE advice sought after. Approved asbestos removal company to be	2	5	10	LOW



									instructed to remove any ACM's if identified. All staff are Asbestos awareness trained as a minimum				
<b>Braybrook Risk Assessments: Task 3 – Solid Platform &amp; Trestle Type End Barrier Installations (Works to be completed under line block protection)</b>													
No	Hazard	Risk/Consequence	Persons Affected	Responsibility	S	L	R	Control Measures	S	L	R	Residual Risk	
1	Underfoot conditions <ul style="list-style-type: none"> <li>• Uneven ground</li> <li>• Discarded materials</li> <li>• Cables</li> <li>• Track side equipment</li> <li>• Oil &amp; grease</li> <li>• Snow &amp; ice</li> </ul>	Trips, slips and falls /leading to personal	All staff on site	All	3	5	15	Point of work Risk assessment Use authorised walking routes Good house keeping Site hazard briefing Adequate site lighting Safety footwear Observation cards Raise Close Calls	3	3	9	Medium	
2	Manual handling, plant, tools & material	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	3	4	12	Risk Assessment & planning Manual Handling assessments Manual handling training/instruction Lift within means and team lift where appropriate Use wheel barrows and power barrows Supervision ensure all obstructions removed from walkways when moving materials Mechanical aids to be used where possible	3	2	6	LOW	
3	Contaminated Soil Hypodermic needles Biological materials	Leptospirosis Hepatitis Weils Disease	All staff on site	All	4	5	20	Full site Survey investigate potential impact on surrounding areas Hypodermic needles spray up move away	4	2	8	LOW	



		Needle stick injuries HIV						Report close call				
4	Fatigue	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	5	4	20	Staff to work to Regulations with shift & travel times monitored by the use of a SAC system.	2	4	8	LOW
5	Working at Height	Falls & falling objects leading to personal injury & possible damage to infrastructure	Contractors and 3 <sup>rd</sup> parties	Contractors, Client 3 <sup>rd</sup> parties	4	4	16	Mobile Towers Pasma Trained Training and Competency Fall arrest equipment Harness and Training Securing of any ladders Edge Protection Debris screens/netting/shields Segregation of area beneath work Securing of tools/equipment when not in use Equipment inspection PPE-Hard Hat, safety boots Briefing	2	4	8	
6	Manual handling - lifting of plant and materials	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	4	4	16	Use whee barrows and power barrows to transport heavy items and debris. Staff to be briefed in best kinetic lifting practices. Carefully hand lift materials from back of vehicles  Manual handling assessments will be carried out	2	4	8	LOW



								specific to tasks Mechanical aids to be used where possible e.g – Hiab's to lift welfare units, dumpers to carry spoil Job rotation to be encouraged				
7	Fire  Hot works	Burn injuries.	All Staff on Site	All	5	4	20	<p>All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area.</p> <p>Machine to be switched off before refuelling, predominately all refuelling will be carried out at the yard</p> <p>Avoid spillage onto hot engine parts</p> <p>Tightly seal fuel cap after filling</p> <p>Hot work permit must be in place, briefed and signed before any hot works can commence.</p> <p>Ensure all combustible materials are removed from the area before any hot works can commence.</p> <p>Emergency evacuation plan and arrangements in place in case of emergencies.</p> <p>Ensure Fire warden is available and on site at all times</p> <p>All fuel to be stored in coshh container located in back of work truck.</p> <p>Refuelling on plant and equipment will be carried</p>	2	5	10	LOW



								out in a safe location away from all staff and passengers. Drips trays will be used when refuelling.  Spill kits to be available on site				
8	Excavations and Buried services	Operational Disruption Electrocution Death	Operatives Public passengers Other 3 <sup>rd</sup> parties	Client Supervisor Contractor Supervisor	4	5	20	Permit to Dig Cable watcher if required Planning Cable Management Plan Insulated Plant & tool register CAT SCAN Trial Hole Site Inspection	2	5	10	Medium
9	Plant and tool vibration	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	4	5	20	Competence Management System PPE Plant & Tool purchase /hire low v bration tools Supervision HAVs assessments K factor	4	2	8	Not rotating operation LOW
10	Struck by Train	Fatality or serious injury	All Staff on Site	All	5	4	20	Ensure Safe System of Work in place. All operatives will be briefed prior to accessing site.  The COSS will set up the safe system of work and remain with the work group always. If the COSS needs to the leave the work group, the work must stop until the COSS returns.  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.  When setting up the work site the COSS/Site Warden must ensure that the type of warning is briefed, and that noisy machinery does not prevent the working group hearing the warning otherwise	5	1	5	LOW



								an alternative safe system of work will be implemented  High-vis bility clothing to be worn at all times.  Any works that can't be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant and equipment are clear of the line before being handing over the line blockage.  All operatives to acknowledge train warnings				
11	Fall from Platform edge	Fatality or serious injury	All Staff on Site	All	5	4	20	Any works that cannot be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant and equipment are clear of the line before being handing over the line blockage.  All obstructions, plant and equipment will be kept away from the platform edge to prevent operatives tripping onto the line.  Access ramps to used to access track if required, operatives not to jump down onto platforms. Safety boots with ankle support and steels to be worn at all times.	5	1	5	LOW
12	Working in the vicinity of the public	Various injuries	Operatives Public passengers Other 3 <sup>rd</sup> parties	Site Supervisor Operatives	4	3	12	Ensure Site Survey is undertaken before all works to ensure any issues regarding General public safety are identified at the planning stage  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	4	1	4	



								<p>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>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>The site to be inspected at the end of each site by the Site Manager to ensure all defects are made good and all plant, equipment and materials removed</p>				
13	Contact with Overhead lines or DC lines	Fatality or serious injury	All Staff on Site	All	5	2	10	<p>All operatives will be briefed with regards to the dangers of working in close proximity of the OLE and will be informed not to lift the tool above head height or encroach with 9ft of the live OLE. All work tools should be insulated to prevent the risk of electric shock.</p> <p>- If it is foreseeable that operatives may lift or use tools with the 9ft rule, then the service will be isolated and permit to work issued as confirmation.</p> <p>- A First Aider will be present with the work team and will take control in the event of electric shock or electrocution, ensuring that no one touches the casualty.</p> <p>For Conductor Rail areas staff will ensure adequate protection is in place, insulated tools etc, isolations will be arranged if required.</p>	5	1	5	
14	Chemicals / COSHH	Injury to Staff	All Staff on Site	All	5	4	20	<p>Chemical anchors, COSHH assessment to be undertaken, briefed and checked understood. Operatives to wear correct PPE including long sleeves, rubber gloves &amp; dust masks.</p> <p>Once used COSHH to be returned to the fire proof COSHH container provided.</p> <p>First aider and first aid kits to be available at all times</p> <p>Ensure adequate ventilation is provided before use</p>	2	5	10	LOW



								Have spill kits available on site				
15	Discovering ACM when carrying out the works	Severe illness Fatality	All Staff on Site	All	5	4	20	<p>ARL to provide Asbestos Register for all stations prior to works commencing.</p> <p>Where suspected ACM are found supervisor to be informed. Works area shall be temporarily quarantined, and SHE advice sought after. Approved asbestos removal company to be instructed to remove any ACM's if identified.</p> <p>All staff are Asbestos awareness trained as a minimum</p>	2	5	10	LOW

Braybrook Risk Assessments – Task 4: Trestle Platform Type End Barrier Installations												
No	Hazard	Risk/Consequence	Persons Affected	Responsibility	S	L	R	Control Measures	S	L	R	Residual Risk
1	Underfoot conditions <ul style="list-style-type: none"> <li>• Uneven ground</li> <li>• Discarded materials</li> <li>• Cables</li> <li>• Track side equipment</li> <li>• Oil &amp; grease</li> <li>• Snow &amp; ice</li> </ul>	Trips, slips and falls /leading to personal	All staff on site	All	3	5	15	Point of work Risk assessment Use authorised walking routes Good house keeping Site hazard briefing Adequate site lighting Safety footwear Observation cards Raise Close Calls	3	3	9	Medium



2	Manual handling, plant, tools & material	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	3	4	12	Risk Assessment & planning Manual Handling assessments Manual handling training/instruction Lift within means and team lift where appropriate Use wheel barrows and power barrows Supervision ensure all obstructions removed from walkways when moving materials Mechanical aids to be used where possible	3	2	6	LOW
3	Contaminated Soil Hypodermic needles Biological materials	Leptospirosis Hepatitis Weils Disease Needle stick injuries HIV	All staff on site	All	4	5	20	Full site Survey investigate potential impact on surrounding areas Hypodermic needles spray up move away Report close call	4	2	8	LOW
4	Fatigue	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	5	4	20	Staff to work to Regulations with shift & travel times monitored by the use of a SAC system.	2	4	8	LOW
5	Working at Height	Falls & falling objects leading to personal injury & possible damage to infrastructure	Contractors and 3 <sup>rd</sup> parties	Contractors, Client 3 <sup>rd</sup> parties	4	4	16	Mobile Towers Pasma Trained Training and Competency Fall arrest equipment Harness and Training Securing of any ladders Edge Protection Debris screens/netting/shields	2	4	8	



								Segregation of area beneath work Securing of tools/equipment when not in use Equipment inspection PPE-Hard Hat, safety boots Briefing				
6	Manual handling - lifting of plant and materials	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	4	4	16	Use wheel barrows and power barrows to transport heavy items and debris. Staff to be briefed in best kinetic lifting practices. Carefully hand lift materials from back of vehicles  Manual handling assessments will be carried out specific to tasks  Mechanical aids to be used where possible e.g – Hiab's to lift welfare units, dumpers to carry spoil  Job rotation to be encouraged	2	4	8	LOW
7	Fire  Hot works	Burn injuries.	All Staff on Site	All	5	4	20	All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area.  Machine to be switched off before refuelling, predominately all refuelling will be carried out at the yard  Avoid spillage onto hot engine parts  Tightly seal fuel cap after filling  Hot work permit must be in place, briefed and	2	5	10	LOW



								signed before any hot works can commence.  Ensure all combustible materials are removed from the area before any hot works can commence.  Emergency evacuation plan and arrangements in place in case of emergencies.  Ensure Fire warden is available and on site at all times  All fuel to be stored in coshh container located in back of work truck.  Refuelling on plant and equipment will be carried out in a safe location away from all staff and passengers. Drips trays will be used when refuelling.  Spill kits to be available on site				
8	Excavations and Buried services	Operational Disruption Electrocution Death	Operatives Public passengers Other 3 <sup>rd</sup> parties	Client Supervisor Contractor Supervisor	4	5	20	Permit to Dig Cable watcher if required Planning Cable Management Plan Insulated Plant & tool register CAT SCAN Trial Hole Site Inspection	2	5	10	Medium
9	Plant and tool vibration	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	4	5	20	Competence Management System PPE Plant & Tool purchase /hire low v bration tools Supervision HAVs assessments K factor	4	2	8	Not rotating operation LOW



10	Struck by Train	Fatality or serious injury	All Staff on Site	All	5	4	20	<p>Ensure 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> <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>When setting up the work site the COSS/Site Warden must ensure that the type of warning is briefed, and that noisy machinery does not prevent the working group hearing the warning otherwise an alternative safe system of work will be implemented</p> <p>High-vis bility clothing to be worn at all times.</p> <p>Any works that cannot be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant, and equipment are clear of the line before being handing over the line blockage.</p> <p>All operatives to acknowledge train warnings</p>	5	1	5	LOW
11	Fall from Platform edge	Fatality or serious injury	All Staff on Site	All	5	4	20	<p>Any works that cannot be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all</p>	5	1	5	LOW



								<p>persons, plant and equipment are clear of the line before being handing over the line blockage.</p> <p>All obstructions, plant and equipment will be kept away from the platform edge to prevent operatives tripping onto the line.</p> <p>Access ramps to used to access track if required, operatives not to jump down onto platforms.</p> <p>Safety boots with ankle support and steels to be worn at all times.</p>				
12	Working in the vicinity of the public	Various injuries	<p>Operatives</p> <p>Public passengers</p> <p>Other 3<sup>rd</sup> parties</p>	<p>Site Supervisor</p> <p>Operatives</p>	4	3	12	<p>Ensure Site Survey is undertaken before all works to ensure any issues regarding General public safety are identified at the planning stage</p> <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>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>The site to be inspected at the end of each site by the Site Manager to ensure all defects are made good and all plant, equipment and materials removed</p>	4	1	4	
13	Contact with Overhead lines or DC lines	Fatality or serious injury	All Staff on Site	All	5	2	10	<p>All operatives will be briefed with regards to the dangers of working in close proximity of the OLE and will be informed not to lift the tool above head height or encroach with 9ft of the live OLE. All work tools should be insulated to prevent the risk of electric shock.</p>	5	1	5	



								<p>- If it is foreseeable that operatives may lift or use tools with the 9ft rule, then the service will be isolated and permit to work issued as confirmation.</p> <p>- A First Aider will be present with the work team and will take control in the event of electric shock or electrocution, ensuring that no one touches the casualty.</p> <p>For Conductor Rail areas staff will ensure adequate protection is in place, insulated tools etc, isolations will be arranged if required.</p>				
14	Chemicals / COSHH	Injury to Staff	All Staff on Site	All	5	4	20	<p>Chemical anchors, COSHH assessment to be undertaken, briefed and checked understood. Operatives to wear correct PPE including long sleeves, rubber gloves &amp; dust masks. Once used COSHH to be returned to the fire proof COSHH container provided.</p> <p>First aider and first aid kits to be available at all times</p> <p>Ensure adequate ventilation is provided before use</p> <p>Have spill kits available on site</p>	2	5	10	LOW
15	Discovering ACM when carrying out the works	Severe illness Fatality	All Staff on Site	All	5	4	20	<p>ARL to provide Asbestos Register for all stations prior to works commencing.</p> <p>Where suspected ACM are found supervisor to be informed. Works area shall be temporarily quarantined, and SHE advice sought after. Approved asbestos removal company to be instructed to remove any ACM's if identified.</p> <p>All staff are Asbestos awareness trained as a minimum</p>	2	5	10	LOW



Braybrook Risk Assessments – Task 5: Anti-Trespass Matt Installations													
No	Hazard	Risk/Consequence	Persons Affected	Responsibility	S	L	R	Control Measures	S	L	R	Residual Risk	
1	Underfoot conditions <ul style="list-style-type: none"><li>• Uneven ground</li><li>• Discarded materials</li><li>• Cables</li><li>• Track side equipment</li><li>• Oil &amp; grease</li><li>• Snow &amp; ice</li></ul>	Trips, slips and falls /leading to personal	All staff on site	All	3	5	15	Point of work Risk assessment Use authorised walking routes Good house keeping Site hazard briefing Adequate site lighting Safety footwear Observation cards <ul style="list-style-type: none"><li>• Raise Close Calls</li></ul>	3	3	9	Medium	
2	Manual handling, plant, tools & material	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	3	4	12	Risk Assessment & planning Manual Handling assessments Manual handling training/instruction Lift within means and team lift where appropriate Use wheel barrows and power barrows Supervision ensure all obstructions removed from walkways when moving materials Mechanical aids to be used where possible	3	2	6	LOW	
3	Contaminated Soil Hypodermic needles Biological materials	Leptospirosis Hepatitis Weils Disease Needle stick injuries HIV	All staff on site	All	4	5	20	Full site Survey investigate potential impact on surrounding areas Hypodermic needles spray up move away Report close call	4	2	8	LOW	



4	Fatigue	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	5	4	20	Staff to work to Regulations with shift & travel times monitored by the use of a SAC system.	2	4	8	LOW
5	Working at Height	Falls & falling objects leading to personal injury & possible damage to infrastructure	Contractors and 3 <sup>rd</sup> parties	Contractors, Client 3 <sup>rd</sup> parties	4	4	16	Mobile Towers Pasma Trained Training and Competency Fall arrest equipment Harness and Training Securing of any ladders Edge Protection Debris screens/netting/shields Segregation of area beneath work Securing of tools/equipment when not in use Equipment inspection PPE-Hard Hat, safety boots Briefing	2	4	8	
6	Manual handling - lifting of plant and materials	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	4	4	16	Use wheel barrows and power barrows to transport heavy items and debris. Staff to be briefed in best kinetic lifting practices. Carefully hand lift materials from back of vehicles  Manual handling assessments will be carried out specific to tasks  Mechanical aids to be used where possible e.g – Hiab's to lift welfare units, dumpers to carry spoil	2	4	8	LOW



								Job rotation to be encouraged				
7	Fire  Hot works	Burn injuries.	All Staff on Site	All	5	4	20	<p>All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area.</p> <p>Machine to be switched off before refuelling, predominately all refuelling will be carried out at the yard</p> <p>Avoid spillage onto hot engine parts</p> <p>Tightly seal fuel cap after filling</p> <p>Hot work permit must be in place, briefed and signed before any hot works can commence.</p> <p>Ensure all combustible materials are removed from the area before any hot works can commence.</p> <p>Emergency evacuation plan and arrangements in place in case of emergencies.</p> <p>Ensure Fire warden is available and on site at all times</p> <p>All fuel to be stored in coshh container located in back of work truck.</p> <p>Refuelling on plant and equipment will be carried out in a safe location away from all staff and passengers. Drips trays will be used when refuelling.</p>	2	5	10	LOW



								Spill kits to be available on site				
8	Excavations and Buried services	Operational Disruption Electrocution Death	Operatives Public passengers Other 3 <sup>rd</sup> parties	Client Supervisor Contractor Supervisor	4	5	20	Permit to Dig Cable watcher if required Planning Cable Management Plan Insulated Plant & tool register CAT SCAN Trial Hole • Site Inspection	2	5	10	Medium
9	Plant and tool vibration	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	4	5	20	<ul style="list-style-type: none"> <li>• Competence Management System</li> <li>• PPE</li> <li>• Plant &amp; Tool purchase /hire low vibration tools</li> <li>• Supervision</li> <li>• HAVs assessments</li> <li>• K factor</li> </ul>	4	2	8	Not rotating operation LOW
10	Struck by Train	Fatality or serious injury	All Staff on Site	All	5	4	20	<p>Ensure 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> <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>When setting up the work site the COSS/Site Warden must ensure that the type of warning is briefed, and that noisy machinery does not prevent the working group hearing the warning otherwise an alternative safe system of work will be</p>	5	1	5	LOW



								implemented				
								High-vis bility clothing to be worn at all times.				
								Any works that cannot be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant, and equipment are clear of the line before being handing over the line blockage.				
								All operatives to acknowledge train warnings				
								•				
11	Fall from Platform edge	Fatality or serious injury	All Staff on Site	All	5	4	20	Any works that can't be undertaken the safe side of the yellow line will be carried out under line blockages. The COSS must ensure that all persons, plant, and equipment are clear of the line before being handing over the line blockage.	5	1	5	LOW
								All obstructions, plant and equipment will be kept away from the platform edge to prevent operatives tripping onto the line.				
								Access ramps to used to access track if required, operatives not to jump down onto platforms.				
								• Safety boots with ankle support and steels to be worn at all times.				
12	Working in the vicinity of the public	Various injuries	Operatives Public passengers Other 3 <sup>rd</sup> parties	Site Supervisor Operatives	4	3	12	Ensure Site Survey is undertaken before all works to ensure any issues regarding General public safety are identified at the planning stage	4	1	4	
								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				



								<p>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>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> <ul style="list-style-type: none"> <li>The site to be inspected at the end of each site by the Site Manager to ensure all defects are made good and all plant, equipment and materials removed</li> </ul>				
13	Contact with Overhead lines or DC lines	Fatality or serious injury	All Staff on Site	All	5	2	10	<p>All operatives will be briefed with regards to the dangers of working in close proximity of the OLE and will be informed not to lift the tool above head height or encroach with 9ft of the live OLE. All work tools should be insulated to prevent the risk of electric shock.</p> <p>- If it is foreseeable that operatives may lift or use tools with the 9ft rule, then the service will be isolated and permit to work issued as confirmation.</p> <p>- A First Aider will be present with the work team and will take control in the event of electric shock or electrocution, ensuring that no one touches the casualty.</p> <ul style="list-style-type: none"> <li>For Conductor Rail areas staff will ensure adequate protection is in place, insulated tools etc, isolations will be arranged if required.</li> </ul>	5	1	5	
14	Chemicals / COSHH	Injury to Staff	All Staff on Site	All	5	4	20	<p>Chemical anchors, COSHH assessment to be undertaken, briefed and checked understood. Operatives to wear correct PPE including long sleeves, rubber gloves &amp; dust masks.</p> <p>Once used COSHH to be returned to the fire proof COSHH container provided.</p> <p>First aider and first aid kits to be available at all times</p> <p>Ensure adequate ventilation is provided before use</p>	2	5	10	LOW



								Have spill kits available on site				
15	Discovering ACM when carrying out the works	Severe illness Fatality	All Staff on Site	All	5	4	20	<p>ARL to provide Asbestos Register for all stations prior to works commencing.</p> <p>Where suspected ACM are found supervisor to be informed. Works area shall be temporarily quarantined, and SHE advice sought after. Approved asbestos removal company to be instructed to remove any ACM's if identified.</p> <p>All staff are Asbestos awareness trained as a minimum</p>	2	5	10	LOW
<b>Braybrook Risk Assessments – Task 6 : Demobilisation &amp; Snagging</b>												
No	Hazard	Risk/Consequence	Persons Affected	Responsibility	S	L	R	Control Measures	S	L	R	Residual Risk
1	Underfoot conditions <ul style="list-style-type: none"> <li>• Uneven ground</li> <li>• Discarded materials</li> <li>• Cables</li> <li>• Track side equipment</li> <li>• Oil &amp; grease</li> <li>• Snow &amp; ice</li> </ul>	Trips, slips and falls /leading to personal	All staff on site	All	3	5	15	<ul style="list-style-type: none"> <li>• Point of work Risk assessment</li> <li>• Use authorised walking routes</li> <li>• Good house keeping</li> <li>• Site hazard briefing</li> <li>• Adequate site lighting</li> <li>• Safety footwear</li> <li>• Observation cards</li> <li>• Raise Close Calls</li> </ul>	3	3	9	Medium



2	Manual handling, plant, tools & material	Personal Injury	Operatives	Client Supervisor Contractor Supervisor Operative(s)	3	4	12	<ul style="list-style-type: none"> <li>• Risk Assessment &amp; planning</li> <li>• Manual Handling assessments</li> <li>• Manual handling training/instruction</li> <li>• Lift within means</li> <li>• Supervision</li> <li>• Mechanical aids</li> </ul>	3	2	6	LOW
3	Contaminated Soil Hypodermic needles Biological materials	Leptospirosis Hepatitis Weils Disease Needle stick injuries HIV	All staff on site	All	4	5	20	<ul style="list-style-type: none"> <li>• Full site Survey investigate potential impact on surrounding areas</li> <li>• Hypodermic needles spray up move away</li> <li>• Report close call</li> <li>• IP arrange clearance from site NWR maintainer</li> </ul>	4	2	8	LOW
4	Fatigue	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	5	4	20	<ul style="list-style-type: none"> <li>• Staff to work to Regulations with shift &amp; travel times monitored by the use of a SAC system.</li> </ul>	2	4	8	LOW
5	Manual handling - lifting of plant and materials	Injury to staff	All staff on site	Client Supervisor Contractor Supervisor Operative(s)	4	4	16	<p>Use wheel barrows and power barrows to transport heavy items and debris. Staff to be briefed in best kinetic lifting practices. Carefully hand lift materials from back of vehicles</p> <p>Manual handling assessments will be carried out specific to tasks</p> <p>Mechanical aids to be used where possible e.g – Hiab's to lift welfare units, dumpers to carry spoil</p> <p>Job rotation to be encouraged.</p>	2	4	8	LOW



6	Fire  Hot works	Burn injuries.	All Staff on Site	All	5	4	20	<p>All operatives to follow station fire evacuation procedure in the event of a fire. Fire extinguishers located on site within works area.</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> <p>Hot work permit must be in place, briefed and signed before any hot works can commence.</p> <p>Ensure all combustible materials are removed from the area before any hot works can commence.</p> <p>Emergency evacuation plan and arrangements in place in case of emergencies.</p> <p>Ensure Fire warden is available and on site at all times</p>	2	5	10	LOW
7	Chemicals / COSHH	Injury to Staff	All Staff on Site	All	5	4	20	<p>Chemical anchors, COSHH assessment to be undertaken, briefed and checked understood. Operatives to wear correct PPE including long sleeves, rubber gloves &amp; dust masks.</p> <p>Once used COSHH to be returned to the fire proof COSHH container provided.</p> <p>First aider and first aid kits to be available at all times</p> <p>Ensure adequate ventilation is provided before use</p>	2	5	10	LOW



								Have spill kits available on site				
8	Discovering ACM when carrying out the works	Severe illness Fatality	All Staff on Site	All	5	4	20	<p>ARL to provide Asbestos Register for all stations prior to works commencing.</p> <p>Where suspected ACM are found supervisor to be informed. Works area shall be temporarily quarantined, and SHE advice sought after. Approved asbestos removal company to be instructed to remove any ACM's if identified.</p> <p>All staff are Asbestos awareness trained as a minimum</p>	2	5	10	LOW

#### Braybrook Risk Assessments – Risk Assessment : COVID 19

No	Hazard	Risk/Consequence	Persons Affected	Responsibility	S	L	R	Control Measures	S	L	R	Residual Risk
1	Contracting / infecting (spreading) COVID 19	Unknowningly carrying the COVID 19 virus	<ul style="list-style-type: none"> <li>- Employees</li> <li>- Contractors</li> <li>- Visitors</li> <li>- Public</li> <li>- Vulnerable</li> </ul>	All	5	4	20	<ul style="list-style-type: none"> <li>• Braybrook continue to monitor and remain up to date with the latest government and public health guidelines.</li> <li>• All personnel under the direction and control of Braybrook are briefed on government and public health information regarding COVID-19 and in particular the symptoms that may indicate contracting the virus.</li> <li>• Any member of the Braybrook workforce who shows signs of any form of symptom shall not be permitted to attend work in any capacity</li> <li>• Any member of the Braybrook workforce that shows signs of the symptoms or starts to feel unwell whilst at work shall be required to return home and follow self-isolation requirements for the required period of time.</li> </ul>	5	2	10	Medium



								<ul style="list-style-type: none"> <li>All employees briefed on the importance of maintaining an increased level of personal hygiene and in particular more regular hand washing and hand sanitising</li> <li>Any interface with the public social distancing controls will be carried out and a minimum of 2 meters distance will be in place between any worker and member of the public/ARL employees or other contractors. All persons will follow controls clarified by the government for Covid 19.</li> </ul>				
2	Contracting / infecting (spreading) COVID 19	<ul style="list-style-type: none"> <li>- Working in close proximity (&lt;2 metres) to other persons</li> <li>Public interface</li> </ul>	<ul style="list-style-type: none"> <li>- Employees</li> <li>- Contractors</li> <li>- Visitors</li> <li>- Public</li> <li>- Vulnerable</li> </ul>	All	5	4	20	<ul style="list-style-type: none"> <li>All members of the Braybrook workforce advised on the requirements for social distancing.</li> <li>One individual on site shall be nominated to communicate directly at least at a 2-metre distance from any member of the public or site visitor.</li> <li>All material, plant deliveries or site waste collections shall be confirmed via a photo of the delivery or collection and shall be directed at least at a 2-metre distance to avoid any close contact by signed delivery or collection notes.</li> <li>Where possible all material delivery drivers shall remain within the vehicle cab.</li> <li>All materials / waste collections paperwork shall be required to be sent via the postal system to the company.</li> <li>Where social distancing measures cannot be applied, personal protective equipment in the form of respiratory and hand protective equipment are to be worn at all times.</li> <li>In the first instance all site meetings shall be conducted remotely and via the use of current technologies such as skype conference calls, Microsoft Teams etc.</li> </ul>	5	2	10	Medium



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3	Contracting / infecting (spreading) COVID 19	Using plant, equipment and vehicles used by infected persons	- Employees - Contractors	Plant operators	5	4	20	<ul style="list-style-type: none"> <li>All vehicles, plant, equipment and tools shall be subject to a more regularly regime of cleaning and disinfectant before and after use and in particular where plant, tools and equipment are crossed used or operated.</li> <li>Generally, vehicles, tools and equipment are designated to the same gang and not routinely shard across the workforce except for larger plant</li> <li>All hired in plant and equipment shall be subject to a thorough clean and disinfectant on the area or operation and operation controls.</li> <li>Personal protective equipment including respiratory protective mask to be worn when cleaning and disinfecting is taking place</li> <li>Any interface with the public social distancing controls will be carried out and a minimum of 2 meters distance will be in place between any worker and member of the public/ARL employees or other contractors. All persons will follow controls clarified by the government for Covid 19.</li> </ul>	5	2	10	Medium
4	Contracting / infecting (spreading) COVID 19	Shared welfare facilities	- Employees - Contractors Visitors	All	5	4	20	<ul style="list-style-type: none"> <li>Additional hand washing facilities shall be provided to the usual welfare facilities for larger sites or significant numbers of personnel are on site.</li> <li>The availability of soap and fresh clean water shall be monitored more frequently to ensure it is readily available and kept topped up at all times</li> <li>Hand sanitiser shall be provided to the entire workforce and within all company vehicles where hand washing facilities are unavailable due to works being classed as transient.</li> <li>All welfare facilities shall be cleaned more frequently, soap and sanitiser levels shall also be monitored more frequently.</li> <li>Suitable and sufficient rubbish bins be</li> </ul>	5	2	10	Medium







## Appendix B – Material & Additional Information Attachments

								
Anti Trespass Signs.pdf	Anti-Trespass_Story .pdf	Dura Gates & End Barrier.pdf	Dura-Rail-Product-Guide_w_Jun19.pdf	RailSectorProductGuide2018.pdf	Rosehill_Anti-Trespass_Panels_web.pdf			
								
Southbury SWP -Example.pdf	nr-l2-ohs-019 issue 10.pdf	Index No 1.pdf	Staff Competencies - AB 2021.pdf	Staff competencies - SB 2021.pdf	Staff competencies -CD 2021.pdf	Staff competencies - DE 2021.pdf	Staff competencies - LG 2021.pdf	
								
Doug Chaplin Asbestos Awareness	C Doherty Asbestos Awareness (Categor	A Birch Asbestos Awareness (Categor	P Webb Asbestos Awareness (Categor	S Landers Asbestos Awareness (Categor	D Gould Asbestos Awareness (Categor	Staff competencies - LG 2021.pdf	Staff competencies - PG 2021.pdf	Staff competencies - Dan G 2021.pdf
								
	Staff competencies - DG 2021.pdf	Staff competencies - SL 2021.pdf	Staff competencies - SM 2021.pdf	Staff competencies - LS 2021.pdf	Staff competencies - PW 2021.pdf			



## WPP Briefing Sheet – Platform Ends Mitigation Project WA Route

### Various Stations

**BL-20-063-WPP-01 Rev-A09**

**June 2021 to Aug 2021**

**Briefing given by:**

Name	Sentinel Number / Site Pass Number	Position	Signature

**Briefed to: (By signing below, I confirm that I have received and understood the briefing for this task).**

Name	Sentinel Number / Site Pass Number	Signature	Date & Time



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