

EWR Alliance

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East West Rail Phase 2

Temporary Compounds Construction and Operations Plan

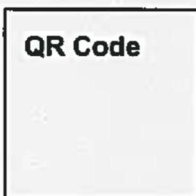
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Document History



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1. Introduction

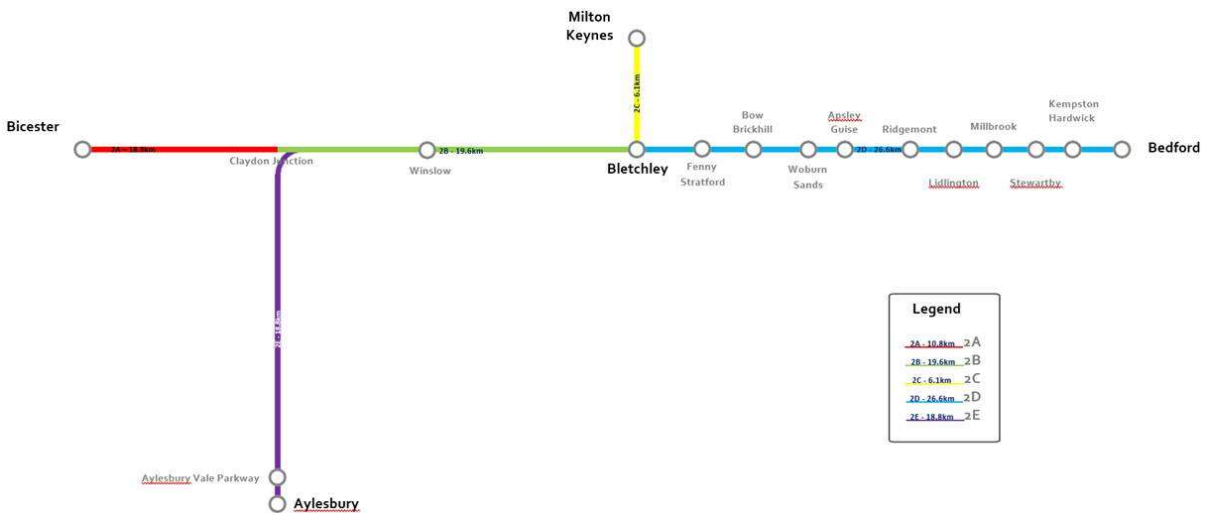
This strategy document should be read in conjunction with the current Construction Phase Plan (CPP) ref. 133735-EWR-PLN-OPP-000002, and in addition, the applicable Task Briefing Sheets (TBS), Permit(s) and Safe System of Work Pack (SSoWP) containing the approved SSoW and extracts from the Hazard Directory and Sectional Appendix.

1.1 Methodology

1.1.1 Project Summary

The objective of the East-West Rail (EWR) Phase 2 project is the introduction of direct rail passenger services between Oxford, Milton Keynes and Bedford, and also between London Marylebone and Milton Keynes (via Aylesbury). This will be achieved by reconstructing and upgrading the partially-disused Oxford – Bicester –Bletchley –Bedford line and the Aylesbury – Claydon Junction routes (see diagram below).

East West Rail Phase 2 Schematic



Phase 2 is being delivered by an Alliance formed by Laing O’Rourke Construction Ltd, Atkins, Volker Rail and Network Rail. Laing O’Rourke Construction Ltd is the Principal Contractor (PC) acting on behalf of the Alliance.

1.1.2 Activity Method Sequence

This strategy document concerns the following works activities:

- General Principles
- Confirmation of Planning permissions – consents - approvals.
- Establish site perimeters - Pedestrian and Vehicle ingress/egress
- Ground investigation of proposed compound areas
- Vegetation clearance

Groundworks to include sub-base/foundation construction & Utility Services

- Unloading and installing of temporary accommodation
- Installation of long-term Site Access/ Compound Walkways and Gates
- Deliveries
- Compound maintenance and operations
- Security
- Vehicle Management system and Parking controls
- Fire Safety
- Compound Set-up
- Compound Cleaning
- Air Conditioning
- Pest Control
- Refreshments
- Ink Toners
- PPE

1.1.3 *General Principles*

Compound normal working hours will generally be 0700hrs to 1800hrs Monday to Friday. Exceptions to these hours will be on a case by case need based principle.

All personnel working on or in a compound are to adhere to the EWR policy of no more than 12hrs door-to-door from a place of rest in any given day.

Individual tasks are to be briefed via authorised Task Briefing Sheets (TBS).

All compound/site safety rules are to be adhered to at all times – no exceptions.

Should a compound have a safe (no PPE) and protected (PPE) delineation, full PPE is to be worn always under Network Rail guiding principles and standards in the protected zones.

All visitors or workers shall be provided with a site safety brief or a full induction, as the case may be, no exceptions. The construction manager is responsible for determining what the content of the safety brief shall be, the EWR H&S team is responsible for the content and provision of the induction.

Undeclared or unrecognised persons/visitors to a compound are to be challenged on sight, and if found to be in need of assistance or guidance are to be escorted to the office for appropriate attention.

Any and all persons on any EWR compounds or associated works are to be aware of the potential for public interest and if questioned the following actions are to be followed, refer to Security Management Plan document ref no 133735-EWR-PLN-MAN-000002:

- If competent and aware of the correct answer, converse in a polite manner with the member of the public. Keep answers to the point, clear and unambiguous. Avoid any conjecture or extrapolation.
- Refer the Member of the Public to the EWR Community Relations Manager in the first instance. External Community information boards to be displayed with all relevant project contact details inclusive of Community Relations Managers name and email.
- DO NOT argue, become aggressive or attempt to debate any issues with any member of the public or any organisations representatives.
- The NR immediate help line is available 24hrs a day, 365 days a year and is: 0345 711 4141

1.1.4 *Confirmation and receipt of all relevant planning permissions, consents and approvals*

- Handover of Land/Areas in line with agreed dates
- Temporary Works designs and Plans in place
- Compound and site lay out drawings approved and in place

1.1.5 *Establish site perimeters - Pedestrian and Vehicle ingress/egress*

- Establish site perimeter fencing in accordance with approved design
- Fencing and Gates are to be installed by an appropriately skilled and contracted vendor.
- Any fences must be erected at least 5m away from operational railway lines - if appropriate. The fences thus become a physical barrier to prevent unsafe encroachment into the railway boundary.
- Installation of approved Vehicular & Pedestrian gate access to public highways
- Relevant security cover in place
- Relevant temporary mobile welfare & storage facilities in place

1.1.6 *Ground investigation at proposed compound areas*

Requirements for ecological supervision will be confirmed with the Ecology Team during planning for these works. The work party will receive their task briefing for the works being proposed to be carried out.

The supervisor to sign work group in with Volker Rail Central Control (VRCC).

The work supervisor will then brief out the 'Permit to Dig' to the operatives involved with the excavation works and challenge them on their understanding. Once the supervisor is satisfied that all have understood their briefing, all operatives will sign the back of the permit.

The area is to be Cable Avoidance Tool (CAT) scanned to confirm the presence of any services, trial holes or trenches will be excavated to the required depth CAT scanning every 300mm to ascertain the depth below ground level of any services.

Trial Hole/trenches locations will be identified by the site engineer. Once completed operatives to back fill all trial holes and trenches ensuring that the site is left safe and free of any obstructions.

On completion staff to egress site via authorised access points ensuring gates are locked on exit. Supervisor to sign workgroup out with VRCC.

The removal of water from any excavations will be carried out in accordance with a Permit to Pump.

1.1.7 *Vegetation clearance*

Prior to any vegetation works being carried out the Ecology Team will confirm any known protected species that are present in the area to be cleared; and will carry out a survey to identify any additional constraints.

The work party will receive their task briefing for the works being proposed to be carried out.

Ecological mitigation measures are to be agreed with the Ecology Team prior to works commencing and the measures will be adopted into the planned works.

The Environment & Sustainability Team and the Health & Safety Team must be consulted during planning if the use of herbicides and pesticides is required.

The site engineer will mark up the location of the area to be cleared. Any areas that are to be left alone will be clearly marked up and cordoned off. Once these are in place, site operatives will commence vegetation clearance with hand tools working in a sequential manner.

The cut vegetation will be disposed of correctly in accordance with the Site Waste Management Plan (133735-EWR-REG-EEN-000007). Waste storage, collection and disposal details will be confirmed with the Environment & Sustainability Team and data will be captured for monthly KPI reporting.

Where vegetation is exceptionally dense, the works will be carried out with caution due to the lack of visibility below the vegetation being cut.

If any invasive or protected species are encountered, work will immediately stop in that area and the response process outlined in the Incident Response Plan (IRP) will be followed. The incident will be reported to VRCC and the Environment & Sustainability Team. The works in the affected area will only be allowed to continue once the Principal Environment and Sustainability Manager has given authorization.

At the end of each shift the work supervisor must ensure that all tools are cleared and put away in provided secure storage. The work site will be left in a clean secure and tidy state prior to any operatives leaving the site.

Vegetation clearance for any works falling outside of the compound/ site boundaries are not subject to this WPP.

1.1.8 *Groundworks to include sub-base/foundation construction & Utility Services*

EWR Civils teams (Self delivery) and relevant sub-contractors to carry out all relevant works in accordance with approved designs

1.1.9 *Unloading and Installation of Temporary Accommodation*

All unloading activities are to take place within the boundary of the prospective compound. No unloading is to take place on public roads or rights of way unless prior permission has been sought via the EWR Logistics Traffic Management team.

The appropriately qualified Banksman/Vehicle Marshal is to guide cabin delivery wagons and crane(s) into any site locations within the compounds.

Delivery vehicles are to be positioned in readiness to be offloaded and cranes are to be pre-checked and placed in positions of readiness prior to lifting activities.

Prior to the commencement of any lifts the crane supervisor is to carry out all necessary crane document checks (Operator CPCS certification, lifting equipment certifications), carryout briefing of all site documentation (lift plan, method statements) and carryout working environment checks (overhead and underground services, weather conditions, ground conditions).

Once all necessary checks have been completed the crane supervisor is to position the crane and setup as required to reach the accommodation units so that they can be safely lifted and placed to their final position. The main boom will be raised into as near vertical position and slewed 360° to impose a maximum achievable load on all sections of the crane bearing area. As this operation is carried out the crane supervisor will check for any settlement under the bearing areas. Exclusion zones to be established prior to commencement of any lifting operations

The necessary lifts can now take place under competent supervision and constant guidance. Once equipment is in place, the crane shall disengage allowing for appropriate connection and installation activities to take place. At no time shall any person walk under an active lift or suspended load.

1.1.10 *Installation of long-term Site Access/ Compound Walkways and Gates*

Safe access and authorised walking routes to be installed and clearly identified throughout all compounds with adequate lighting always available.

All relevant compound/site signage to be in line with relevant approved Traffic Management Plan (TMP).

All Vehicular ingress/egress will be registered via the compound gatem/ Traffic Marshals on the "Voyage Control" delivery management system.

All pedestrian ingress/egress will be via either Security "Visitor" sign in protocols or the Aurora access system.

1.1.11 Deliveries

Upon implementation of the delivery management system (DMS) 'Voyage Control', all deliveries are to be booked, prioritised and tracked via this system.

Voyage control allows for the identification of specific routes, timetabling of deliveries, real time tracking of the load and vehicle standards control. Every effort must be made by individual teams arranging for deliveries to liaise with the logistics team to ensure a joined-up approach. It is critical for our (EWR) Commercial and Procurement departments to cascade our delivery management system requirements and safety compliances to our (EWR) supply chain and sub-contractors at the earliest opportunity.

Upon arrival at the compound, appropriate equipment must always be used to handle loads. Special vehicles that may be needed should have been arranged in advance to be at the right place and right time. Should a load not be able to be offloaded in a defined safe manner, the load should be rescheduled for delivery. At no time should any attempts be made to manhandle, jerry rig, or improvise potentially unsafe systems without authority from competent persons who document the action and brief the workforce appropriately.

All vehicles are to be marshalled into the correct spot for delivery/parking. Stabilisers deployed if appropriate and exclusion zones rigidly enforced. No working or movement by personnel under suspended loads is allowed at any time. The use of guide-lines is encouraged for crane lifts.

All loads offloaded are to be stored in safe and neat manner. All loads are to be placed in such a manner as to prevent any tipping over or rolling of the load due to inadequate restraints/positioning.

In either case all unloading/loading activities will be carried out under the supervision of a Banksman/Crane/Machine Controller with an approved lift plan and where required as per the approved ALO risk assessment. Banksman/Crane/Machine Controller will ensure the item offloaded are placed in its designated storage area safely and tidily. (N.B if tandem lifting is applicable all tandem lifts will be carried out under the supervision of a certified tandem lift crane controller)

Where required manpower is to assist in any unloading or loading using approved small hand tools

When climbing on the backs of wagons to unhook / hook on chains or enable the removal or placement of attachments of any kind, crash mats to be utilised.

All materials are to be stored at their designated locations (as agreed by construction supervisor and yard foreman). Diesel fuel for site plant is to be stored in a locked, double bunded bowser and petrol for small hand tools is to be stored in 'Gerry' cans on a drip tray/plant nappy adjacent to a spill kit. All other chemicals are to be stored in the designated 'COSHH Store', the stored chemicals to be segregated as per 'COSHH Regulation 2002'. No chemical storage is allowed within 10m of a surface water course or drain.

Items loaded will be placed safely and tidily to transport wagons and secured using straps, ensuring transport vehicle adheres to highway regulations (Note the above lists are not exhaustive, any items not noted above will be highlighted in the Task Briefing sheet).

1.1.12 Compound maintenance

1.1.12.1 General

A dedicated compound works gang is to be established. This team will be responsible for ensuring all tools are safely and tidily stored in tool vaults, any scrap materials and litter has been removed and correctly disposed in appropriate skips/bins, the Compound Supervisor will co-ordinate the removal/replacement of skips once full during core working hours.

Out of hours emergency contact details or Compound issues please refer to Appendix F of this document.

Compound team to fuel up all fuelled plant items and test prior /during preparation and core works.

EWR compound team to ensure all facilities are maintained and suitable, this include such items as: water, fuel, yard, lighting, welfare, toilets, canteen, skips, cess tank/bio-digester and various waste items are well maintained.

Heavy lifting Machines (Telehandler or RRV) with necessary attachment to remove materials from the storage area under the supervision of a certified Crane Controller and in line with an Approved Lift Plan.

Materials are to be strategically positioned in the yard in preparation of works.

Crane Controller to ensure ground has been prepared accordingly (e.g. timber dunnage laid out).

Materials are to be offloaded as directed by the Yard Supervisor ensuring materials are offloaded safely, clear of walking routes and access points.

Any breakages, equipment failures and standard maintenance are to follow the appropriate and documented procedures laid out in the equipment documentation.

The Compounds/Stores team is also to maintain a log of consumable items and identify when items might need replenishment.

Close liaison is recommended between the compound works team, the Compound Logistics Manager and the various teams that may be using the compound on a day-to-day basis.

A Daily Checklist will be completed to include, for example, a record of construction activities, deliveries, plant and inspections

Dust, noise and vibration monitoring will be carried out in accordance with the Construction Environmental Management Plan and the Environmental Statement.

1.1.12.2 *Compounds drainage monitoring and maintenance*

The Section Logistics team are responsible for compounds management of routine monitoring and maintenance. Additionally, and until water services are mains delivered, the Section Logistics team will manage water and effluent tanks and pumps and the repairs there of.

At the point of soil stripping a tracksheet should record any existing drainage features located, including their type, depth, size, angle and condition. This detail will then be available to aid a review of the requirements of post construction remedial drainage.

For on-going maintenance requirements of surface water management and SuDS features the table in Appendix G sets out the maintenance activities required to ensure the drainage system performs as intended by the design and lists the frequency at which monitoring and maintenance of the system needs to be undertaken. Prior to discharge to surface water, compound drainage water will be held in an attenuation basin to allow suspended solids to settle out. Water quality will be tested prior to discharge.

For on-going maintenance requirements and frequency of inspections of the surface water pumping stations, refer to the supplier's Operation & Maintenance Manuals. Visual inspection of silt accumulation in the pumping chambers shall be undertaken on a monthly basis and clearance shall be undertaken as required.

The surface water pumping stations are powered from the primary compound power supply. However, in the event of failure of the compound power supply the pumping station will be temporarily supplied from a 2.7kva petrol generator connected to the auxiliary power plug on the pump control panel.

Large repairs such as waterproofing, adding modular buildings or site operations-based infrastructure changes fall into the Logistic Managers area of responsibility. Requests for maintenance should be forwarded to relevant section Logistics teams.

1.1.13 Security

All delivery drivers visiting the relevant compound will have received a driver site rules briefing and have previously signed up to this briefing. Visitors to compounds in PPE free areas will complete a visitors site induction. All other staff and operatives to have completed the EWR Alliance full induction and relevant site-specific inductions.

All temporary compounds shall be provided a security guard or mobile patrol during operational and non-operational hours.

Please refer to the Security Management Plan ref no **133735-EWR-PLN-MAN-000002**

From time-to-time it may be necessary to have a security guard during the daytime working hours as well due to operational needs, threat assessment or tempo.

Security guards shall obey the Alliance's 12hr door-to-door policy for working shifts. There shall be a mobile team leader/supervisor on duty during non-operational hours to maintain a moving watch over the different sites on a minimum 2hr repetition.

Security officers shall as a minimum be provided with a reliable form of communication with each other, the supervisor and the Compounds Logistics Manager. They shall also have to hand at all times the emergency service contact numbers, the VRCC contact number and the EWR Alliance H&S manager contact number.

Security guards are to operate within the confines and direction of the EWR Security Strategy.

1.1.14 Vehicle Management and Parking

All compounds will have designated spaces for parking. Teams are expected to have pre-defined their requirements in terms of welfare requirement and associate vehicle space requirement.

Vehicles entering a compound shall be guided in past the gate to the parking space assigned.

When parking at site, staff are to only park in designated parking bays where available. Vehicles shall be reversed parked at all times.

Delivery vehicles must be pre-booked into the compound via our (EWR) "Voyage Control" delivery management system to allow for proper planning and handling.

No EWR Alliance vehicles are to be parked on public roads as a matter of course. It is highly recommended that if a personal vehicle is to be parked on the road, that it be only parked where there is adequate clearance and visibility to ensure that the vehicle does not become a hazard or hindrance to users of said road. Parking on roads should only occur when there is sufficient clearance to park whilst maintaining a fully clear carriageway; any footpaths, gates and driveways should not be blocked.

It is also important that drivers attempt to plan their journeys or coordinate efforts to reduce the number of 'individual' vehicles accessing the compound(s).

Access to the various areas of site will require access via the local highway to initially access site and to move around the various locations. When on the public highway the Highway Code and legal requirements must be followed.

Vehicles are not to be parked on the road or on the verge on the approach to level crossings (or beyond them) where they could cause an obstruction to other vehicles or affect pedestrian/road user visibility of other traffic and crossing lights/signage.

When walking down the highway, staff are to use the footpath where available or walk in the direction facing oncoming traffic so that they are aware of approaching vehicles and can step onto the verge to allow them to pass.

1.1.15 Fire safety management

The completed Fire risk assessments (FRA's) are managed and filed by the EWR emergency co-ordinator and safety advisors. The custodian at each compound is represented by the respective Section safety advisor and will operate in line with the projects FEPP.

1.1.16 *Compound set ups, furniture, and compound installation*

Managed by the Section construction management team and supported by the wider support service supervisors as a subdivision of the responsible group within the EWR2 logistic support area. Installations and compound moves are coordinated throughout the whole process on behalf of the project lead Section Logistics managers.

1.1.17 *Compounds cleaning*

All EWR compounds are cleaned and serviced by AZTEC Cleaning. Performance is managed by the Section logistics team via a regular quality control visit to individual compounds areas. Reports and enquiries should be via the Section logistics team.

1.1.18 *Air conditioning*

Provided where necessary when climate and temperature control is required for storage of specialist equipment, it is serviced and managed by the Section logistics team.

1.1.19 *Pest Control*

Pest control is managed by the Section logistics team and is available on a reactive call out requirement.

1.1.20 *Refreshments water/tea/coffee and accoutrements*

Centrally ordered and issued by the General Stores team. Responsibility for a compound resupply is direct to the respective compound stores representative. Authorised by presenting the standard stores requisition paperwork and collected by the respective compound's Section logistics team authorised representative

1.1.21 *Ink toners and printers*

PRINTERS will be ordered through Section logistics teams/in line with relevant Office Managers. Maintenance, ink printer and toners are automatically re ordered by the office managers.

1.1.22 *PPE*

The following minimum PPE requirements apply to all activities:

- Safety Helmet (white or blue depending on competency).
- Approved Hi-Vis vest or jacket and trousers to BS EN ISO 20471 (2013), GO/RT3279.
- Lace-up ankle support boots. 200 Joule toe-cap and mid-sole protection to BS EN ISO 20345 (2011) (S3). Rigger boots are not acceptable.
- Safety Glasses to EN166F.
- Gloves, minimum Blade Cut (coupe test) Level 5 to BS EN 338 (2016).
- Further task specific PPE may be required and shall be worn as specified.
- Additional PPE to be used as required by relevant Safety Data Sheets and/or Task Brief Sheets

For all visitors PPE requirement please refer to relevant compounds visitor's information brief.

2. Working Instructions

2.1 At site communication

Site based communications method will be verbal, site radio or via mobile phones

2.2 Contact details

The following are the main contacts for this work package:

Name	Role	Organisation	Contact details	Tick to confirm number works and has been tested
Ian Johnson	Operations Manager	EWR Alliance	07500 031 580	Y
Phil Holland	Head of Construction	EWR Alliance	07798 581 220	Y
Neil Hancock	Programme Manager (NR)	Network Rail	07917 330 587	Y
Adrian Iswariah	Programme Logistics Manager, Logistics (CRE)	EWR Alliance	07469414905	Y
Adam Kulacz	Senior Logistics Manager 2A	EWR Alliance	07957 880 554	Y
Paul Andrews	Senior Logistics Manager 2B	EWR Alliance	07887 056 974	Y
Tony Davies	Logistics Manager 2C	EWR Alliance	07899 060 038	Y
Stuart McKechnie	Section 2A & B Contractors Engineering Manager - C	EWR Alliance	07825 521 463	Y
Paul Whitehead	HSQE Lead	EWR Alliance	07392 125 082	Y
Ruth Voigt	Environment and Sustainability Manager	EWR Alliance	07824 088 051	Y
Volker Rail Control Centre (VRCC)			01724 878 399	Y
Emergency Services			999 or 112	Y
BTP: Non-Emergency			0300 123 2211	Y
BTP: Emergency			0300 123 2277	Y
Confidential Incident Report and Analysis System (CIRAS)			0800 410 1101	Y
Sentinel			0330 726 2222	Y

2.3 Community relations and standards

Consideration should always be given to members of the public especially when working/parking near private residences and other noise sensitive areas, staff must always ensure:

- They are polite and courteous at all times.
- There is no littering.
- Vehicles are not parked on grass or verges.
- They refrain from shouting, swearing and playing loud music.
- Vehicle engines are switched-off when parked.

Staff to be aware that in some project areas interfaces with members of the public could be difficult in regard of the local feeling towards railway development where the HS2 route is planned to run. Wherever possible, staff are encouraged not to engage with the public at this site.

If required, explain to anyone who enquires about the work being undertaken, that the work is in preparation for the provision of a local train service for the benefit of the community and is not associated in any way with the HS2 project. **Please politely direct them to the NR National helpline on 08457 114 141.**

Interfaces with other disciplines/contractors will be managed through regular Construction/Co-ordination meetings, and Whiteboard meetings for possession works.

2.4 Site Access Requirements

2.4.1 Inductions

All staff must have received an EWR Alliance Phase 2 project induction, which is delivered by the Principal Contractor and valid Sentinel/CSCS cards applicable to their duties. In addition, they shall receive all relevant health and safety information relating to risks to their health and safety. Staff must be in possession of a valid induction card when on site.

In addition to project induction at each compound/site staff will receive a site induction.

A site map must be produced and form part of the site induction. For large or complex sites, it may be necessary to have more than one site map. Ideally site maps should be displayed in prominent positions such as notice boards or induction/meeting rooms. Site maps must be reviewed during the life of the project and amended accordingly. The site map should include, but not be restricted to:

- General site layout
- Site access / entry points, including access for emergency services
- Parking areas
- Pedestrian routes/walkways
- Storage areas, including any lay-down areas
- Containers on site and their contents
- Waste storage arrangements
- Any segregation of working areas e.g. areas under specific subcontractor responsibility
- Any restricted or special working areas e.g. proximity to neighbours
- Site drainage system including drain covers, surface water or foul water systems, discharge points, soakaways, oil separators/interceptors, and any shut-off valves. It should also indicate the direction of flow within the drainage system. (Note it is good practice to mark surface water drain covers blue and foul water covers red)

- Location of the mains water supply stopcock, any sprinkler control valves, and fire hydrants
- Position of controlled waters e.g. streams, ponds, culverts, spring, borehole, well, aquifer
- Any potentially sensitive areas of porous or unmade ground
- Environmentally sensitive areas e.g. nesting bats or birds, badger setts, deer fences, newt fences, invasive plant
- Location of pollution prevention materials e.g. spill kits, sand
- Concrete wash-out point
- Fire points
- Traffic Management

2.4.2 *Signing in*

The following information will be required when signing in and will be acknowledged by VRCC:

- Unique ID number from weekly works tracker (Racecard).
- Site Supervisor name (this will be the Construction Manager or Site Engineer on site for E&P).
- Number of operatives signing-in and their names.
- Work activity and location(s).
- Longest travel time (of the team) to get to site from place of rest.

2.4.3 *Signing Out*

When signing out, the following information must be provided:

- Unique ID number (as above).
- Site Supervisors name.
- Number of Operatives signing-out and their names.
- If there were any close calls, accidents or incidents reported during the shift.
- Longest travel time (of the team) to get to site from place of rest.
- If there were any Close Calls, accidents or incidents reported during the shift.

2.4.4 *Briefing Arrangements*

The Construction Manager will ensure that all staff receive pre-works briefings and are briefed on the contents of the relevant WPP and TBS at least one shift in advance of the works. All staff will be required to sign a briefing record sheet to acknowledge receipt and their understanding of the briefs. (The Construction Manager may delegate briefings to the nominated Site Engineer.)

3. Hazard Management

3.1 Work involving particular risks

The work in this package involves the following particular risk(s), as detailed in Regulation 12 (2), (Schedule 3) of the CDM Regulations 2015 and as indicated in Section 4 of the CPP.











Hazard / Activity	When and where will the risk be present?	Permits Required	How will this risk be controlled?
Vehicle Movements	During all operations and construction hours	Not usually – unless extraordinary load needs to be moved/managed	Vehicle marshal/guide when in compound. Strict adherence to routes and instructions. Strict working within the limitations of any applicable TTROs if required
Lifting operations	During all operations and construction hours	Yes, approved lift plans	Lift Supervisor and Crane/Machine Controller in place and strict adherence to approved lift plans. Exclusion zones to be established prior to commencement of any lifting operations. Never enter an exclusion zone to talk to the Crane/Machine Controller.
Underground Services	When Digging/Breaking Ground	Permit to Dig	Permit to dig. CAT scanning.
Utility connection Works – Electrics/ Water – Drainage/ Comm's	Installation	Yes, as per relevant regulations	Qualified and competent personnel to conduct this work inclusive of all testing and commissioning prior to handover.
Excavations/ground works (Plant works and movements)	Installation and ground levelling/improvement	No more than standard checks as intention is not to conduct any intrusive works for temporary compounds	Control of personnel in/around any such works maintaining exclusion and working zones around plant at all times. Slew controls if appropriate.
Assembly of structures	Installation	No	Thorough task briefing to all on site to ensure awareness and safe systems of work
Working in confined spaces	Installation, offloading, operations	Yes	Ensure no work occurs in confined spaces if possible. If not avoidable, ensure adequate control measures are in place before any person is allowed to enter said space.
Working at height	Installation, offloading, loading	No	Ensure proper controls are in place and comprehensive briefings given before work begins.
Use of hazardous chemicals	Installation/construction	No	Staff briefed on SDS and appropriate PPE and methods of use.
Environmental Incidents	Pollution of ground or surface water	No	Standard pollution control measures e.g. plant nappies and spill kits. No fuel/ chemical storage

			within 10m of drain or surface water course. Stop work if contaminated ground/asbestos identified. Inform Environment Manager
Ecology	Identification of protected/ invasive species	Potentially	Stop works. Seek advice of Alliance ecologist.

Potentially Hazardous Activities on a Compound

3.2 Lifesaving rules

In the table below are the Network Rail Life Saving Rules those that apply to the works and will be detailed in TBS.

LSR	Survey Works Specific Hazard
 <p>Always be sure the required plans and permits are in place, before you start a job or go on or near the line.</p>	YES
 <p>Always use the equipment that is fit for its intended purpose</p>	YES
 <p>Never undertake any job unless you have been trained and assessed as competent.</p>	YES
 <p>Never work or drive while under the influence of drugs or alcohol.</p>	YES
 <p>Always test before applying earths or straps.</p>	YES
 <p>Never assume equipment is isolated – always test before touch.</p>	YES
 <p>Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.</p>	YES
 <p>Always obey the speed limit and wear a seat belt.</p>	YES
 <p>Always use a safety harness when working at height, unless other protection is in place.</p>	YES
 <p>Never enter the agreed exclusion zone, unless directed to by the person in charge.</p>	YES

3.3 Significant railway and construction risks

Risk assessments for constructions risks relevant to the activities covered in this WPP are included in Appendix E. By implementing the control measures stated, there are **no** (residual) 'Significant' risks.

As part of this package of works fatigue will be managed and monitored by the Construction manager, all staff are to comply with NR C200 policy:

- 12hr door to Door, unless RA has been completed and agreed
- Minimum of 12hr rest periods between turns of duty.
- A maximum 13 consecutive shifts out of 14.
- A maximum off 23 shifts allowed in a 28-day period.

Staff are also required to follow the HSE fatigue management plan which runs in addition to this and is managed by the resource team at Crewe.

4. Environmental Management Arrangements

4.1 Ecology Management

The works covered by this strategy document involve non-intrusive works only.

The Ecology Team will conduct surveys of all temporary compound sites to identify notable habitats and protected species.

Suitable mitigation measures or Natural England licencing arrangements will be agreed with the Ecology Team for the construction of temporary compounds. Protected species; Great Crested Newts and bats, are known to be present in the location of some temporary compounds.

Ground works will be kept to the minimum required to ensure that any protected species in the area are undisturbed as much as possible.

The main invasive plants are Japanese Knotweed, Himalayan Balsam and Giant Hogweed.

If Invasive and/or Injurious Weeds are found, they must not be cut down or disturbed by the site teams and a boundary of note less than 7 metres maintained. The Environment & Sustainability team must be notified in accordance with the Incident Response Plan (IRP).

The TBS will contain details of any specific areas known to include, invasive plants and/or injurious weeds. The SSoW pack issued to the COSS will also include extracts from the National Hazard Directory.

Refer to Enabling Works Construction Environmental Management Plan Document Number - 133753-EWR-EMP-EEN-000002.

4.2 Waste Management

It may be necessary to remove material and equipment from a site prior to ground preparation for the site cabins etc. In these cases, engagement with the Environment and Sustainability Team is important as well as the Plant Manager to ensure the requirements of the Site Waste Management Plan are correctly followed.

Standard waste management arrangements will be put in place for normal compound operations. Waste storage and collection arrangements will be put in place for general waste generated by the teams (welfare litter from vans etc.). This waste will be removed from site on a regular basis – based upon size and occupancy/use of each compound. If waste storage and collection arrangements are required for waste streams generated by work activities, these are to be discussed and agreed with the Environment & Sustainability Team in accordance with the Site Waste Management Plan. Refer to Site Waste Management Plan (SWMP):

Document Number - 133735-EWR-REG-EEN-000007.

A separate disposal container will be made available for hazardous waste. Non-hazardous and hazardous waste will be segregated and disposed of separately in accordance with Duty of Care best practice.

5. Emergency Arrangements

5.1 Site emergency arrangements

5.1.1 *First aid arrangements*

The works will involve accessing brownfield and greenfield sites which may also be adjacent to operational railway lines.

The size of the team(s) will vary on a task by task basis. Security is provided by small one to two person teams. Compound set up, deliveries, operations may be performed by teams of up to 50 persons cumulatively.

The team will include a member of Emergency First Aid at Work (EFAW) who will be equipped with a First Aid kit suitable for the number of people in the group. The supporting First Aid Risk Assessment is included in Appendix B.

5.1.2 *Evacuation arrangements*

For minor injuries and where a casualty is mobile, they are to be taken to the nearest hospital with A&E facilities, details are provided in Appendix C.

Under any other circumstances where the person may have sustained a serious injury, the emergency procedures detailed in sections 5.1.5 will be followed.

5.1.3 *Fire safety arrangements*

Upon the breakout of a fire, the alarm is to be sounded, all persons are to evacuate the area to a designated place of safety for accounting for. If small, the fire may be dealt with using appropriate equipment – but only when appropriately trained and aware.

Emergency services are to be notified as appropriate. Any civilians or third-party individuals who may be affected or in danger are also to be assisted to the place of safety. At no time is any person to place themselves at risk of injury.

Any lineside fires will be reported in the first instance to the controlling Signal Box. The Emergency Services will be summoned if required by dialling 999 (or 112 from a mobile phone).

5.1.4 *Security arrangements*

All access gates to the railway infrastructure are required to be locked and secured at all times with approved padlocking. Any faults identified when on site (e.g. locks missing, gaps in fencing) will be reported to Network Rail Route Control and via the EWR close call/near miss reporting tool for immediate attention.

Should a security guard be immediately available, they are also to be notified in the first instance.

On completion of works staff are to ensure that buildings, location cases/cabinets, equipment rooms and access gates are secured when leaving site.

5.1.5 *Summoning emergency services*

For emergencies when on the lineside, the procedures detailed in section 5.2 will be followed.

For non-lineside emergencies, the work group team leader or security guard (as applicable) will contact the emergency services by calling 999 (or 112 from a mobile phone).

Where emergency services have been called and an ambulance is required to attend site, a post code for the nearest access point will be provided and a member of staff will wait at the roadside to direct them.

During the compound construction works the location details for the compound will be detailed on site specific task briefing statement. Once the compound is operational these details will then be held within the main office welfare unit.

5.2 Railway emergency (trains and electrical)

The requirements of Rule Book Handbook 1 are to be observed for any emergency 'On the lineside' which could affect the safe passage of trains.

'On the Lineside' Emergency Procedure:

1. All staff to stop work immediately.
2. Signaller to be contacted via Signal Post Telephone (SPT), or mobile phone if SPT is not available.
3. In emergency affecting the OLE, the ECR is to be contacted in the first Instance, then the Signaller contacted. Network Rail Project No: 133735
4. State 'This is an emergency call'.
5. State name, employer and where you are.
6. State what has happened and the exact location.
7. State which emergency services are required? (Be prepared to provide a post Code.)
8. Ask for the message to be repeated.
9. Stay in contact until told what to do to progress emergency arrangements.

'On or Near the Line' Emergency Plan:

In the event of an accident/incident within the Green Zone works area:

1. Stop work immediately.
2. Raise the alarm and notify COSS.
3. If the operational railway is at risk, COSS to contact the Signaller directly via an SPT and carry out protection of the line (Rule Book, Handbook 1 Section 6).
4. Contact emergency services if the COSS has not already done so.

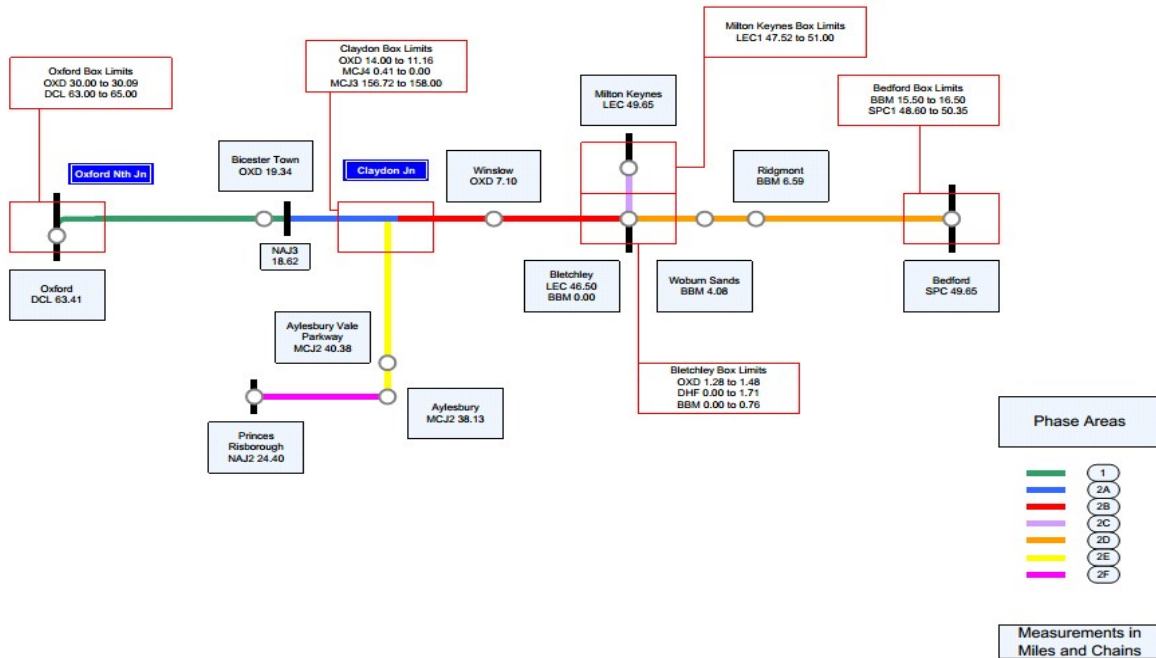
Mobile phones can be used to contact the Signal Box whilst on route to an SPT. However, the Signaller will give priority to incoming calls from an SPT.

To reduce the possibility of disturbing any evidence, staff will cordon-off the required areas if safe to do so. If possible, sketches to be made and/or photos

Taken that will help investigators. Report details, including names and addresses of witnesses who are on site, at the time that the incident is dealt with.

The diagram below provides an indicative layout of the Signal Box control areas; the COSS should always refer to the approved SSoW.

East West Rail Phase 2 – Project Overview



5.3 Hospital Details

The nearest hospitals to the works area are as follows:

Route Section	A&E Location
2A	John Radcliffe Hospital Tel: 0300 3047777 Headley Way Headington Oxford Oxfordshire OX3 9DU
2B	Milton Keynes General Hospital Standing Way Eaglestone Milton Keynes Buckinghamshire MK6 5NG
2C	

Hospital Details

5.4 Asbestos

On brownfield sites an asbestos survey will have been carried out with any potential Asbestos Containing Materials (ACMs) assessed. Any suspected ACMs identified will be reported to the relevant Construction Environment Manager. They will arrange appropriate assessment and removal. Disposal will be recorded in the Site Waste Management Plan.

5.5 Utilities

Prior to starting works on site any known utility services both overhead and underground need to be clearly marked out on site including where necessary any exclusion zones. In the event that an uncharted / unmarked service is discovered then work should stop immediately, and the following utility providers contacted as a priority for immediate mitigating action. No EWR personnel are to attempt to fix or otherwise modify said services without express written authorisation from the Alliance Management Team.

5.5.1 Utility Contacts:

- Anglian Water 03457 145 145
- Thames Water 0800 714 614
- Western Power Distribution (Electricity – Bletchley) 0800 6783 105
- SSE (Electricity– Oxford / Aylesbury) 0800 072 7282
- Gas (National Grid and SGN) 0800 111 999

5.6 EWR Alliance Accident & Incident Reporting

The EWR Alliance operates a policy of actively reporting all accidents, Incidents and Close Call (near miss) events. The Alliance promotes the CIRAS reporting system to all staff and will continue to do so throughout this project

It is the responsibility of any EWR Alliance employee or Contractor who sustains an injury as a result of an accident at work or witnesses an event to report the details immediately to the Construction Manager (or Site Engineer where appointed) who in turn must then report the details to the Duty / On-Call Manager via VRCC – refer to the procedure detailed in flow chart in Appendix D.

The following information should be provided:

- Date and time of accident, incident or RTC.
- Location / site – including any postcodes or names of local roads if possible
- Contract and client or department.
- Network Rail Project No: 133735.
- Brief description of what has happened.
- Any reported injuries.
- Immediate Actions taken.
- Any further actions needed.

5.7 Environmental Incidents

All environmental incidents shall be handled and reported in accordance with the processes detailed in the Incident Response Plan. The Construction Environmental Manager will be informed immediately and a close call on Airsweb initiated. Spill kits will be available and their contents maintained at all compounds.

All chemicals will be stored in an appropriate COSHH container. Small volumes of potentially contaminating substances will be taken to the work place. All chemicals at the work place will be placed on a spill mat/ drip tray. No hazardous substances will be stored within 10m of a surface water course or drain

6. Handover and Handback

Upon completion of site set-out, preparatory ground works and revegetation, welfare provision set-up and securing of the site etc, there shall be a formal handover of the compound along with all applicable documentation to whichever EWR Alliance team shall be using it for the future. Should there be multiple teams requiring the use of the compound(s) an agreed point of contact will be nominated to be the focal point of compound operations.

Individual teams (Track, Ecology, Environmental, OLE etc) shall be responsible for their own material requirements including the requirement setting, ordering and management of their material. However, the Compounds Logistics Manager shall be responsible for the arrangements to store, secure, receive and onward-manage said material. **It is expected that this shall be a collaborative effort with input and presence when required by the teams.**

Upon completion of works and when a temporary compound is no longer required, the Compounds Logistics Manager shall ensure that:

- All material is appropriately stored, recycled or disposed of
- The compound is disassembled, rental equipment and plant is off-hired, and the site is returned to the condition it was before EWR Alliance took possession, or better.

Appendix A Applicable standards

As a minimum all works during construction of the compound and subsequent operations of the compound will follow the following standards. Further specific standards may be identified on a case-by-case or as-needed basis and may be included in this list.

Network Rail Standard NR/L2/OHS/019 – Safety of People Working On or Near the Line.

Network Rail Standard NR/L2/OHS/CP0044 – Planning and Managing Construction Work.

Network Rail Standard NR/L2/INI/02009 – Engineering Management of Projects.

NR/L2/RMVP/0200/Module P300

NR-L3-ELP-27406 – Engineering Deliverable Requirements for Electrical Power Asset Design

Workplace (Health, Safety and Welfare) Regulations 1992

Railway Safety (Miscellaneous Provisions) Regulations 1997

Provision and Use of Work Equipment Regulations 1998

Work at Height Regulations 2005

Regulatory Reform (Fire Safety) Order 2005*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Construction (Design and Management) Regulations 2015

The Personal Protective Equipment (Enforcement) Regulations 2018

Appendix B First Aid Risk Assessment

Part A: General Details					
Project/Premises Name:	EWR2		Project/Premises Address:		
Assessment Carried Out By:					
Date:		Assessment No:		133735P1	
Site	YES	NO	Depot	YES	NO
	√				√
Stores	YES	NO	Office	YES	NO
		√			√
Sole Occupier?	YES	NO	Shared Premises?	YES	NO
		√			√
<i>For Shared Occupancy Please give Name and Contact Details of Premises Co-ordinator</i>		Name:		Contact Details:	
Number of Staff in Work Group?			Task / Activity <i>(give a brief description of tasks or activities taking place):</i>		
1 - 2			Compound Guarding		
Up to 40			Compound Set up		
Up to 40			Compound and associated works		
Part B: Hazards and Potential Injuries					
Major Hazards <i>(arising from risk assessments)</i>			Potential injuries <i>(Taken from risk assessments and accident history)</i>		
Electrocution			Death		
Electrified OLE 25Kv			Death		
Struck by Trains			Death		
Manual Handling			Cuts, Sprains, Breakages		
Discarded Sharps			Infection		
Slips, trips and falls			Cuts, Sprains, Breakages		
Crush due to falling load			Death		

Part C: First-aid Provisions					
First-aid Personnel	YES (Tick ✓)	NO (Tick ✓)	Number Required		
Appointed Person	✓		1		
First-aider with an Emergency First-aid at Work Certificate	✓		1		
First-aider with a First-aid at Work Certificate		✓			
First-aider with Additional Training (specify)		✓			
First-aid Equipment and Facilities	YES (Tick ✓)	NO (Tick ✓)	Number Required		
Small (up to 25 people) Standard Workplace First-aid Kit (BS: 8599-1)		✓			
Medium (25 – 50 people) Standard Workplace First-aid Kit (BS: 8599-1)	✓		1		
Large (100 people plus) Standard Workplace First-aid Kit (BS: 8599-1)		✓			
Burns Kit		✓			
Eye Wash	✓		1		
Additional Equipment (specify, e.g. foil blankets, eye, shears, microporous tape)		✓			
Defibrillator		✓			
Travelling First-aid Kit	✓		1		
First-aid Room		✓			
Part D: Review (give dates of review)					
	1 st Review	2 nd Review	3 rd Review	4 th Review	5 th Review
Name of Reviewer:					
Date of Review:					
Signature of Reviewer:					
Additional Comments:					

Appendix C Emergency Care Details

Bicester – Claydon Area

John Radcliffe Hospital
Tel: 0300 3047777
Headley Way
Headington
Oxford
Oxfordshire
OX3 9DU

Claydon – Aylesbury Area

Stoke Mandeville Hospital
Tel: 01296 315000
Mandeville Road
Aylesbury
Buckinghamshire
HP21 8AL

Claydon – Bletchley Area

Milton Keynes Hospital
Tel: 01908 660033
Standing Way
Eaglestone

Milton Keynes
Buckinghamshire
MK6 5LD

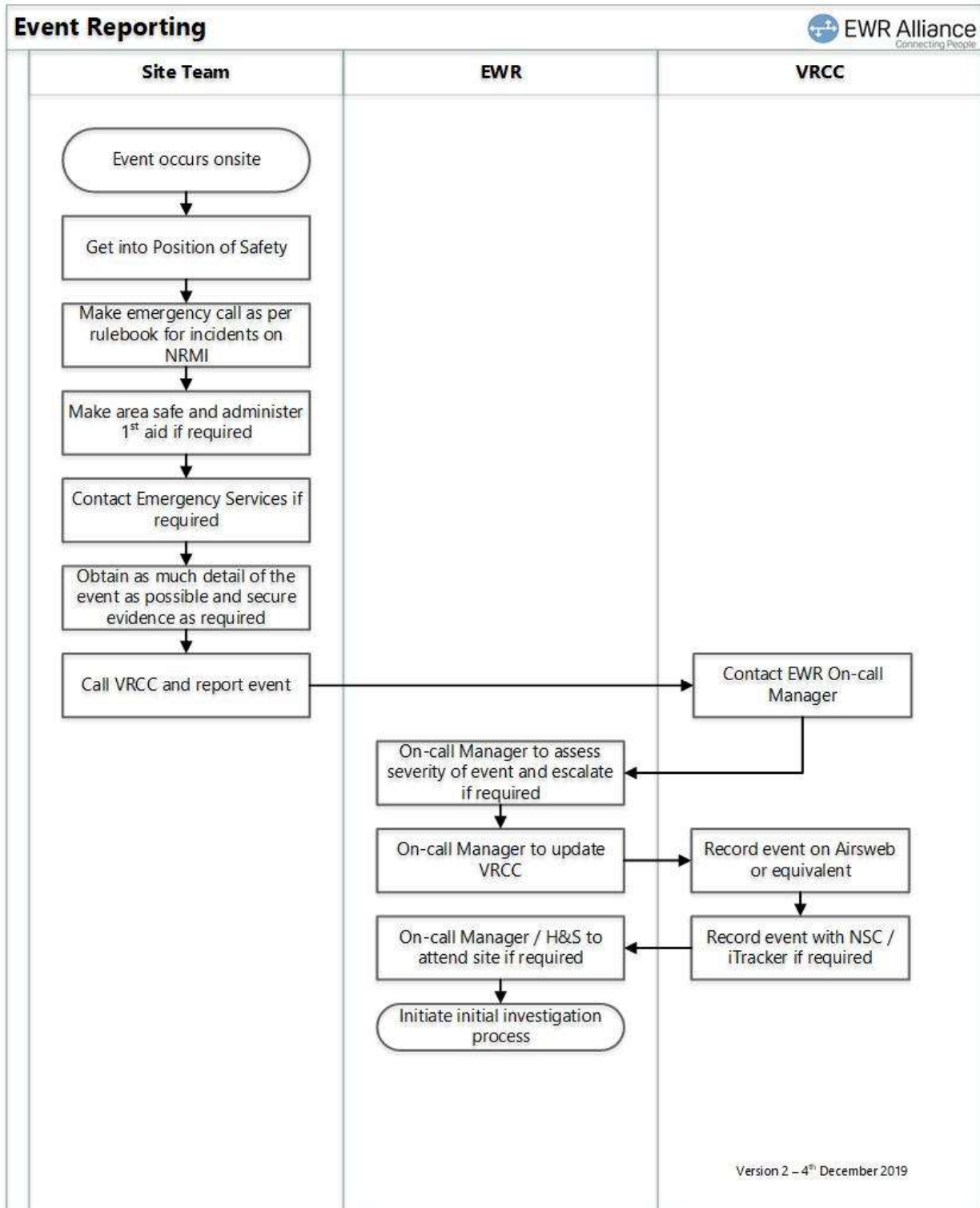
Bletchley – Bedford Area

Milton Keynes Hospital
Tel: 01908 660033
Standing Way
Eaglestone
Milton Keynes
Buckinghamshire
MK6 5LD

Or

Bedford Hospital South Wing
Tel: 01234 355 122
South Wing
Kempston Road
Bedford
Bedfordshire
MK42 9DJ

EWR Alliance Accident & Incident Reporting Flowchart



Appendix D General Site Safety Behaviour & Rules

- All personnel to report to security checkpoint where applicable on entry to site.
- All personnel to undertake Project Site Induction prior to commencing works.
- An approved Work Package Plan, activity specific Task Briefing Sheet and any associated Permits are to be in place prior to works commencing.
- Make sure your supervisor has briefed you before you start work.
- Mandatory PPE: Safety Helmet, Orange Hi-Vis Vest & Trousers, Safety Footwear providing ankle support, toecap & midsole protection. Safety Glasses & Cut 5 Gloves (minimum).
- Site hours are:
 - Detailed in the briefing pack.
 - No works permitted outside nominated working hours without prior approval.
- No access is permitted without ICI and Sentinel Personal Track Safety (PTS) training (or CSCS).
- Check if Any Line Open (ALO) restrictions apply if/when working within 20m of rail corridor.
- No operatives are to climb onto the bed of a vehicle without fall protection in place and safe means of access.
- Respect our neighbours. Be polite and curious if approached and defer enquiries to the Project Helpline.
- Ensure you are in a position of safety before using your mobile phones.
- Smoking, eating or drinking is only permitted in designated areas.
- Never work under the influence of drug or alcohol. Random testing is undertaken on this project.
- Keep your work areas tidy, clear waste to designated skips as works progress.
- Follow restricted tools and small plant procedure.
- Fatigue: Do not exceed more than 12 hours between places of rest (i.e. door to door).
- All personnel to call Volker Rail Control Centre (VRCC) on 01724 878399 to sign in to and out of the works.
- Keep noise & dust levels down to a minimum. Employ mitigation measures if necessary.
- No crossing of open lines, unless at grade crossings are utilised. Relevant instructions are to be followed and authorised points are to be used to access the infrastructure.
- **ALL ACCIDENTS, INCIDENTS & CLOSE CALLS MUST BE REPORTED TO THE Volker Rail Control Centre (VRCC) ON 01724 878399.**

Appendix E Risk Assessment

Project: EWR Phase 2		RISK ASSESSMENT								
Operation: xxx		Work Location: xxx			WPP No: xxx			Date Task Starts: xxx		
Key to Risk Rating:		Severity (S)					Likelihood (L)		Severity (S)	
		1	2	3	4	5	1	Very Unlikely	1	Minor injury, no lost time, no damage
Likelihood (L)	1	1	2	3	4	5	2	Unlikely	2	Minor injury, less than or equal to 3 days lost time, minor damage
	2	2	4	6	8	10	3	Likely	3	Reportable injury, 3+ days lost time, temporary disruption to operations
	3	3	6	9	12	15	4	Very Likely	4	Major injury, damage, theft
	4	4	8	12	16	20	5	Certain	5	Fatality, major damage, industry disruption
	5	5	10	15	20	25	Risk Rating (RR) = Likelihood (L) x Severity (S)			

Item	Activity	Hazards/Risks Identified	Risk Rating (RR)	Control Measures	Residual Risk	Responsibility	Monitoring Responsibility
01	Existing Services	Work near significant existing services in addition to electricity - ESB services - Telecommunications	2 x 2 = 4	Detailed Method Statements and Risk Assessments to be carried out for all activities which have potential to impact on existing services - Request temporary outages on services - Worker Briefings to be carried out - Consult with Statutory Bodies to obtain service drawings - Adhere to Codes of Practice for avoiding dangers from underground services - Trial holing in advance - Permit to Dig system to be implemented - Use of Cat Scan equipment - Use of trained plant operators - Use of Banksman			
02	Excavations (Ducting and Sewage works)	-Burial under earthfalls - Work in trenches or near saturated ground / high water table. - Excavation Collapse - Trench Collapse Falls from Height into excavations	2 x 2 = 4	- Detailed Method Statements and Risk Assessments to be carried out pertaining to each particular activity - Permit to Dig System to be Implemented - Area to be scanned using CAT Scan techniques. - Suitable Plant to be utilised in excavation operations - All excavations to be monitored on a daily basis. AF3 to be completed weekly. - Competent Machine Operators to be utilised FAS CSCS qualifications - Adequate Trench Support Systems to be utilised i.e. trench boxes/sheets, battering of trenches - Temporary Works procedures to be implemented - Dewatering systems to be implemented where required. - Suitable access to be provided to trenches Perimeter fencing and signage to be put in place and secure excavations			

Item	Activity	Hazards/Risks Identified	Risk Rating (RR)	Control Measures	Residual Risk	Responsibility	Monitoring Responsibility
03	Moving Heavy Plant and Equipment	<ul style="list-style-type: none"> - Working adjacent to Heavy Plant and - machinery including excavation plant - and lifting appliances <p>Hazards</p> <ul style="list-style-type: none"> - Noise. - Operated by untrained individual - Incorrect use. Speeding. - Poor maintenance. Unsupervised reversing. Overloading. <p>Risks</p> <ul style="list-style-type: none"> - Struck by site transport Falls from vehicles. - Splashed by fuel during refuelling. - Tipping or overturning of vehicles. - Contact with moving parts of machinery 	3 x 2 = 6	<ul style="list-style-type: none"> - Detailed Method Statements and Risk Assessments to be carried out for all activities to address the movement use of heavy equipment. - Worker Briefings to be carried out - Plant to be operated by Competent Personnel - Plant to be in good order and inspected daily prior to commencement of any works on site - Auxiliary devices and visual aids on plant as highlighted in Schedule 6 of 2006 Construction Regulations. - Carry out plant checks and record on plant checklists - Vehicle Banksman to be utilised where required - Segregate traffic from public and workforce where possible - Implement work exclusion zones where appropriate - Implement Traffic Management Plans - Ensure all personnel were appropriate PPE and high visibility clothing 			
04	Lifting Operations (Offloading containers)	<ul style="list-style-type: none"> - Unsupervised lifts leading to collapse overturning of loads - Unstable ground causing overturning or collapse of loads - Uncontrolled pedestrians or site traffic leading to collisions with plant or pedestrians. 	3 x 2 = 6	<ul style="list-style-type: none"> - Ensure permit to lift system is in place - Ensure all plant operators have relevant CSCS certificates for plant they are operating. - Ensure all lifting equipment have relevant and up to date GA 1 certificates. - Ensure all pedestrians and site vehicles are cordoned off from lifting operations. - Use of stabilizing pads or beams under any jacking legs used on lifting equipment. 			

Item	Activity	Hazards/Risks Identified	Risk Rating (RR)	Control Measures	Residual Risk	Responsibility	Monitoring Responsibility
05	Biological Substances (Refuelling diesel and oils) Sewage Connections	<ul style="list-style-type: none"> - Works which put person at work at risk - from Biological substances - Leptospirosis /Weil's Disease - Contact with contaminated ground or objects or materials - Handling construction chemicals, cement, curing agents etc - Handling flammable substances. - Working on existing streams and drains, particularly foul drains. 	3 x 2 = 6	<ul style="list-style-type: none"> - Detailed Method Statements and Risk Assessments to be carried out for all activities where biological substances are envisaged including contaminated ground and dealing with asbestos gaskets - Specialist contractors to be utilised to deal with asbestos - Areas of potential contaminated ground to be tested and areas segregated - COSHH Assessments to be carried out and briefed to workers - MSDS Sheets to be available for construction chemicals in use - Ensure adequate assessment of PPE requirements for works - All operatives engaged in sewer tie in works to wear appropriate PPE which will include gloves and disposable overalls. - All operatives to be briefed and trained - Adequate awareness of and protection against Weil's disease 			
06	Manual Handling	<ul style="list-style-type: none"> - Fractures, Strains, Sprains - Cuts, Lacerations, Abrasions - Injury through aggravation of previous/existing medical condition 	3 x 2 = 6	<ul style="list-style-type: none"> - Use of mechanical assistance wherever possible, e.g. forklift, plant, lifting appliance etc. - Reduce loads by making them smaller or lighter. - Ensure the working environment is suitable - access ways are unimpeded and properly lighted. - Working platforms should be non-slip and kept clean - Ensure that the individual is lifting correctly, maintains good posture, and lifts with knees bent and back kept straight. - All loads should be assessed individually for size and weight, but generally loads greater than 25kg should be handled by more than one person or mechanical means employed. - Operatives must wear appropriate gloves and other clothing to reduce the risk of injury. - Ensure that all previously experienced back complaints are brought to the attention of management, in order that allowances may be made in ascertaining the safest method of manual handling. 			

Appendix F Emergency and Contact details

F.1 Select and Explore

F.1.1 Plant and Equipment

The below contacts are specifically for power generators.

- Mark Ball **Work Shop and Field Service Manager (Explore)** - 07824 605015
- Chris Gatheridge **Head of Service & Compliance (Explore)** - 07469 038730
- Ajeet Gill **Strategic Account Manager (Explore)** – 07747 473465

F.1.2 Office Accommodation / Welfare

The below contacts are specifically for compound electrical – plumbing issues & welfare cabin damage.

- Danielle Robinson – Site Facilities Hire Desk Support on – 07384 879431
- SELECT Site Facilities Hire Desk on +44 (0)1322 732732 option 3, option 5, option 1
- Chris Maddock **Project Liaison (Select)** - 07810 507255

Also Select and Explore have the **03453 100 500** number, which is available 24/7 for any breakdowns. (option 2 plant, then option 4 breakdowns)

For all other queries or issues please use the below point of contact.

Volker Rail Control Centre (VRCC) & On call Manager	01724 878 399	Y
Environment Agency	0800 807 060	Y
Emergency Services	999 or 112	Y
BTP: Non-Emergency	0300 123 2211	Y
BTP: Emergency	0300 123 2277	Y
Confidential Incident Report and Analysis System (CIRAS)	0800 410 1101	Y
Sentinel	0330 726 2222	Y

Appendix G Surface water and foul effluent maintenance schedule

Drainage Asset						
Maintenance frequency	Ditches	Attenuation basin	Foul drainage pipes	Outfall structures and flow controls	Silt fences	Catchpits and filter drains
Weekly	Inspection and removal of debris.	Inspect inlets, outlets and overflows for blockages, clear if required. Inspect hay bales for visual damage. Remove litter and debris.	N/A	N/A	Inspection of fences for damage, rips, gaps or collapsed sections. Repair or replace as necessary. Inspect stability of timber support posts and reinstall where required.	N/A
Monthly	Removal of litter and debris. Manage vegetation by mowing the freshly sown meadows (for the first year of the vegetation growing season) and remove invasive plants.	Removal of litter and debris. Manage vegetation and remove invasive and self-seeding plants. Inspect banks, structures, pipework etc for evidence of physical damage. Inspect hay bales monthly for damage and wear. If silt removal effectiveness is reduced, then replace the bales as necessary. Inspect silt levels in forebays and desilt as necessary. Hose down penstock to remove debris. Undertake test closures to verify the mechanism is	N/A	If the flap valve has not been used for long periods under dry conditions, the seals shall be wetted with clear water during summer months.	Remove litter and debris from along the fences. Remove silt from the fences on a monthly basis for the first year and inspect silt build up to establish appropriate silt removal frequency. If pores within the silt barrier fabric become blocked, clear with jet wash or replace if cannot be cleared.	N/A

		operational. Lubricate with water-resistant grease as appropriate. If penstock becomes inoperable, repair and maintain accordingly.				
Quarterly	N/A	N/A	N/A	N/A	N/A	N/A
Six Monthly	<p>Inspect to identify evidence of erosion, poor vegetation growth, compaction, ponding, sedimentation and contamination and undertake remedial works where necessary. Inspect silt accumulation rates and establish appropriate removal frequencies. Inspect for blockages or items restricting flow in the channel and remediate as necessary.</p> <p>Vegetation in channels to be cut in late summer by strimming or mowing and again in spring if needed.</p>	<p>Check for leakage between the penstock and headwall and make good any faults. Check the tightness of nuts and bolts.</p> <p>Check there is no damage to the body, gate, seals or shaft of the penstock and check the operating equipment for freedom of movement.</p>	N/A	<p>Inspect outfall headwall and apron for blockages, debris and silt build up and clear as necessary. Clean the flap valve gate with clean water and remove any debris or deposits especially around the seals.</p> <p>Inspect flow control chamber and orifice for blockages and remove any debris/accumulated silt as necessary.</p>	N/A	<p>Inspect silt levels within catchpits and filter drains and remove as necessary.</p> <p>Basis for the first year to establish appropriate silt removal frequency.</p>

<p>Annually</p>	<p>N/A</p>	<p>Inspect inlets and basin for silt accumulation and remove when necessary.</p> <p>Remove sediment from inlets, outlet and forebay as required. Replace hay bales at least once per annum.</p>	<p>If blockage of the foul system occurs this should be cleared by rodding from the nearest access point. For substantial blockages high volume low pressure jetting shall be used to clear pipes.</p>	<p>Inspect flap valve for debris and clear as necessary. Lubricate the hinges to maintain full operation. Check seals for damage and close valve to test for leakage. Repair or replace seals as necessary.</p>	<p>N/A</p>	<p>N/A</p>
<p>Following each significant storm events</p>	<p>Inspect ditches for signs of erosion and damage. Repair as necessary.</p>	<p>Inspect the detention basin for signs of damage and check for blockages at outlets. Repair as necessary. Check hay bales for damage or gaps that have formed between the bales. Remove silt and debris and replace as necessary.</p>	<p>N/A</p>	<p>Check existing watercourse channels for signs of scour and erosion. Reinstate scour protection and repair eroded channel bed and banks as necessary. Inspect orifice plate for blockages, clean/repair as required.</p> <p>Any significant repair or alteration to the outfall structure may require additional local authority land drainage consent.</p>	<p>Inspect silt fences for signs of damage and remove any build-up of silt or debris from along the fence.</p>	<p>N/A</p>

Appendix H Temporary Compound Installation and Operation Briefing Record

Temporary Compound Installation and Operation Briefing Record

Document ref no - 133735-EWR-PLN-MPM-000003rev2

NWR Project No: 133735

Briefers declaration:

The briefer confirms they are satisfied with the strategy document and the information is correct. I have confirmed the workgroup understands the briefing before any work is carried out.

Briefing given by:

Name	Sentinel Number / Site Pass Number	Position	Signature

By signing below I confirm that I have received and understood the strategy document briefing for this task.

Print Name	Sentinel Number / Site Pass Number	Signature	Date