



WPP ref: STWPP8
TBS Issue: Issue 1
Date 19/07/25

This is document reference: NR/L2/OHS/0044/F03 issue 2

Task Briefing Sheet.

TBS001

Carry out replacement of missing rivet / bolt using rope access

RA-2501 – A_WAL_MGR

ST. JULIANS RIVER BR. - 8 spans

HNL1 40m.1056yds

Prepared by:

Mike Jones

..... (Print Name) (Signature)

Steelwork Site Manager.

07769691460

..... (Job Title) (Contact Number)

19/07/25

..... (Date Prepared)

Approved by:

..... (Print Name) (Signature)

..... (Job Title) (Contact Number)

..... (Date Approved)



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PART A

Task Title: Carry out a drone survey to locate missing HSFG Bolt

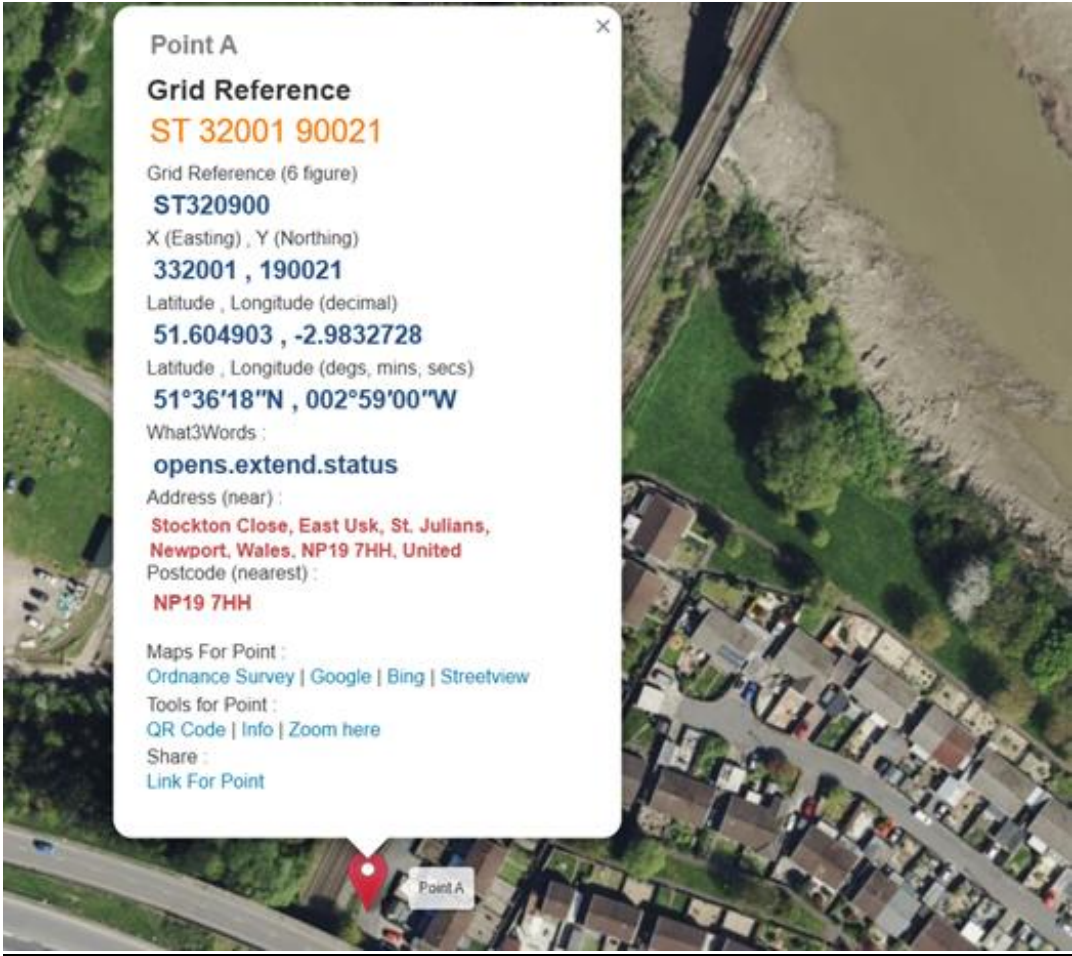
1. Introduction M Group Rail. Carry out Drone Survey.
2. Brief Description & Management of Task <u>Work/Task Description and Location.</u> M Group have been issued a 28-day remit through our minor works department to carry out a drone survey and follow on bolt replacement where missing bolts have been identified. Missing bolt are to rail bearer connection, replace missing bolt and explore potential to replace bolts that have become sheared at failed connection. Investigate surrounding rail bearer connections for further signs of failure and replace bolted connections as appropriate. After the drone survey Location where missing bolts were identified as highlighted below <u>Methodology</u> Mike Jones to identify areas where bolts have fallen out. Rope access to then access the area carry out a dimensional survey of the hole size. Bolt to be passed down and inserted in the hole rope access to then move to the next area. DK 2 4 Number missing bolts on cross girder at abutment 2 Number on up-side 2 number on down-side where rail bearer connects into cross girder. 1 number missing bolt mid-span down-side connection where rail bearer connects into cross girder. DK 3. Just off mid-span 1 number missing bolt on upside where rail bearer connects into cross girder 2 number loose bolts same connection where rail bearer connects into cross girder up-side just off mid-span. DK 4. 1 number missing bolt high mileage up-side at pier where rail bearer connects into cross girder. 1 number missing bolt approximately 3 metres from high mileage pier on up-side where rail bearer connects into cross girder. DK 5. 1 Number missing bolt approximately 6 metres from high-mileage pier on upside where rail bearer connects into cross girder 2 number missing bolt at abutment on up-side and down-side where rail bearer connects into cross girder. <u>Inductions and Briefings.</u> All personnel involved in this work will undergo an M Group site briefing. The briefing will cover an outline of the works as well as identifying the main risks and hazards associated with the site this brief will be carried out by the COSS. Inductions and briefings are to be communicated to the workforce from the M Group welfare van prior to commencing work or accessing the structure. The COSS must ensure a thorough breakdown of site tasks and risks are included in their brief. All persons when accessing and leaving site <u>MUST</u> complete the daily site attendance register in full. <u>Site Access.</u> Access and egress to the work site will be at What 3 words opens.extend.status Stockton Close, East Usk, St. Julians, Newport, NP197HH Access the work site operatives to walk down the access path as highlighted on the site map below. All vehicles to be parked on the clearing also highlighted on the site map below.



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Site Map



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Photo showing structure.



Photo highlighting missing bolt.

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Works Methodology

On arrival at site the entire work group are to take 10 minutes to observe the site and assess any potential hazards or forthcoming activities that may result in a close call/near miss and report/remediate via the close call system.

M Group COSS will brief the group on worksite limits and other works within worksite and any OTP movements.

Once brief is completed COSS to sign the RT3199. The M Group COSS is to brief all members on the safe system of work and the shifts activities at the start of the shift.

M Group COSS is to ensure operatives are wearing mandatory and task specific PPE and are undertaking tasks in accordance with the correct Documentation. All materials and rope access equipment will be transported to site by rope access operatives.

Set up all equipment ensuring that no tripping hazards are created in a nighttime Possession.

Site team leader will rig and test all ropes and associated equipment unless where staff are using aid climbing techniques in which case agreement on proposed anchorage throughout to be agreed with the Site Team Leader prior to commencement.

Rope access system to be rigged from adequate structural metalwork twin rope access system to be installed ensuring ropes are of adequate length to reach the safe walking route below taking into account weather conditions.

All team members to be aware of the method of recovery in the event of an emergency.

Team to complete bolt replacement as instructed by Mike Jones steelwork manager as per the drone survey.

Note:

Any unforeseen activity or site risks that may arise during the above works are to be recorded within page 8 of this task brief, a point of [work](#) risk assessment is to be completed, and the site manager advised to grant authorisation all changes must be briefed all members of the work group



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In the event of an emergency the priority is the health, safety and welfare of all operatives, the emergency services and the general public.

6.1 First Aid Arrangements

A first aid kit will be kept in the site staff vehicle within 10 metres of the site. Where this is not possible, the first aid kit will be taken to site.

The Site Team Leader will familiarise themselves with the location of the nearest hospital casualty department.

At least one person undertaking the site works will be trained to the level of Emergency First Aid. This person will be identified during site briefings and included in the site-specific information.

Minor cuts, abrasions etc. will be reported to the nominated First Aider for cleaning and protection. All injuries will be recorded.

All major injuries will be reported to the nominated First Aider, who will inform the Site Team Leader who will determine further action. Personal safety is paramount.

First aid arrangements will be in accordance with the obligations laid down by the Health & Safety (First Aid) Regulations 1981, as amended 2018.

6.2 Evacuation Arrangements

If an emergency arises all personnel will leave the worksite ensuring that all tools and equipment are clear of any carriageways or footpaths and proceed to a position of safety as per site rules and procedures.

6.3 Recovery of Casualty

A DESIGNATED RESCUE BAG WILL BE ONSITE AT ALL TIMES - THIS WILL BE EASILY IDENTIFIED AS ORANGE

3. Handover Arrangements

N/A for these works on site

4. Control of Site & Activity Risks

Risk	How will this risk be controlled?
Working 'on or near the line'	Full "all orange" PPE to be worn at all times. PTS trained operatives with COSS in charge. SSOW pack to be in place and followed. No tools or equipment to be left less than 2m from the nearest running rail and are to be fully secured when not in use. All works in compliance with the Rule Book GE/RT8000.
Working at height Falls from high rope access	Rope access operations to be planned and undertaken adhering to IRATA international code of practice. Buddy checks to be undertaken rope access SSOW to utilise a minimum of two points of attachment for each individual rope access system. Anchor points to have a combined capacity of 15Kn Suitable structure to be used as primary means of anchorage when working on the structure. Steel strops or similar to be used and rigged up through stiffeners all anchor points to be selected by the IRATA LEVEL 3 including those during aid climbing operations. Climbing operations unquestionably sound anchor point to be utilised at all times.



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Being hit by a vehicle in car parking Area	Parking area is open to vehicle movements. Ensure that vehicles are parked off the track to maintain access throughout. Hi viz clothing to be worn at all times reverse parking at all times if possible.
Night-time Working	Task lighting to be set up at work site and cap lamps to be worn
Manual handling	Use mechanical means where possible. Share loads when required and kinetic lifting techniques to be utilised. Site specific risk assessments to be filled out with the relevant information by the supervisor. Park vans close to work site to minimise distance carried. Plant/equipment will be carried to the work site in manageable loads.
Adverse weather conditions	Weather to be checked prior to starting works and monitored throughout if adverse conditions are anticipated. Plenty of fluids, particularly cold drinks need to be available during hot weather conditions. Operatives must wear suitable clothing and have regular breaks to keep cool in hot weather
Being hit by a vehicle on the access rd.	Access road is open to vehicle movements. Ensure that a vehicles Marshall is in place maintain access throughout. Hi viz clothing to be always worn
Slips/trips when accessing structure	Walk access route prior to transporting materials to remove any debris or trip hazards. Maintain throughout. Terrain is very uneven so choose pathway to eliminate uneven ground. Share pushing and take regular breaks.
Please see attached site specific RISK ASSESSMENT for full list.	

5. Resources

People:

Site Manager

Steelwork Manager

COSS

Rope Access Team

Specialist

Rope Access Equipment

Machines

N/A

Plant

N/A

Materials:

Replacement Bolts

6. Site details relevant to Task

a. Location	Stockton Close, East Usk, St. Julians, Newport, NP19 7HH,
b. Safest Access & Egress Point	At Structure wake.public.game
c. Our Workforce Protection Arrangements	N/A
d. Safeguarding Others from our work	N/A
e. Permit/s	N/A

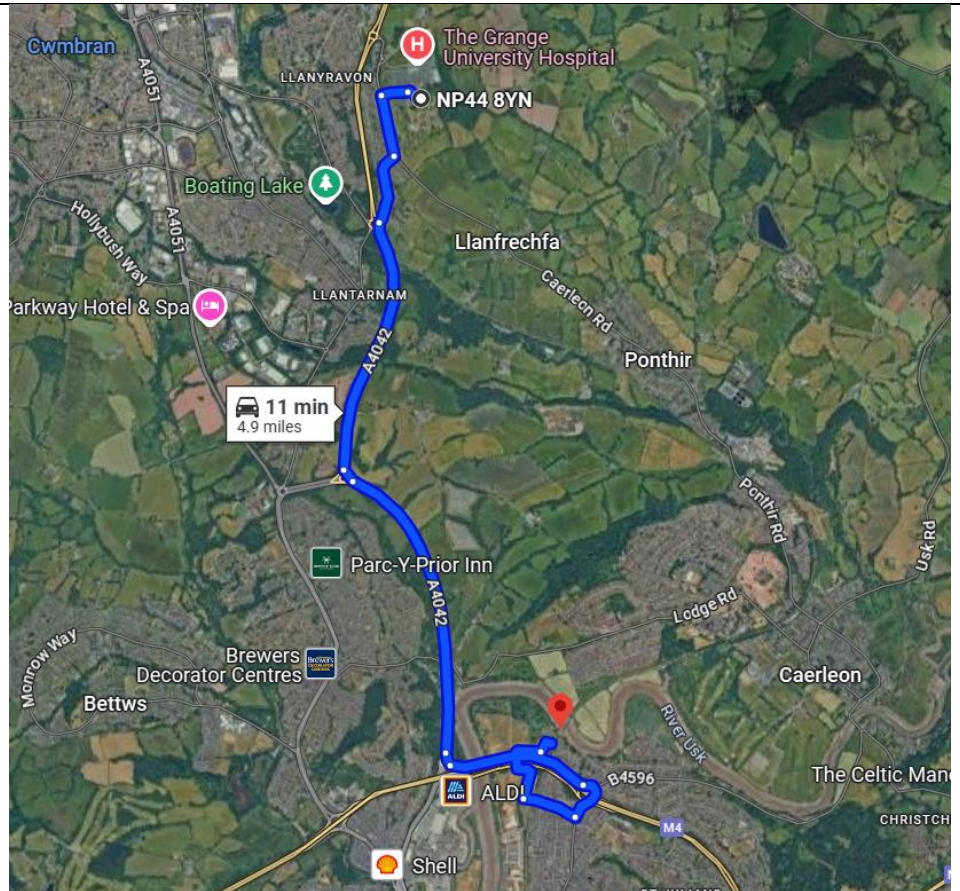


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f. Plant and machinery Movements	N/A
g. Communication	Communications will be carried out Via Mobile Phone, Phone signal to be checked during the site visit.
h. Emergency Arrangements	vent an emergency direct emergency services to postcode: Nearest A+E The Grange University Hospital. Address Caerleon Rd, Llanfrechfa, Cwmbran NP44 8YN Contact Number: 01633 493100 REMEMBER PHONE 999 in and emergency. <u>Hospital Map.</u>

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i. Welfare

Due to the nature of the works and the short timescale, local means will be used

7. Changes to the Task Briefing Sheet



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a. Record of Change Record here any changes that need to be made to this briefing sheet. State which section/s in the box on the right. If any of the details in this briefing sheet do not match circumstances on site, record the differences and what change/s will need to be made. Seek authorisation before implementing change/s.	
b. Change authorised by:	Write here the name of the responsible person that has authorised the change/s. _____ Authorisation reference: _____

PART B

Principal Contractor: Dyer and Butler

Responsible Contractor(s):

Task Briefing Record

Briefers declaration:

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

Briefing given by: _____

Name	Sentinel Number / Site Pass Number	Position	Signature

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

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



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