

WPP STWPP0032 & 003
TBS Issue: Issue 1
Date: 15/09/2025

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

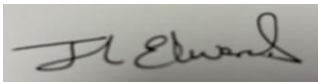
Task Briefing Sheet

RA2501
0328_WAL_MGR
River Gwili Underbridge
LLA 04m 60ch



Prepared by:

Lee Edwards



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

Site Manager

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

15/09/2025

..... (Date Prepared)

Approved by:

Nicholas Poole

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

Site Manager

07557 963327

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

15/09/2025

..... (Date Approved)

Task Title: De-Veg, Installation of Pontoon & Timber Inspection

TBS Ref: River Gwili – RA2501/0312A – LLA 4m60ch

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

1. Introduction

- **M Group**
- **River Gwili Underbridge LLA 04m 60ch**
- **WPP-RA2501/0312A- installation of pontoons**
- **STWPP003 – De-Veg**
- **STWPP009 – Timber Survey**
- **Duration of Works: 2 x Night Shifts**
- **TBS Review date 25/08/2025**

2. Brief Description & Management of Task

- All operatives are to receive a full brief as per the below methodology for carrying out the works, risks surrounding the site and work activities, including any toolbox talks relevant to tasks being undertaken. All persons are to sign the relevant declaration/briefing forms to confirm they have understood the briefing daily which will be undertaken by the on-site supervisor. All mandatory PPE by all personnel at site is to be worn with welfare facilities available for the duration of the works.
- All works will be carried out on Days working off track to carry out De-veg and installation of the Pontoon to inspect timbers underside of the structure and the inspection of the timber trackside will be carried out within a line blockage with additional protection (DETS) PC will take line blockage and agree worksite limits and times with signaller and brief Coss on worksite arrangements.

De-Veg

- Access to the structure will be gained Via 3rd party land ISS (independent slat supplies) which has been agreed on pre-site visit.
- Prior to any de-veg works being undertaken a visual survey will be completed by the Mgroup supervisor to identify, and nesting birds or cables which may be present and record findings on the bird nesting check sheet form to be completed prior to de-veg.
- When all checks have been completed and recorded the team will remove 1 section of palisade fence to gain access onto NR land from ISS compound once on NR land the team will clear the vegetation from the compound to the structure on the upside high mileage end to give safe access to transport plant and materials to site.
- All de-veg operations will then be carried out with petrol hedge trimmers, chainsaws, and general hand tools. All plant is to be operated by trained and certified operatives whose certification has been checked by the site supervisor prior to the works being completed.
- Plant check sheets are also to be completed on a weekly basis for handheld plant i.e. hedge trimmer, chainsaw to determine that the plant has in date certification and is also fit for purpose.
- When de-veg has been completed install access steps from the embankment down into the watercourse to give safe access to set up Pontoons and carry out timber survey.

Installation of the pontoons

- Once access steps have been installed the specialist team (Floating Pontoon) will assemble a pontoon from the embankment and float into position to the underside of the structure the pontoon will be approx.8m x

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

8m and the pontoon will be fitted with suitable handrails and kick boards once pontoon is in position it will be secured to each corner to secure into position.

- The pontoon is to be assembled when the tide is on the way out to allow time to carry out the timber survey.
- All operatives must be always wearing life jackets throughout the works.
- 2no life rings will be positioned appropriately in case of a man overboard emergency and 2no Carmanah M550 Solar Powered LED Marine Lanterns will be positioned on the 2 outer corners of the pontoon.
- Weather conditions and water levels are to be checked prior to entering the watercourse. If water levels are too high the team are to postpone the works until the water has dropped to a safe level. Weather conditions are to be monitored throughout the works. (HOLD POINT) – works are to be planned in when tide times are suitable that is when high tide is at their lowest example below 7m.

Timber survey

- When all above works have been carried out the team will instal a small scaffold Tower on to the Pontoon to the underside of the structure where Crouch waterfall will carry out a survey to all the timber elements of the structure this will be done with hand tools making sure to take high quality photos throughout and recorded and produce survey report to fed back to NR and Mgroup.
- On the completion of the survey the team will remove scaffold tower from the pontoon and the pontoon is to be removed from within the watercourse.
- Any close calls will be recorded via the Mgroup SSW+ Reporting App.
- Before, during and after photos are to be taken throughout the duration of the job.
- Minor alteration to the TBS due to site conditions can be made by the site supervisor and recorded in section 5 of this document. The site supervisor will also record and fill in, if necessary, a Point of Work Risk Assessment (POWRA) for any unforeseen or change in circumstance that arise before, during or after the works.
- Any deviation from the above scope then the site supervisor will contact Lee Edwards 07794429023 to make the necessary changes and stand down in till them changes have been made.

1. Handover arrangements

Before and after pictures are to be taken every shift. A Completion Report will be issued to the Network Rail Delivery team at the end of the project.

2. Control of Site & Activity Risks

	Risk	How will this risk be controlled?	
	Manual Handling Activities	Manual Handling Assessment Form to be checked and completed prior to any manual handling. All correct lifting procedures to be followed. Following the TILE acronym shown below: T – Task is assessed. I – Individual’s capabilities are assessed. L – Load is assessed.	

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

		E – Environmental conditions are assessed. All operatives receive Manual Handling training provided by their employer. Suitable PPE Selection for all manual handling activities ensuring it is fit for purpose for the correct task. Sufficient rest and welfare provision. Rotate personnel – tasks, processes. Refusal to Work policy to be briefed and to be provided if necessary. Incident Reporting & Management procedure to be briefed and provided if necessary. Emergency Preparedness assessment to be produced, briefed and available. Suitable First Aid provision available always. Trained competent personnel in correct manual handling techniques to be used. Eliminate completely if possible.	
	Working and Accessing/Egress near general public	All site personnel to wear the approved hi-vis clothing in accordance with the current regulations. Site personnel to be warned of the dangers to themselves and to members of the public. Orange pedestrian barriers will be erected to segregate the public from the work site. Any suspicious behaviour of members of the public should be reported to BTP immediately. BTP Contact Number 0300 123 22115	
	Use of Petrol, Diesel and Oil.	When refuelling, spill kits and drip trays to be utilised to prevent ground contamination. Refuelling not to be done in and around watercourse and must be done 10m or greater to prevent further environmental or water contaminations.	
	Plant & Material Storage	Plant and material to be stored and secured safely and correctly to prevent potential theft at site. Plant and material are not to be left in walking routes or stacked incorrectly to prevent tripping hazards at site.	
	Vegetation Clearance	Vegetation to be sufficiently cut back as per RAMS. Suitable, sufficient, mandatory PPE to be worn. Appropriate Welfare provision to be made available at site. Appropriate First Aid provision to be made available at site. Emergency Assessment to be in place prior to work commencing. Accident & incident reporting document and guidelines attached to the site file with the site team implementing the FAST FACTS if applicable to ensure speedy investigation and procedures in place to prevent reoccurrence. Where applicable, any known invasive species at site are to be left alone and segregated off and inform the site manager immediately. Works to be completed by a Bespoke IRATA rope access teams with all plant, ropes and harnesses being check prior to any vegetation clearance being undertaken.	
	General Labouring	Appropriate training & instruction given. Suitable PPE provided and correctly worn. Persons not to lift more than they are comfortable with.	

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

		Good manual handling techniques utilised. Annual E-Learning program that includes Manual Handling. Walking routes-maintained firm, clear and level. Good welfare facilities provided to ensure workforce has means to keep warm and dry.	
	Noise	Adequate ear protection must be worn whilst using powered tools.	
	General use of plant	All plant to be checked prior to use, certified fit for use, adequate for the task with all operators trained and certified to use the plant. All plant to be registered on plant register.	
	HAVS	HAV exposure limits must be calculated prior to works commencing. No more than 80pts per tool in one working shift. Site team to rotate as frequently as possible. No long uses of powered tools at one given time. <u>STHIL HS82T Hedge trimmer</u> M/S 2.7 TIME TO REACH 80 POINT = 5hr 29m ANTICIPATED TIME FOR WORKS = 4hr Exposure Points as Planned = 58pts <u>Chainsaw</u> M/S 3.9 TIME TO REACH 80 POINT = 2hr 38m ANTICIPATED TIME FOR WORKS = 30min Exposure Point as Planned = 15pts <u>Paddle Mixer</u> M/S 2.5 TIME TO REACH 80 POINT = 6hr 24min ANTICIPATED TIME FOR WORKS = 15min Exposure Points as Planned = 3pts	
	Use of Chainsaws	Manufacturers' guards must be in good order and fitted. Appropriate maintenance documentation to be present to ensure compliance with PUWER. Only trained, certificated Operatives will be permitted to use chainsaws. Segregated, warning signage of areas of felling in operation. Chainsaw to be turned off when not in use. Ensure that safety brakes and chains are working correctly before usage. No swinging aimlessly. All chainsaw works are to be done in a controlled and professional manner. Appropriate ballistic PPE as above to be worn. Suitable First Aid provision available in line with relevance guidance. Emergency preparedness produced, briefed & displayed. Any faults or damages are to be reported and the item of plant is to be quarantined and replaced.	

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

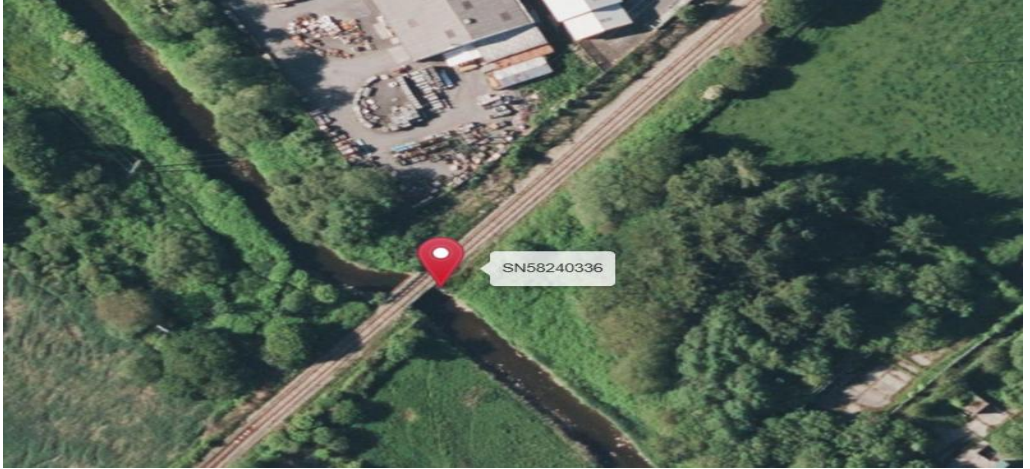
Working with cementitious products	Gloves to be worn at all times, COSHH Data and Risk Assessment to be available in the site file covering the hazardous substance. Wear safety glasses and approved FFP3 dust mask when mixing mortar. Exclusion zones set up around mixing area to protect them and others around them. Control, handle and store correctly at all times.
Working on or Near Operational Railway Lines Non-Electrified Areas	COSS to check all valid PTS competencies and on occasions TVP's prior to the works being undertaken and to record all via the sentinel app to ensure they stay compliant with the 12-hour door to door fatigue management. COSS to brief the team on the RT9909 and the hazards on the works activity. Works to only take place when permission has been granted with an authority to start work. Relaying both start times and finish times to ensure no overruns for the passage of trains. No plant or material to be left on the track and the line is to be only handed back when the track is safe and clear for the passage of trains. Works will be undertaken in full possession of the track with no planned movement for trains/RRV movements.
Working at Height with Rope Access	Level 3 in attendance to oversee the works and set up a safe system of work. Ropes and harnesses to be used and set up by the level 3. Level 3 to identify suitable anchor points for the site team to secure off to. All plant checks to be visually recorded, before and after use. At no given time are the site team to work on the embankments without a harness and only in the supervision of the level 3 and their instructions. Further RAMS for the level 3 safe system of work can be found in the site file.
Working at height rope restraint methods	All plant check sheets to be completed at the start of each shift Only trained and competent personnel to carry out these works
Please see attached site specific RISK ASSESMENT for full list.	

3. Resources

- **People:** (1) Mgroup SSSTS/COSS/First Aider, (2) Skilled Ops, (1) Level 3, (2) Level 1
- **Specialist PPE:** All mandatory PPE.
- **Machines/Plant:** Petrol Generator, Paddle Mixer, Hedge Trimmer, Chainsaw, Ropes & Harness lights x 4
- **Materials:** (6) Sand, (2) Cement
- **Tools:** General hand Tools

4. Site details relevant to Task

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

a. Location Point A LLA 04m 60ch	 Hendy Junction, Arlan Gwili, Llanedi, Hendy, Carmarthenshire, Wales, SA4 0UX, What3Words: youngest.finishers.horns
b. Safest Access & Egress Point Point B Hendy Sewage Works Access Point LLA 04m 67ch	 Llanedi, Hendy, Carmarthenshire, Wales, SA4 0UT, What3Words: remission.both.plan
c. Our Workforce Protection Arrangements	Safeguarded Line Block + Additional Token Protection
d. Safeguarding Others from our work	All Access Gates to be Closed & Locked
e. Permit/s	N/A
f. Plant and machinery Movements	N/A
g. Communication	On the on-site supervisor will check signal prior to the shift and throughout. Mobile phones to be used throughout the job.
h. Emergency Arrangement	The site first aider will be identified by the PIC during the start of shift briefing.

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

In the event of an emergency, the emergency services are to be sent to the nearest access:

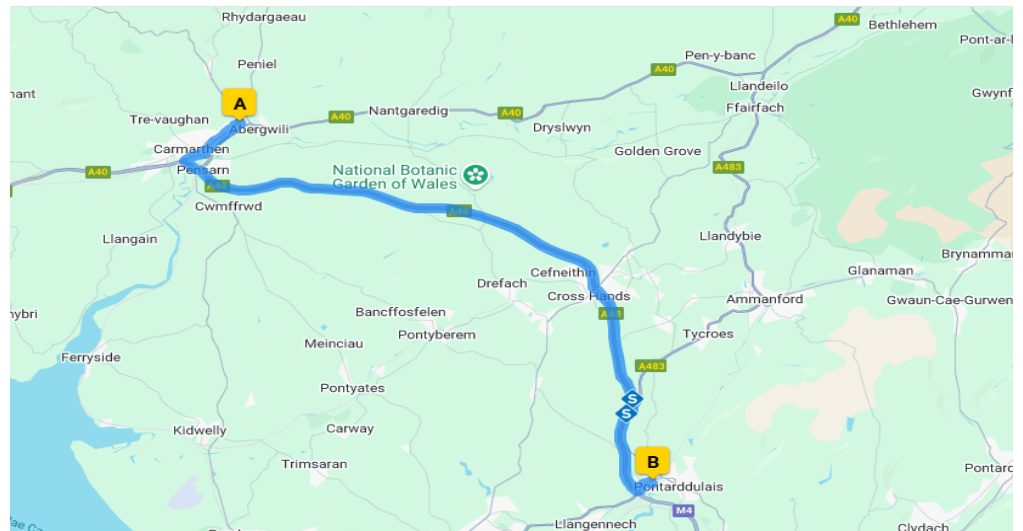
Llanedi, Hendy, Carmarthenshire, Wales, SA4 0UT,

What3Words: remission.both.plan

Glangwili Hospital, Dolgwili Road, Carmarthen, SA31 2AF

Tel: 01267 235151

999 for Emergencies



i. Nearest Hospital & Route

Plan route

Print

Via A48 - 29 mins - 20.4 miles ([show in km](#))

Via B4310 and A48 - 29 mins - 19.6 miles

Start: Carmarthen SA31 2AF, UK

0.0 Head **north**

0.0 Turn **left** towards **Dolgwili Rd/A4243**

0.1 Turn **left** onto **Dolgwili Rd/A4243**

0.2 At the roundabout, take the **1st** exit onto **Bronwydd Rd/A484**

0.3 At the roundabout, take the **2nd** exit onto **Tanerdy/A484**
Go through 1 roundabout

1.1 At the roundabout, take the **1st** exit onto **Church St/A484**
Continue to follow A484

1.4 Turn **left** onto **Castle Hill/A484**

1.4 Turn **right** onto **Coracle Way/A4242**
Go through 2 roundabouts

1.4 Turn **right** onto **Coracle Way/A4242**
Go through 2 roundabouts

1.9 At the roundabout, take the **1st** exit onto **A40**

2.4 At **Pensarn Roundabout**, take the **2nd** exit onto **A48**

13.4 At **Cross Hands Roundabout**, take the **3rd** exit and stay on **A48**

15.1 Continue onto **A48**

17.1 At the roundabout, take the **3rd** exit onto **M4** heading to **Caerdydd/Cardiff/Abertawe/Swansea/Llanelli**

19.4 At junction **48**, exit onto **Pontarddulais Rd/A4138** towards **Pontarddulais**
Go through 1 roundabout

20.3 Turn **right** onto **Harleyford Rd**
Destination will be on the left

20.4 **Arrive:** Harleyford Rd, Hendy, Pontarddulais, Swansea SA4 0UT, UK

Section time: 29 mins 21 s, Total time: 29 mins 21 s

j. Contacts

Role	Contact Names	Telephone Number
Route Control Wales	Main Route Control (Cardiff)	02920 920654
Route Control Wales	Track Related Incidents	02920 920658

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

	Route Control Wales	Accident / Incident Support	02920 920659
	ODM On Call	ODM	07515 619313
	Natural Resource Wales	Incident Support	0300 065 3000
	MUS	D&B Incident Support	03301 231092
	Controlling Signal Box	Abergavenny (Down) Little Mill (Up)	01873 858166 01495 785307
	M Group SHEQ	Graham Betts	07715 068312
	M Group Contracts Manager	Liam Welsh	07717 508596
	M Group Project Manager	Dewi Williams	07525 809716
	M Group Site Manager	Nick Poole	07557 963327
	M Group Site Supervisor	Kamran Davies	07568 382753
	D&B General Foreman	Jamie Thomas	07805 737719
	D&B General Foreman	Damian Leyden	07876 205986
	M Group COSS	Gareth Thomas	07878 380072
	Bespoke Rope Access	Steffan King	07557 092014
k. Welfare	A Welfare van will be in place for the duration of the works.		

5. Changes to the Task Briefing Sheet

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: _____

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

Principal Contractor: Dyer and Butler

Responsible Contractor(s): Bespoke/On-Site

Task Briefing Sheet

RA2501

0328_WAL_MGR

River Gwili Underbridge

LLA 04m 60ch

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.

Name	Sentinel Number / Site Pass Number	Position	Signature
Shay odonnell	1336800	Supervisor	Sod
David thomas	1281859	Tradesman	Dt
Sean Hickman	1340391	Tradesmen	Sh'

[illegible]

WPP STWPP0032 & 003
TBS Issue: Issue 1
Date: 15/09/2025

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