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(Signature)

**Contractor's Responsible Engineer (CRE):**  
(Job Title)

Date:

Accepted on behalf of Network Rail / Client:

.....  
(Print Name)

.....  
(Signature)

Date:

.....  
(Job Title)

## Work Package Plan

### 169952 St Julian's Scour

Construction of rock armour  
scour protection (permanent  
works)

**Start Date:**

**Finish Date:**

**Work Package Plan Number:**

**WPP No: WPP003**

**Controlled Copy Number**

**Add Unique No:**

**169952-CGE-WPH-SSD-000003**

**Construction Phase Plan**

**Reference Number:**

**Unique No: 169952 /CPP/C2**

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| VERSION NUMBER | SUMMARY OF CHANGES    |
|----------------|-----------------------|
| Draft          | For Internal Approval |
| A01            | For Approval          |

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## 1 Introduction

### 1.1 Contract Scope

1.1.1 St Julian's is an 8-span viaduct carrying two lines of the HNL1 over the River Usk. Four spans (spans 2 to 5) are of metallic construction which are supported by three cast iron piers whilst the remaining spans (spans 1 and 6-8) are of masonry arch construction. The structure is on a slight skew to the watercourse with the overall span being 120m and an average width of 8.5m.

From recent investigation/survey works undertaken and procured by Network Rail the embankments to the river are heavily eroded and the masonry pier foundations are exposed to river erosion. The permanent work is to install erosion protection in the form of a rock armour scour protection to the embankments.



St Julian's Viaduct  
(HNL1 40 1056yds),  
Structure ID 40 48

Nearest Postcode  
NP19 7HH

Grid OS Reference:  
ST 32104 90240



UPSTREAM ELEVATION



DOWNSTREAM ELEVATION

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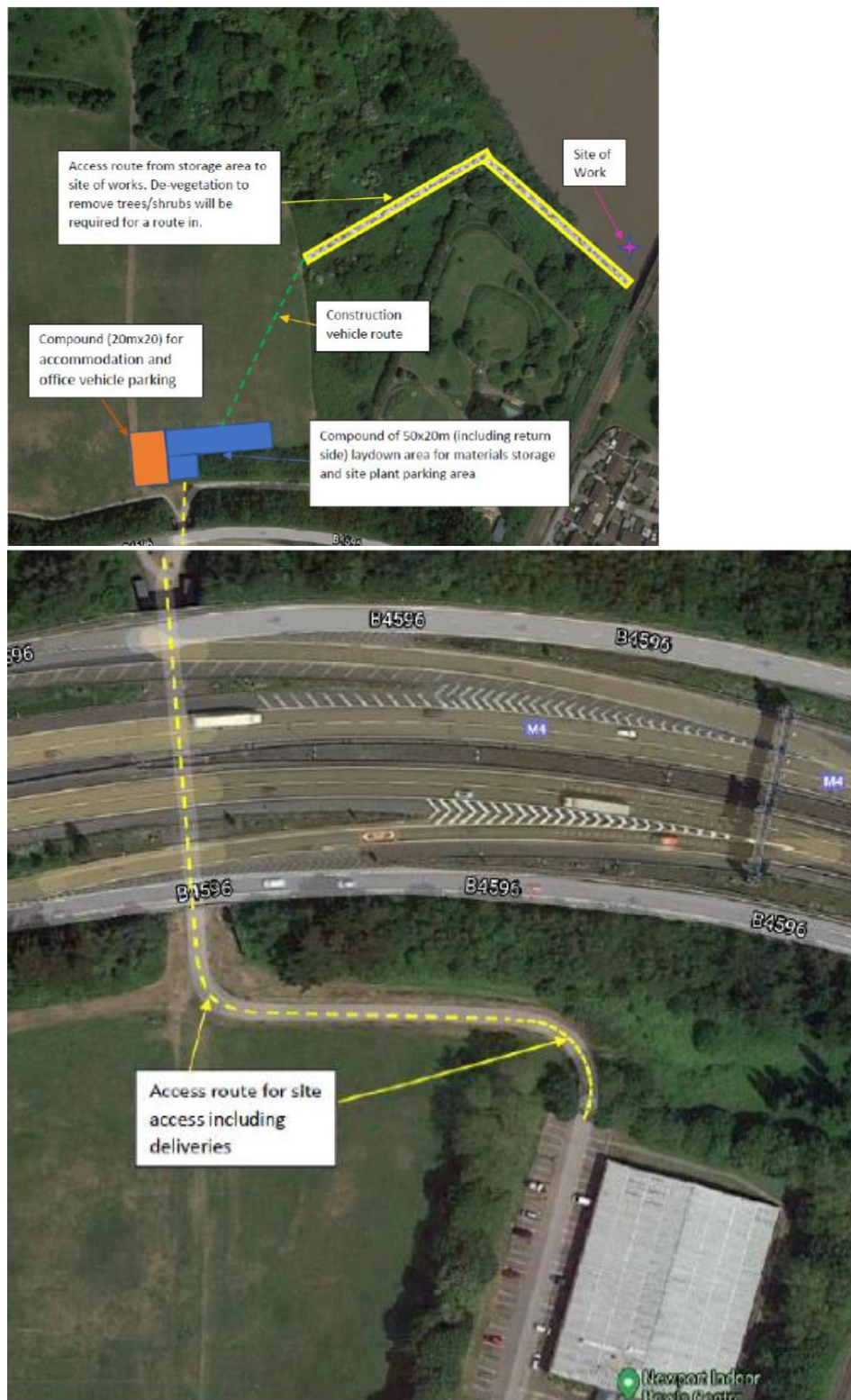
1.1.2 The project scope covered under this WPP is to:

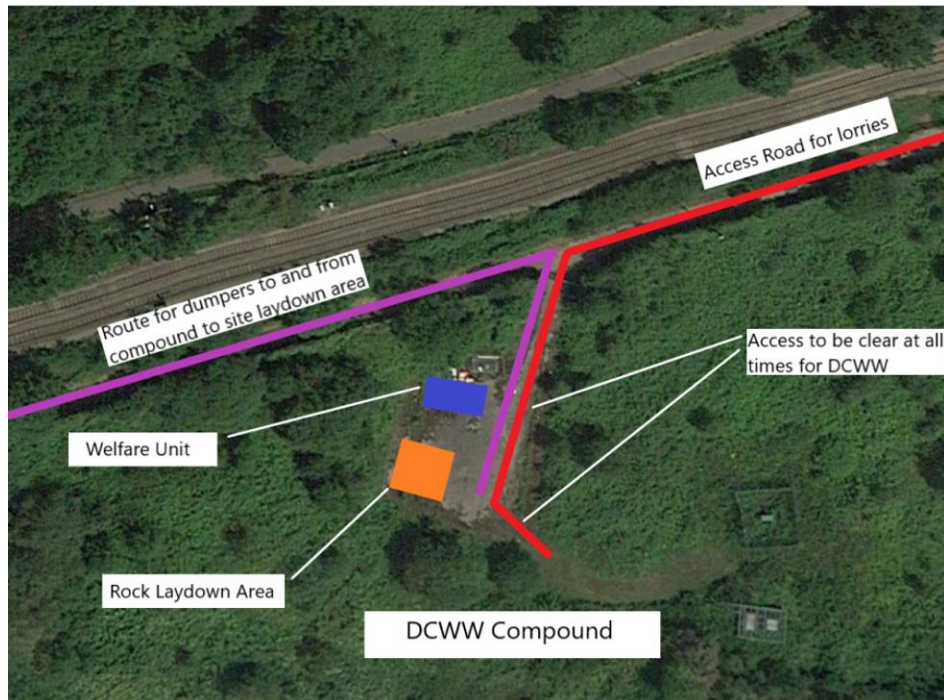
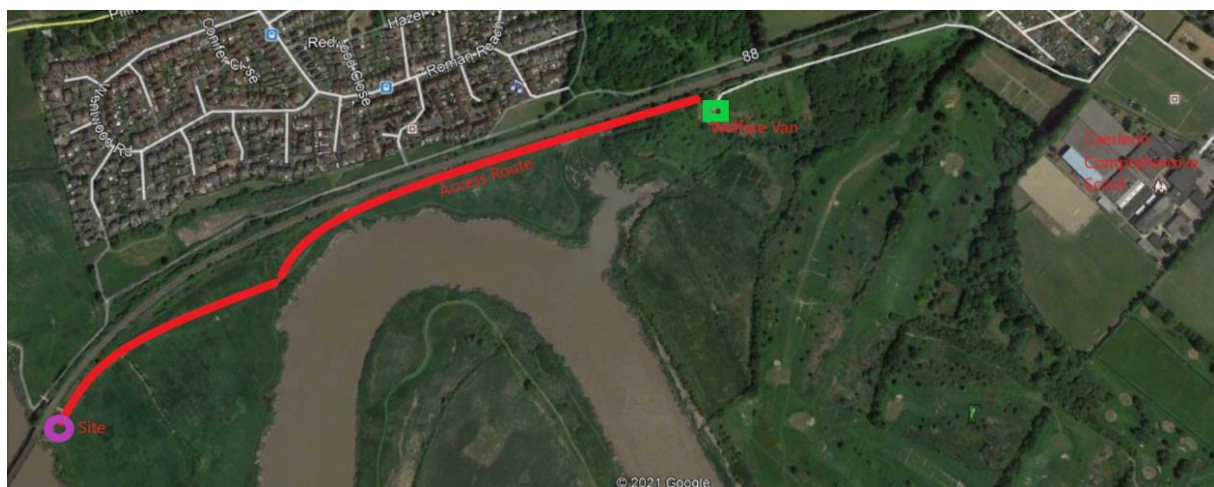
- Delivery of rock armour
- Excavate river bank down to formation level and installation of rock armour
- Reinstatement works

1.1.3 The following tasks support this Work Package Plan:

| Reference & Prepared by: | Task Briefing Sheet Title                                                | Planned Activity From the following dates |
|--------------------------|--------------------------------------------------------------------------|-------------------------------------------|
| TBS 01 – Darran D’Angelo | Delivery of Rock Armour                                                  | 30/03/22                                  |
| TBS 02 – Darran D’Angelo | Excavation of River Bank Down to Formation Level & Rock Armour Placement | 04/04/22                                  |
| TBS 03 – Darran D’Angelo | Reinstate Access to Embankment                                           | 12/05/22                                  |

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1.1.4 **Access and Site Layout****Newport End**

**Caerleon End****Site Compound Area****Access to Site from Site Compound Area****1.1.5 Applicable to All Activities:**

- All Personnel must have a Centregreat Project Induction.
- All Personnel must comply with Network Rail Working Hours Policy and lifesaving rules
- All Personnel must sign into CGR Site Attendance Register and sign out before leaving
- Correct Task Specific PPE to be worn at all times
- All vehicles will be reverse parked in to specified car parking area.
- CGR Site Supervisor to brief out the Specific Task Briefs and all personnel to sign to confirm their understanding prior to commencing works
- Static plant to have drip trays or plant nappies placed under them.

### 1.1.6 General Points

- All refuelling of plant to take place in designated refuelling area away from watercourse.
- Static plant to have drip trays or plant nappies placed under them at all times.
- Spill kits will be available on site in case of any oil/fuel or other COSHH substance spillage.

## TBS 1 – Delivery of Rock Armour & Plant

### Newport Compound

- **Hold Point – Exclusion zones in place prior to delivery and banksman to control all deliveries**
- Material will be delivered to site within the designated site hours via 8-wheel tipper wagons.
- All deliveries not to exceed weight limit of Bank Street Bridge.
- Drivers to sign in and a banksman will escort them to the drop off location.
- All plant movements will be controlled by a banksman.
- All rock armour will be stockpiled within the site compound, heras fencing will be placed around the perimeter.
- All plant will be secured in the site compound.

### Caerleon Compound

- **Hold Point – All deliveries to be between 10am to 14.30 and a banksman to marshal all deliveries from the main road to the access gate, due to the school and pedestrian walkway.**
- **Hold Point – Exclusion zones in place prior to delivery and banksman to control all deliveries**
- Material will be delivered to site within the designated site hours via 8-wheel tipper wagons.
- Drivers to sign in and a banksman will escort them to the drop off location.
- All plant movements will be controlled by a banksman.
- All rock armour will be stockpiled within the site compound, heras fencing will be placed around the perimeter.
- All plant will be secured in the site compound.

## TBS 2 – Excavation of River Bank Down to Formation Level & Rock Armour Placement Access and causeway (Main compound & Satellite compound)

- **Hold Point – Buried service drawings to be reviewed, CAT scan area prior to excavation works and issue a Permit to Dig.**
- Tidal data to be updated weekly and briefed during start of shift briefing included anticipated withdrawal time given.
- Daily tidal reviews will be carried out to determine when the works will stop at the bottom of the revetment. Once tide starts to come in all works stop at the lower section of the revetment and the excavator moves to the top section.

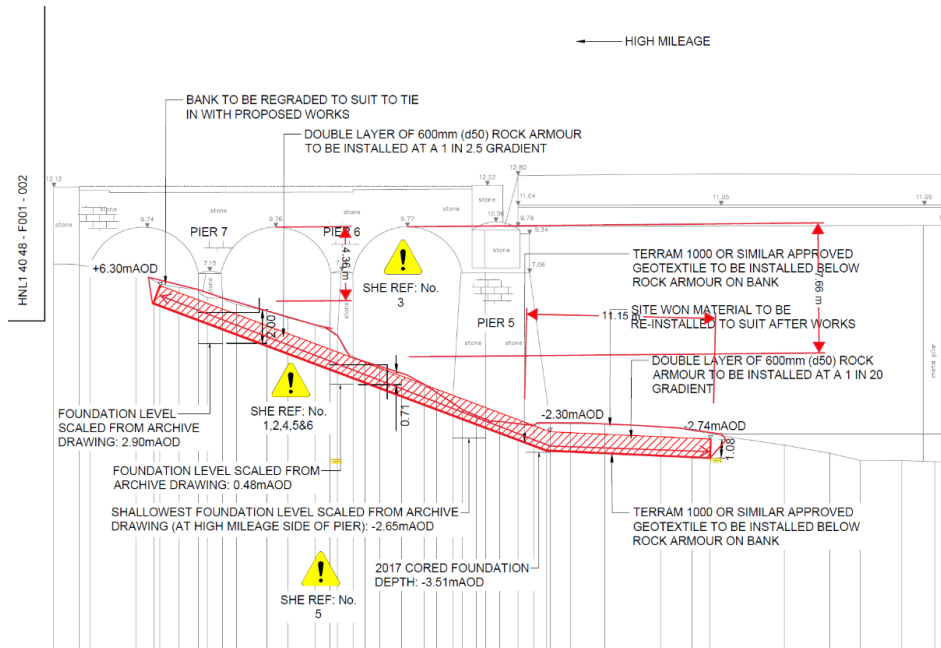
- Access will be maintained for watercraft along the estuary channel at all times throughout the works – ‘ensure that the works take place only at low tide, primarily on the riverbanks and that river use will not be restricted for waterborne aircraft’.
- The 1st delivery of stone will be delivered and tipped in the agreed stockpile area located at the top of the river bank.
- The existing ground is reduced to formation level for as far as the excavator can reach down the bank, for an approximate 3m width strip.
- Silts and sediments will be excavated in layers, with the top 300 - 400mm being segregated from the underlying material. Layers will be stockpiled separately and clearly labelled with the location from which they were stripped. This will allow the upper layer to be replaced on top of the rock armor.
- Silts and sediments will be stored remote from the river channel and silt mitigation will be put in place around the stockpiles.
- The procedure above will be repeated, excavate and improve, down the river-bank until the toe location is reached
- The geotextile is then laid over the improved formation using a machine mounted spreader bar
- A second excavator will be undertaking the above access ramp installation procedure concurrently, at the boundary on the opposite side of the pier
- Once the toe is reached, armour stone is placed by excavator in 2 layers
- The excavator then sits on the toe, armour stone (gradient 1:2.5) and reduces the level of the adjacent ground,
- The above process is repeated moving along the river edge until the entire length of toe installation has been completed
- The two ramps at the boundaries will provide full access to the revetment area, which will be installed when the tide prevents toe installation
- This process will be repeated for the high and low mileage sections

### Revetment works

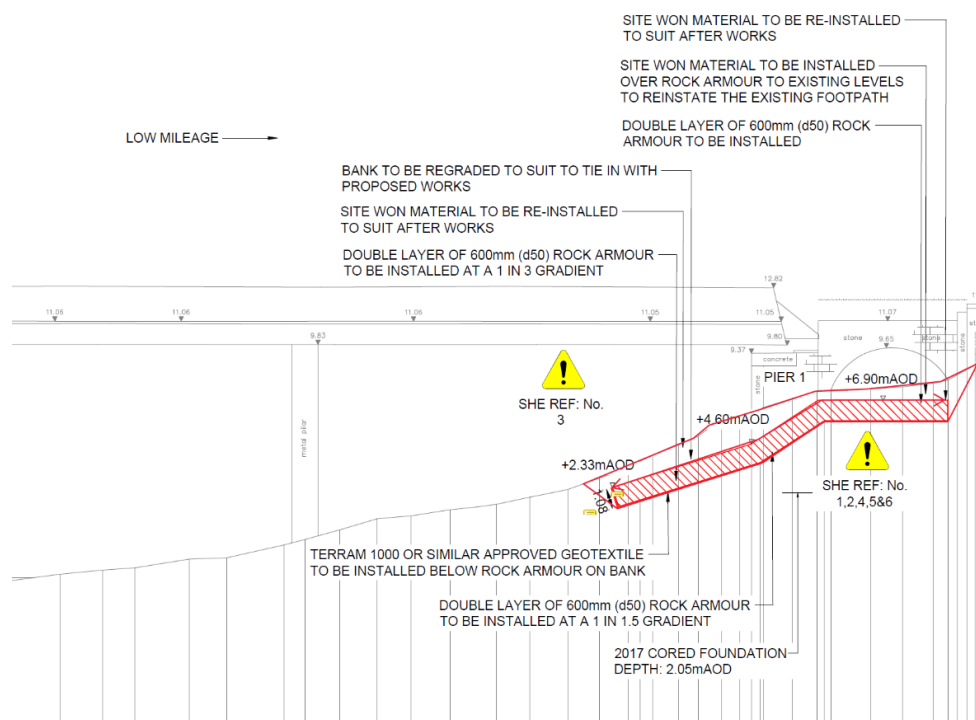
- **Hold Point – Formation levels to be checked prior to geotextile being placed, and relevant check sheets completed**
- The formation is excavated and the material set aside for reuse
- The geotextile is placed up the bank from bottom to top using a machine mounted spreader bar
- The armour stone is placed from the toe then up the bank leaving a 5m zone around the pier untouched
- 2 600mm layers of armour stone is installed atop the geotextile across the entire revetment
- Days with suitable tides will be selected for working within 5m of the pier
- During work within the pier zones the ground excavation is limited to one width of geotextile, which will be immediately installed and filled with. No excavation around the piers is left open for the tide to rise above without being protected by
- The safe tidal working procedure is as per the “Access and causeway” methodology
- Excavated material is placed over the completed revetment to enhance biodiversity

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### High mileage revetment Section



### Lower mileage revetment Section



**TBS 3 – Reinstate Access to Embankment**

- Upon completion the revetment is signed off, the stockpile of soil removed from the river bank will be reinstated over the completed rock armour works.
- The haul road elsewhere will be lifted by excavator and loaded onto lorry or dumper for disposal
- All works area will be left clean and tidy on completion of all works

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

| Role                    | Name             | Contact Number |
|-------------------------|------------------|----------------|
| Operations Director     | Dan Parry        | 07786 258226   |
| Project Manager         | Stephen Mayley   | 07909 858149   |
| CEM                     | Jarrold Richards | 07827 931346   |
| CRE Civils Construction | Phil Boldero     | 07488 228165   |
| Site Supervisor         | Dan Williams     | 07825 838453   |
| Construction Manager    | Darren D'Angelo  | 07823 338440   |
| HSQE Manager            | Ceri Gullett     | 07816 646650   |
| Compliance Manger       | Stuart Fortey    | 07760 415766   |

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

| Name and address of company, specialist contractor or individual, etc. | Work activity / Specialism | Point of contact details (name and telephone number) |
|------------------------------------------------------------------------|----------------------------|------------------------------------------------------|
| McCarthy's                                                             | Excavation & Rock Armour   | Matthew Llewellyn<br>07493540358                     |

**1.2 Resources**

1.2.1 The following resources will be used for this work package:

**Permits, Registers, Forms and Check sheets**

|                                                                                                                                                                                |                                                                             |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Permits Required for Work</b> (Address HV permits where relevant and add competency required for persons issuing permits and for persons working under the permit systems). |                                                                             |                                                          |
| <input type="checkbox"/> Permit to Work<br>Task: N/A                                                                                                                           | <input checked="" type="checkbox"/> Permit to Dig<br>Task: Excavation Works | <input type="checkbox"/> N/A<br>Task: N/A                |
| <b>Registers to be kept:</b>                                                                                                                                                   |                                                                             |                                                          |
| <input checked="" type="checkbox"/> Induction                                                                                                                                  | <input type="checkbox"/> Station Permit                                     | <input checked="" type="checkbox"/> Operative Competency |
| <input checked="" type="checkbox"/> Plant & Tools                                                                                                                              | <input checked="" type="checkbox"/> PPE                                     | <input checked="" type="checkbox"/> Permit to Dig        |
| <input type="checkbox"/> HAV's                                                                                                                                                 | <input checked="" type="checkbox"/> Temporary Works                         | <input type="checkbox"/> Other:                          |

|                                                                                 |                                                                                          |                                                                 |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Forms and check sheets:</b>                                                  |                                                                                          |                                                                 |
| <input checked="" type="checkbox"/> Site induction                              | <input checked="" type="checkbox"/> Tool box talk form                                   | <input checked="" type="checkbox"/> Site inspection check sheet |
| <input checked="" type="checkbox"/> Behavioural Safety check sheet              | <input checked="" type="checkbox"/> Plant delivery check sheet                           | <input checked="" type="checkbox"/> Weekly plant check          |
| <input checked="" type="checkbox"/> Manual handling assessment form             | <input checked="" type="checkbox"/> Accident, incident, near miss and close call reports | <input type="checkbox"/> Mobile tower scaffold check sheet      |
| <input type="checkbox"/> Scaffolding inspection sheet                           | <input type="checkbox"/> Scaffold handover certificate                                   | <input type="checkbox"/> Encapsulation inspection sheet         |
| <input type="checkbox"/> Form 005 – Certificate of Fitness to be Taken into Use | <input type="checkbox"/> Safe Work packs                                                 | <input type="checkbox"/> RT3181 – Line blockage form            |
| <input type="checkbox"/> Scaffold Anchor Test Sheet                             | <input checked="" type="checkbox"/> Lift plan<br>Task: N/A                               | <input checked="" type="checkbox"/> COSSH forms – Fuel          |
| <input type="checkbox"/> Clean Air Certificate<br>Task: Access to shafts        |                                                                                          |                                                                 |

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## People

| Personnel                         | Nº | Specific Competence                                                                                              | Task    |
|-----------------------------------|----|------------------------------------------------------------------------------------------------------------------|---------|
| <b>St Julians Scour</b>           |    |                                                                                                                  |         |
| <b>All Works</b>                  |    |                                                                                                                  | All TBS |
| CGR Site Supervisor / First Aider | 1  | <ul style="list-style-type: none"> <li>CSCS/ CITB 2-day Site Supervisor/ First Aid Certification/COSS</li> </ul> |         |
| Delivery drivers                  | 4  | <ul style="list-style-type: none"> <li>HGV license</li> </ul>                                                    |         |
| Excavator operative               | 3  | <ul style="list-style-type: none"> <li>CPCS, CSCS</li> </ul>                                                     |         |
| Dumper operative                  | 2  | <ul style="list-style-type: none"> <li>CPCS, CSCS</li> </ul>                                                     |         |
| Skilled Labour                    | 2  | <ul style="list-style-type: none"> <li>Banksman, CSCS,</li> </ul>                                                |         |
| Skilled operative                 | 2  | <ul style="list-style-type: none"> <li>Industry competence / CSCS</li> </ul>                                     |         |

## Plant, Equipment and Tools

| Description                                                                              | Task    |
|------------------------------------------------------------------------------------------|---------|
| 3x Excavators, 2x Dumpers, Delivery wagons, 1x ADT, Hand tools, Small plant, Life Bouyes | All TBS |

## Materials

| Quantity of Materials                                                                                          | Task    |
|----------------------------------------------------------------------------------------------------------------|---------|
| Diesel, petrol, Terram, track mats, 6F5, armour stone D50 = 600mm, armour stone D50 = 150mm, HPS5, Rock armour | All TBS |

## Mandatory PPE and Task Specific PPE

| Mandatory PPE Requirements                                                          |                                                                            |                                                                                                                                                          |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safety Helmet:<br>(Mandatory) EN397 or EN12492. | <input checked="" type="checkbox"/> Safety Footwear:<br>(Mandatory) EN345. | <input checked="" type="checkbox"/> Hi Visibility Clothing - Vest, Jacket & Trousers<br>(Mandatory) EN471:2003 Class 2 & GO/RT 3279, EN471:2003 Class 1. |
| <input checked="" type="checkbox"/> Safety Glasses:<br>(Mandatory) EN 166:2001.     | <input checked="" type="checkbox"/> Work Gloves:<br>(Mandatory) EN388.     |                                                                                                                                                          |
| Task Specific PPE Requirements                                                      |                                                                            |                                                                                                                                                          |
| <input type="checkbox"/> Goggles/Face Visor:<br>Task:                               | <input type="checkbox"/> Chainsaw clothing<br>Task:                        | <input type="checkbox"/> Rope access and restraint system<br>Task:                                                                                       |

**2 Working Together****2.1 At site communication**

- 2.1.1 The communication at site will be via mobile telephones. In the event of a communication failure, the Site Supervisor/ onsite shall stand down all operatives and suspend all works.

**2.2 Contact details**

The following are the main contact for this work package:

| Name                       | Role                    | Organisation | Contact details | Tick to confirm number works and has been tested |
|----------------------------|-------------------------|--------------|-----------------|--------------------------------------------------|
| Emergency Response         | Route Control Manager   | Network Rail | 02920 920654    | ✓                                                |
| Network Rail 24hr Helpline | Community Relations     | Network Rail | 03457 114141    | ✓                                                |
|                            |                         |              |                 |                                                  |
| Dan Parry                  | Operation Director      | Centregreat  | 07786 258226    | ✓                                                |
| Jarrold Richards           | CEM                     | Centregreat  | 07827 931346    | ✓                                                |
| Phil Boldero               | CRE Construction Civils | Centregreat  | 07488 228165    | ✓                                                |
| Steve Mayley               | Project Manager         | Centregreat  | 07909 858149    | ✓                                                |
| Darren D'Angelo            | Construction Manager    | Centregreat  | 07823 338440    | ✓                                                |
| Dan Williams               | Site Supervisor         | Centregreat  | 07825 838453    | ✓                                                |
| Dean Gardner               | Site Supervisor         | Centregreat  | 07825399680     | ✓                                                |
| Ceri Gullett               | HSQE Manager            | Centregreat  | 07816 646650    | ✓                                                |
| Stuart Fortey              | Compliance Manger       | Centregreat  | 07760 415766    | ✓                                                |
| Gareth Yates               | Project Manager         | Network Rail | 07740 225810    | ✓                                                |

|                         |                        |              |              |   |
|-------------------------|------------------------|--------------|--------------|---|
| Kirstin Murison Hopkins | Scheme Project Manager | Network Rail | 07717 838517 | ✓ |
| Paul Fellows            | DPE                    | Network Rail | 07730 353751 | ✓ |
| Dai Jones               | Construction Manager   | Network Rail | 07515 619241 | ✓ |

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

2.3.1 The following working arrangements will apply with all parties / organisations that have been identified with this work package:

| Interfacing Organisation             | Interface Point for: | Point of Contact and contact details                                    | Interface arrangements                              |
|--------------------------------------|----------------------|-------------------------------------------------------------------------|-----------------------------------------------------|
| Network Rail - Capital Delivery Team | All Works            | Kirstin Murison Hopkins – 07717 838517<br>&<br>Dai Jones - 07515 619241 | Scheme Project Manager<br>&<br>Construction Manager |

## 3 Hazard Management

### 3.1 Work involving particular risks

The work on this project involves the following particular risk(s), as detailed in Regulation 12 (2), (Schedule 3) of the CDM Regulations 2015

| Risk                                           | How will this risk be controlled?                                                                                                                                                                                                                                                                                                                                                                             | WPP Ref |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Works exposing workers to the risk of drowning | <ul style="list-style-type: none"> <li>Personnel to be brief of site risk and near vicinity of river Usk</li> <li>Life Boies placed around works area</li> <li>Pre-Planned Rota of shifts to ensure working from underneath Structure is low tide conditions</li> <li>Water Levels to be visually monitored during the shift</li> <li>Emergency Plan in Place</li> <li>Daily pre-works inspections</li> </ul> | WPP003  |
| Plant Movements – Entrapment / Crush           | <ul style="list-style-type: none"> <li>Exclusion zones to be established prior any plant activity</li> <li>Banksman to supervise all large plant movements</li> <li>All lifting equipment and certification to be checked in advance of the works</li> <li>Duplex communication system to be worn</li> <li>Pre-use checks of all plant</li> </ul>                                                             | WPP003  |

### 3.2 Significant railway and construction risks

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

| What are the main risks (including health) on the project / site? | When and where will the risk be present?            | How will the risk be controlled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | WPP Ref |
|-------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Possible Spread of Coronavirus                                    | At All times during shift                           | <ul style="list-style-type: none"> <li>At the commencement of the shift, all personnel to have temperature checked.</li> <li>All personnel briefed to self-isolate if they have any of the symptoms of Coronavirus / COVID-19</li> <li>Specific Covid-19 Signage in place</li> <li>All personnel will be subject to temperature check before start of Shift</li> <li>Briefing to be conducted outside</li> <li>Welfare Facilities to be regularly cleaned down</li> <li>Sanitiser's bottles available</li> </ul>                 | WPP003  |
| Adverse weather conditions                                        | All TBS                                             | <ul style="list-style-type: none"> <li>As per of the planning of the works, daily/ weekly forecasts should be consulted</li> <li>Any Met office warnings (yellow, amber or red) should be reviewed and go/no go decisions should be made by the Project Manager (consulting senior management)</li> <li>Site monitoring and inspection should increase for every hour during period of weather whereby met office are issuing weather warning (yellow, amber or red)</li> <li>NRW Flood Watch Scheme - Weather Alerts</li> </ul> | WPP003  |
| Falls from Height                                                 | When Accessing Delivery vehicles / Open Excavations | <ul style="list-style-type: none"> <li>Edge protection or WAH controls must be in place all working at height</li> <li>No personnel are permitted on rear access of the delivery vehicles unless edge protection or WAH controls must be in place</li> <li>Exclusion zone to be erected and maintained around plant when working</li> <li>Pedestrian barriers and signage around open drainage excavation</li> </ul>                                                                                                             | WPP003  |

|                                        |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
|----------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Working around vicinity of Excavations | Excavating to Formation             | <ul style="list-style-type: none"> <li>Exclusion Zone around excavation</li> <li>Spoil not to be stock piled adjacent to excavation</li> <li>Sides to be battered back or stepped</li> <li>Signed AFC design</li> <li>F005 completed by CRE (or nominated person)</li> <li>Daily checks</li> </ul>                                                                                                                                                                                                                                                                                  |        |
| Japanese Knotweed                      | Area on Newport end to be protected | <ul style="list-style-type: none"> <li>JKW plan briefed to operatives and followed</li> <li>Plant / boot wash in place</li> <li>All JKW cut and laid down in same location</li> <li>Terram to be laid over the top of the JKW</li> <li>Signage</li> <li>Exclusion zones</li> </ul>                                                                                                                                                                                                                                                                                                  | WPP003 |
| Refuelling Equipment                   | All TBS                             | <ul style="list-style-type: none"> <li>When equipment/plant need refuelling, the site protocol will be followed.</li> <li>Ensure operatives are briefed on the use of petrol mix and associated COSHH assessment.</li> <li>Correct PPE required and worn, e.g., protective gloves and face shields with goggles.</li> <li>Fire extinguishers are kept in each vehicle.</li> <li>Awareness by operator of the hot surfaces whilst refuelling for example exhaust.</li> <li>Ensure refuelling of equipment is done prior to work commencing and in a safe ventilated area.</li> </ul> | WPP003 |
| Small Plant                            |                                     | <ul style="list-style-type: none"> <li>Trained and competent operatives</li> <li>Daily inspections of plant</li> <li>Well maintained plant</li> <li>Correct plant for the task</li> <li>Exclusion zone in place</li> <li>COSHH for diesel / petrol / 2-stroke oil</li> </ul>                                                                                                                                                                                                                                                                                                        | WPP003 |
| Fatigue                                | During All Works.                   | <ul style="list-style-type: none"> <li>Compliance with Network Rail Working Hours including lifesaving rules</li> <li>Sign in / out system, recording of hours worked including driving time monitored by Site Manager</li> <li>Fatigue register monitored.</li> <li>Sufficient and adequate training and briefing to all persons on safe working hours and the effects of fatigue</li> <li>Include driving in the working shift hours making provision for start / end of week driving where contractors may have</li> </ul>                                                       | WPP003 |

|                                                             |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |
|-------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                                             |                   | <ul style="list-style-type: none"> <li>additional mileage to drive</li> <li>When required lodgings will be used for Staff / Sub-contractors</li> <li>Ensure adequate rest period are had throughout the shift</li> <li>Evaluate Sub-Contractors on appointment</li> </ul>                                                                                                                                                                                                                                                                                                                                                |        |
| Use of COSHH substances                                     | All TBS           | <ul style="list-style-type: none"> <li>Petrol, diesel, synthetic oil</li> <li>Correct PPE</li> <li>Correct storage</li> <li>Sypol Data sheets on site and briefed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             | WPP003 |
| Manual handling                                             | All Lifting Works | <ul style="list-style-type: none"> <li>Practice Kinetic lifting techniques</li> <li>No more than 20kg per man.</li> <li>Correct P.P.E. to be worn</li> <li>Manual handling to be kept to a minimum and mechanical lifting to be carried out as much as reasonably practicable</li> <li>Manual handling assessments to be produced for awkward or repetitive manual handling tasks and briefed to operatives.</li> </ul>                                                                                                                                                                                                  | WPP003 |
| Needle Stick Injuries                                       | All Works         | <ul style="list-style-type: none"> <li>If used/contaminated needles are found the area is be cordoned off and the CGR supervisor informed.</li> <li>Contact CGR supervisor to arrange for needle removal and disposal. PPE to worn at all times including protective gloves</li> </ul>                                                                                                                                                                                                                                                                                                                                   | WPP003 |
| Personnel – slips, Trips and Falls on access/egress to site | All Works         | <ul style="list-style-type: none"> <li>Take 5 throughout working day and encourage hazard/ near miss/ close call reporting</li> <li>Minimise slipping by wearing boots with good tread</li> <li>Use the handrail where it is provided</li> <li>All works to be pre-planned and routes to site calculated.</li> <li>All team members to be briefed on TB and RA on hazards.</li> <li>Dynamic assessments should be undertaken at regular intervals throughout the works should the environment and conditions change</li> <li>All staff will be experienced and adequately qualified to carry out their roles.</li> </ul> | WPP003 |
| Working in the vicinity of the public                       | All Works         | <ul style="list-style-type: none"> <li>Vehicle parking should always consider the public highway and the impact to public / pedestrian traffic routes</li> <li>Silent equipment should always be considered including battery type equipment in the first instance.</li> </ul>                                                                                                                                                                                                                                                                                                                                           | WPP003 |

|                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
|-------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                                                                     |           | <ul style="list-style-type: none"> <li>Staff to be polite and courteous at all times</li> <li>Vehicles to be turned off and not idling</li> <li>Banksman to be used at all high-risk areas</li> </ul>                                                                                                                                                                                                                                                 |        |
| Infestation and contamination by rodent, vermin and other wildlife (Weil's Disease) | All Works | <ul style="list-style-type: none"> <li>All operatives to be briefed on Leptospirosis and how the disease can be transferred – this should be a form of tool box talk</li> <li>Adequate welfare to be made available that allows all individuals to have method of washing hands</li> <li>All operatives should have adequate PPE (gloves) also they need to be fit for purpose i.e. waterproof gloves when working in damp/ wet conditions</li> </ul> | WPP003 |
| Trespass, vandalism or terrorism                                                    | All Works | <ul style="list-style-type: none"> <li>The Network Rail infrastructure to be maintained at all times. Any trespass onto site to be recorded and reported to NWR project team and station management.</li> <li>Any suspicious behaviour to be reported to BTP</li> </ul>                                                                                                                                                                               | WPP003 |
| Third Party Access                                                                  | All Works | <ul style="list-style-type: none"> <li>Access to be pre agreed with landowner.</li> <li>Landowner to be notified of key dates</li> <li>Parking in agreed areas only including welfare.</li> <li>Any access gates used must be closed immediately after use.</li> </ul>                                                                                                                                                                                | WPP003 |

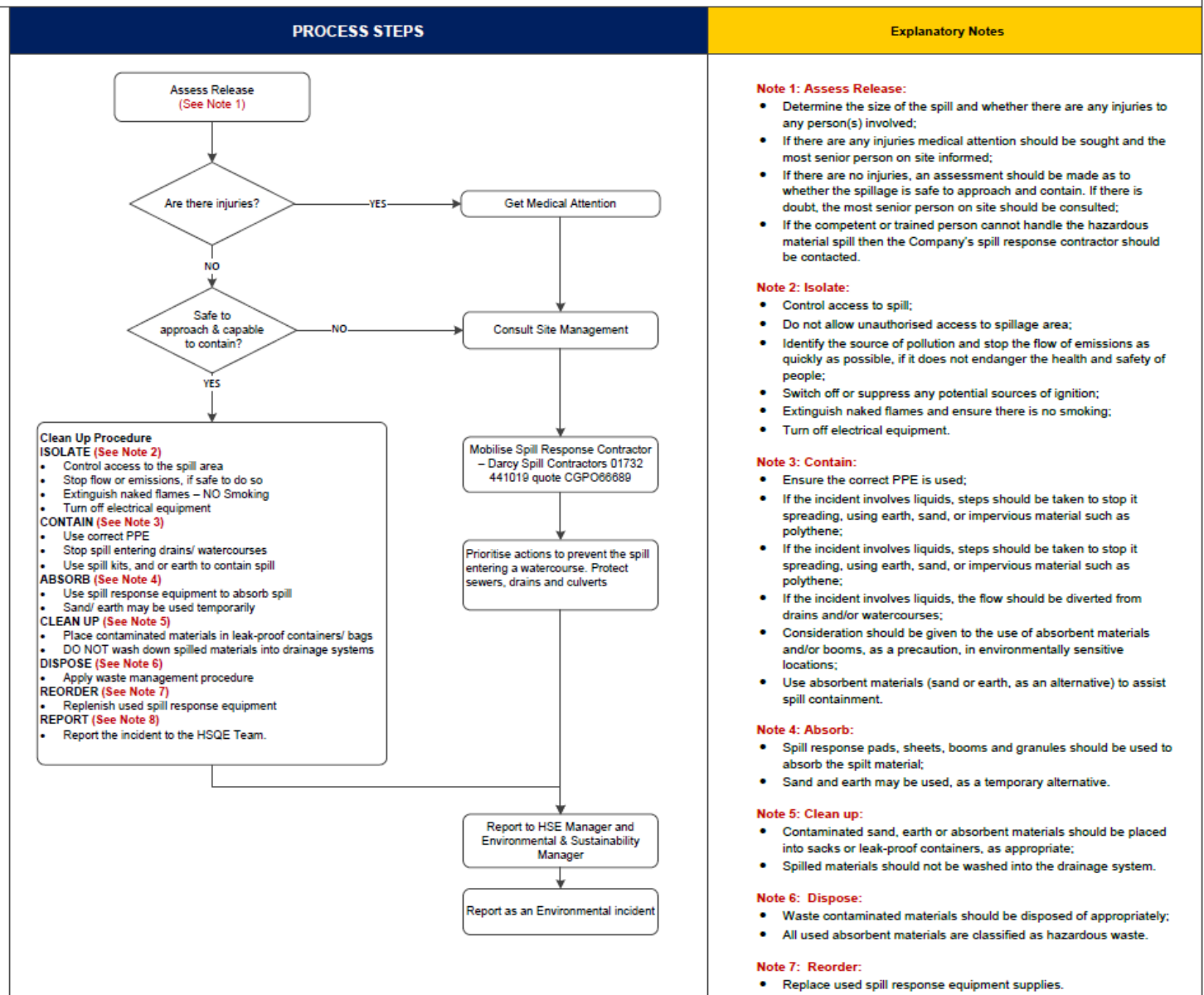
## 4 Environmental and Waste Management Arrangements

### 4.1 Environmental management arrangements

The Environmental Management Plan (EMP) shall be used to improve the Company's environmental performance through: -

- All environmental accident and incidents (spillages and complaints) must be reported to the CGR site manager
- If there is a spill – Stop It – Contain It – Clean It Up!! Do not wash it down a drain or into a watercourse
- Do not leave litter – Use bins/skips provided
- Observe waste signage and segregate waste accordingly
- Observe any environmental exclusion zones (protected sites/species, Japanese Knotweed) and keep out!!
- Throttle down or turn off plant and equipment when not in use
- Be polite and courteous to local residents and business owners
- Use drip trays/plant nappies under static plant and equipment

**Purpose:** To provide a framework that supports the safe and efficient process of addressing spillages on site.



## 4.2 Waste management arrangements

The Site Waste Management Plan (SWMP) shall be used to improve the Company's waste management performance through: -

- The reduction, reuse and recycling of waste and avoidance of landfill;
- Compliance with legal and contractual requirements.

CGR is committed to reducing waste to landfill. The CGR SWMP takes cognisance of the Government guidance document on site waste management plans and the associated Site Waste Management Plan (England) Regulations 2008.

The Client and Principal Contractor will take all reasonable steps to ensure that –

- a) All waste from the site is dealt with in accordance with sections 33 and 34 of the Environmental Protection Act 1990
- b) Materials will be handled efficiently and waste managed appropriately

Site waste management shall also take due cognisance of the Network Rail Waste Management Manual (NR/GN/ENV/004) and the Ballast Handling Standard (NR/L3/ENV/044).

## 5 Emergency Arrangements

### 5.1 Site emergency arrangements

In the event of the emergency services being required they must be directed to the points nearest the accident:

#### St Julian's Viaduct, Newport, NP19 7HH

- All accidents and incidents shall be reported to the CGR Site Supervisor who shall advise the CGR Line Manager and NR Construction Manager.
- In the event of any accident or incident on your site, report the details to NSC 24/7 as soon as practicable (no later than two hours) after the event.
- All accidents and incidents shall be reported to the CGR Site Supervisor who shall advise the CGR Site Manager, NWR Site Manager and the IGC.
- Following any accident or incident work shall be stopped. Only the Site Supervisor shall authorise the re-start.
- All emergency incidents will be reported in accordance with the CGR standard emergency procedure

#### General

- All relevant emergency information will be included with the WPP/TBS. This will include the telephone numbers for the nearest emergency hospital, signaller and Network Rail NSC 24/7 Control Centre.
- An emergency plan for the site will be displayed prominently within all site accommodation and welfare facilities.
- The project specific emergency procedures will be fully briefed to all personnel on the project.
- The general requirements are that all CGR Managers, Supervisors will carry company mobile phones and have full contact details for all CGR Managers and Supervisors, other key contact details will be published in each WPP and Task Briefing.

- Network Rail Golden Hour process will be adhered to.

### Hospital Routes

All local A & E hospitals will be detailed in all WPP's and Task Briefings relevant to site within the project. The closest A&E hospital for the works is:

**The Grange University Hospital, Caerleon Road, Cwmbran, NP44 8YN**

### First aid arrangements

First aid shall be provided on site in accordance with the CGR procedure SMS016 and the requirements of the Health & Safety (First Aid) Regulations 1981 and associated HSE ACoP 174.

The following first aid provision shall be provided on site:-

- Full First Aider(s) –
  - **Dan Williams - 07825 838453**
  - **Dean Gardner – 07825399680**
  - **Darran D'Angelo - 07823338440**

| Equipment                     | Location                        |
|-------------------------------|---------------------------------|
| • First aid box – 2no         | • Canteen / Office              |
| • First aid box – as required | • On site                       |
| • Eye wash                    | • Canteen / Office              |
| • Fire Extinguishers          | • Canteen / Office / Works area |

## 5.2 Reporting of Accidents and Incidents

The Company reports health, safety and environmental accidents in accordance with the Company accident reporting procedure. The Company shall also take cognizance of the Network Rail Standard:

- NR/L2/INV/002 – Specification – Accident & Incident Reporting and Investigation.
- NR/L3/INV/0108 – Reporting of Environmental Incidents

Injuries shall be recorded in the accident book and using the internal accident report form. A Network Rail "Form A" (NR2072A) shall be completed and submitted to the Clients Representative as soon as possible and as a minimum within 24 hours. A Network Rail Form B (NR2072B) shall be completed where requested or where the accident is RIDDOR reportable. The form shall be sent to the Client's Representative.

All accidents and incidents shall be reported immediately to Route Control on **02920 920654**

169952-CGE-WPH-SSD-000003

providing the following details.

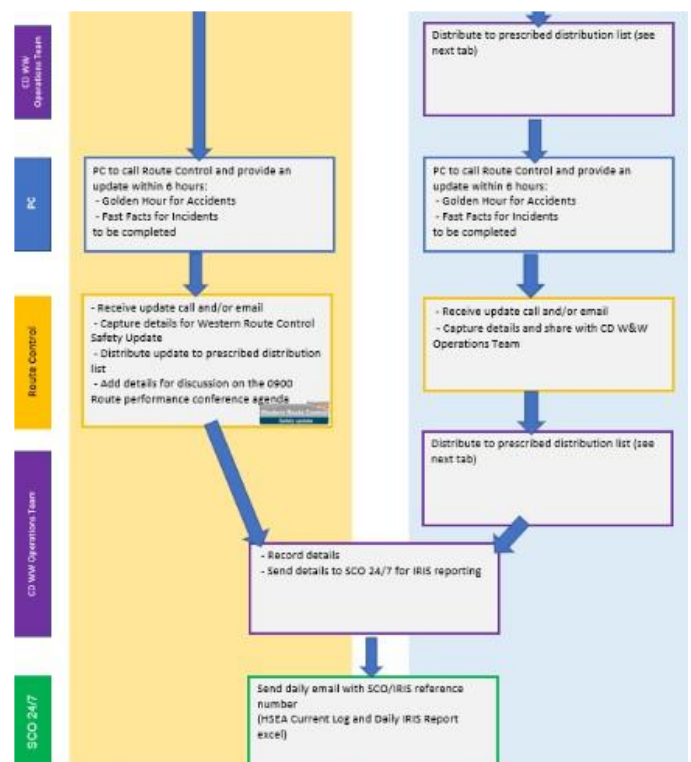
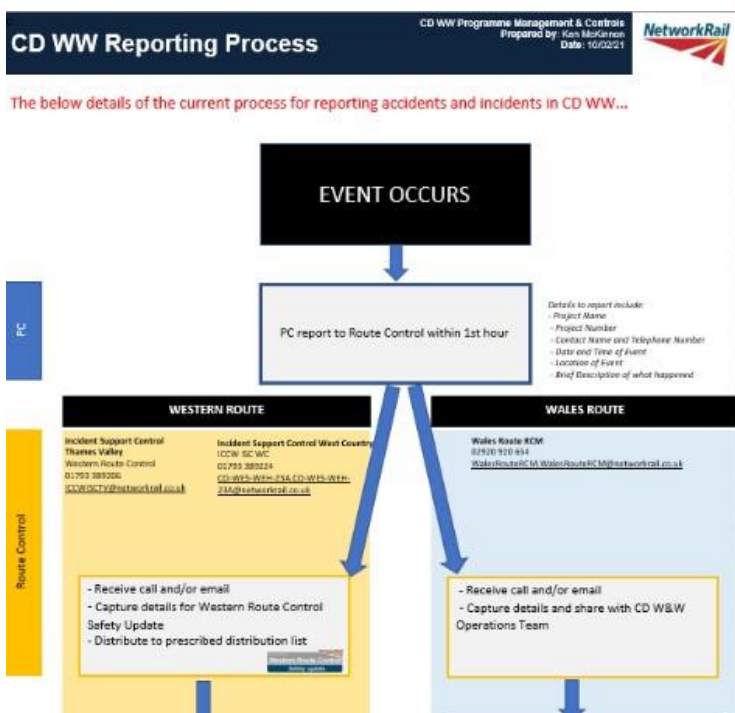
- Date
- Time
- Type of Event
- Name of Injured Party (as applicable)
- Location
- Territory
- Asset/Project
- Contractor
- Subcontractor
- Summary of event
- Immediate action taken

**Fast Facts**

# W&W CD Event Reporting



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## Wales and Western Route Control Personal Injury Accident Report Form

Route Control Manager Reference Number XXX

### Reported by

Name Click or tap here to enter text.  
 Date 10/02/2021  
 Time (24 hour) 00:00  
 Advised within an hour: Choose from list

### Person Affected

Name Click or tap here to enter text.  
 Job title Click or tap here to enter text.  
 Grade / Band Click or tap here to enter text.  
 Responsible function: Choose from list  
 If "other" please state:  
 Capital Delivery Oracle Project number:  
 Capital Delivery Project Manager's name:  
 Person Affected based at:  
 Network Rail employee? Choose from list  
 Contractor's employee? Choose from list  
 If "yes", contracting company: Click or tap here to enter text.  
 Line Manager/Supervisor's name: Click or tap here to enter text.  
 Line Manager/Supervisor's telephone no: Click or tap here to enter text.

### Details of Accident / Assault

Accident or assault? Choose from list  
 Date occurred: 10/02/2021  
 Time occurred (24 hour clock): 00:00  
 Location including nearest station:  
 Body part(s) injured (including left or right): Click or tap here to enter text.  
 Type of injury (bruise, fracture, etc.):  
 Absence from work expected? Choose from list  
 First aid given? Choose from list  
 Hospital treatment required? Choose from list  
 Manager/supervisor accompanying to hospital? Choose from list  
 Detained in hospital more than 24 hours? Choose from list

### Initial Details of Accident / Assault



Western route control: Accident notification form v3.4 PC 27/1/20



## Wales and Western Route Control Personal Injury Accident Report Form – Golden Hour

Describe what happened...

### Post-accident / injury employee care plan

#### Golden hour update – 1 Hour

Update provided by site/ manager/ supervisor: Choose from list  
 Care plan instigated: Choose from list  
 Details of initial care plan (eg first aid, walk in centre, A&E, light duties, sent home): Click or tap here to enter text.  
 Absence from work still expected? Choose from list  
 Any further details of accident/assault: Click or tap here to enter text.

#### Golden hour update – 6 Hours

Update provided by site/ manager/ supervisor / on-call: Choose from list  
 Initial care plan update: Click or tap here to enter text.  
 Absence from work still expected? Choose from list  
 Any further details of accident/assault: Click or tap here to enter text.  
 On call (L2 or above) advised of expected absence? Click or tap here to enter text.

#### Golden hour update – 24 to 72 hours

Update provided by manager/supervisor: Choose from list  
 Ongoing care plan update: Click or tap here to enter text.  
 Is the care plan now assigned to Line Manager? Choose from list  
 Care plan referral to Occupational Health required? Choose from list  
 Accident classification (minor/ lost time/ RIDDOR): Choose from list  
 If Sprain / Strain – Confirm rehab works referral and manual handling coach notified Choose from list  
 Any further details of accident/assault? Click or tap here to enter text.  
 Level One investigation remitted: Choose from list

Once completed and when updated, this form must be forwarded to the relevant safety reporting team for SMS input. For Western route this is: [westernsafetyreporting@networkrail.co.uk](mailto:westernsafetyreporting@networkrail.co.uk)



Western route control: Accident notification form v3.4 PC 27/1/20



OFFICIAL

### Incident – FAST FACTS

| Incident                                                                     |     |                   |  |
|------------------------------------------------------------------------------|-----|-------------------|--|
| To be completed and submitted to the Route Control within 6 hrs              |     |                   |  |
| Brief Overview of the Incident                                               |     | Photos            |  |
|                                                                              |     |                   |  |
|                                                                              |     |                   |  |
| IMMEDIATE ACTIONS TAKEN – (Exclude reference to any statements taken)        |     |                   |  |
|                                                                              |     |                   |  |
| Level of Investigation Required<br>(To be Completed by NH Safety Specialist) |     | Lead Investigator |  |
| Level 1                                                                      | YES | NO                |  |
| Level 2                                                                      | YES | NO                |  |

| Reporters Name       | Contact No     |
|----------------------|----------------|
|                      |                |
| Location             |                |
|                      |                |
| Project              | OP Number      |
|                      |                |
| Principal Contractor | Sub-Contractor |
|                      |                |
| Date                 | Time           |
|                      |                |
| SCO Ref No           |                |
|                      |                |

Fast Fact Sheet

### Incident – FAST FACTS

| Rail Infrastructure Damage Incident                                          |     |                   |  |
|------------------------------------------------------------------------------|-----|-------------------|--|
| *To be completed and submitted to the Route Control within 6 hrs             |     |                   |  |
| Brief Overview of the Damage or Incident                                     |     | Photos            |  |
|                                                                              |     |                   |  |
|                                                                              |     |                   |  |
| IMMEDIATE ACTIONS TAKEN                                                      |     |                   |  |
|                                                                              |     |                   |  |
| Level of Investigation Required<br>(To be Completed by NH Safety Specialist) |     | Lead Investigator |  |
| Level 1                                                                      | YES | NO                |  |
| Level 2                                                                      | YES | NO                |  |

| Reporters Name                            | Contact No     |
|-------------------------------------------|----------------|
|                                           |                |
| Location                                  |                |
|                                           |                |
| Project                                   | OP Number      |
|                                           |                |
| Principal Contractor                      | Sub-Contractor |
|                                           |                |
| Date                                      | Time           |
|                                           |                |
| SCO Ref No                                |                |
|                                           |                |
| Operation of railway effected             |                |
|                                           |                |
| Operational Rail Lost Time                |                |
|                                           |                |
| Last Time Occurred – Estimated if Unknown |                |
|                                           |                |

Fast Fact Sheet

All close calls shall be logged using the CGR incident reporting form. This information shall be reviewed and uploaded to CCS on a periodic basis

### 5.3 Evacuation Arrangements

The following personnel monitoring arrangements will be required under the above emergency situations:-

- All personnel to be accounted for at site muster point.

In the event of an accident or incident, CGR will not authorise, or propose to authorise, any person other than CGR personnel and Sub-contractors to visit the site without agreeing the arrangements with the Network Rail representative.

#### Other Emergency Procedures

The following emergency procedures will be implemented for all CGR staff and subcontractors working on the project

In the event of an accident not affecting the safe operation of the railway:

**Call 1:** – Contact the **Emergency Services on 999** if necessary

**Call 2:** Reporting person to **Network Rail Route Control**

**Call 3:** Reporting person to Principal Contractor's **CEM – Jarrod Richards**

**Call 4:** **Network Rail Scheme Project Manager** - wherever possible this call will be made by Principal Contractors CEM.

**Call 5:** **Clients Representative and Principal Designer** - wherever possible this call will be made by Principal Contractors CEM

**Call 6:** **CGR Operations Director – Dan Parry** by CGR CEM

In the event of an incident, all CGR staff and subcontractors are required to comply with the instructions of the Railway Incident Officer (RIO) where one is appointed.

#### Fire / Bomb Scares

In the event of discovering a Fire, CGR staff and subcontractors will raise the alarm immediately; the arrangements for sounding the alarm will be dependent on the work location and will be identified during the briefing of the WPP prior to the commencement of work.

In the event of a fire occurring at the project office site, the nominated fire warden/s will evacuate all personnel from site to the assembly point as applicable to the location of works.

The fire warden will use the attendance log to ensure all staff are accounted for.

In the event of discrepancies, these will be reported immediately to the attending emergency services.

In the event of discovery of a suspicious package or a person that appears to be acting in a suspicious manner, the contractor or subcontractor will, where possible, secure the area (not placing him / herself in Danger, move away from the area and notify the British Transport Police immediately by dialling 999.

The Network Rail Project Manager will be notified immediately in the event of a fire or the discovery of a suspicious package / person on site.

### **Rail Emergency**

In the event of an emergency occurring on or near the line, the procedure as set out in Railway Group Standard GE/RT 8000 (Rulebook) handbook 1 (Issue 1) will be strictly adhered to.

The person in charge of the work, normally the SWL1, will undertake any emergency calls including notifying the NSC 24/7 Control Centre (previously AMCC) and the client and asset owner Project Manager's.

In addition to making the emergency call, the emergency contact as specified in the Task Briefing Sheet will also be informed of the incident and an incident / accident investigation will be completed

### **Medical Emergencies**

During working hours a First Aid at Work (FAW) trained person will be present on the project.

A list of persons trained to First Aid at work Regulations, will be maintained on site at all times and notice of FAW trained personnel will be posted in the project office and also in all welfare areas.

During the site briefing prior to commencing any site work, the person in charge will notify all members of the group of the First Aid and emergency arrangements that are in place. In the case of an emergency, the nominated First Aider will administer First Aid where possible and set in place the arrangements for notifying the relevant emergency services.

### **Environmental Emergencies**

In the case of an Environmental Emergency, the procedures are set out in the CGR Project Environmental Management Plan will be implemented.

Also, specific Environmental arrangements and emergency arrangements will be set out within each WPP and task Briefing.

Should an Environmental Accident and Incident occur, a report will be made immediately to the asset owner via the Network Rail NSC 24/7 Control Centre (previously AMCC) on 01908 734500

Environment Agency Incident Hotline is available on 0800 807 060 (free phone 24hrs)

### **For emergencies associated with a spillage.**

Where possible the source of the spill will be stopped. The spillage will be contained using absorbent material. The Site Manager will be informed immediately who will cascade the incident details to the CGR HSQE Advisor and to senior management. Contaminated material will be cleaned up and disposed of as hazardous waste.

Where the spill is 20 litres or greater Network Rail shall be notified by CGR senior Management as soon as practical after the incident has taken place

An emergency spill-kits and absorbent granules will be stored in a readily accessible location. The location of these items will be briefed to all employees on site.

Where the emergency is beyond CGR control then the Company's third-party emergency response company shall be contacted.

#### **For emergencies associated with protected species.**

Work will immediately stop in the location of the species. Work will resume in an area where there are no protected species. The area will immediately be cordoned off and the site manager informed who will cascade the information to CGR senior management. Specialist advice will be sought.

#### **For emergencies associated with noise or dust.**

In the first instance work will cease immediately. The methodology will be reviewed to reduce or eliminate the emission of noise and dust.

#### **Fire safety arrangements**

A fire muster point will be established at site and its position will be identified during the induction process.

Adequate number of fire extinguishers will be available both on site and at the welfare facilities, their positions will be identified during the induction and task briefing processes.

#### **Security arrangements**

The site compound will be enclosed within a heras fence boundary to prevent unauthorised access by third parties. Remote monitoring camera stations will be erected to protect against trespass and vandalism with on call security assistance available

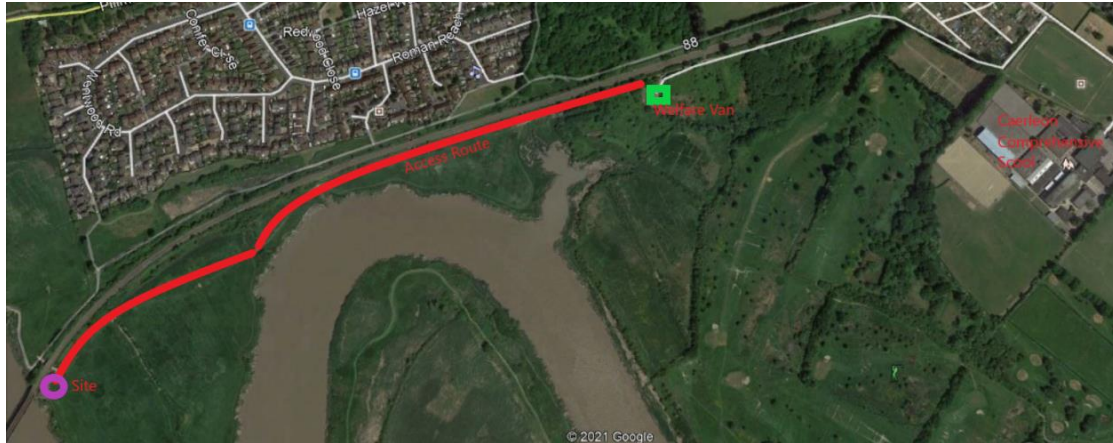
## **6 Work Package Arrangements**

### **6.1 Site Layout**

#### **Newport End**



## Caerleon End



### 6.2 Welfare

Welfare provision shall be provided on site in accordance with the CGR procedure, Network Rail Standard NR/L3/INI/CP0036 – Provision of Welfare Facilities and the HSE's Construction Industry Sheet (CIS) No. 59 – Provision of welfare facilities during construction work. These have been outlined within CPP.

### 6.3 Rail Traffic Management

N/A

### 6.4 Rail Interfaces

N/A

### 6.5 Public Interfaces

There will be an interface with the public at the access points.

Consideration and courtesy should be shown at all times when dealing with any member of the public. Any queries or complaints received from third parties should be politely referred to the CGR Site Manager/Supervisor.

### 6.6 Environmental Controls

Outlined in ESMP

### 6.7 Other Works Sites

### 6.8 Railway Protection & Isolation Arrangements

N/A

#### 6.8.1 Type of Possession/Protection/Safe System of Work

169952-CGE-WPH-SSD-000003

N/A

**6.8.2 Isolation**

|                                        |                 |           |
|----------------------------------------|-----------------|-----------|
| Is an Isolation required for the works | Insert Yes / No | <b>NO</b> |
|----------------------------------------|-----------------|-----------|

\* Isolations required to electrical systems on site, as per the detail within in the Task Briefs.

If YES include details in Appendix

| Isolation of | From Structure / TIS | To Structure / TIS | Comment |
|--------------|----------------------|--------------------|---------|
| N/A          |                      |                    |         |

**6.8.3 On-track plant and machinery movements**

- No on-track plant or machinery required for these works

|                                 |                   |
|---------------------------------|-------------------|
| Are there any movements of?     | (Insert Yes / No) |
| On Track Machines (Tamper, etc) | <b>NO</b>         |
| On Track Plant (RRV / RMMM)     | <b>NO</b>         |

**7 Hand Over and Hand Back Arrangements****7.1 Hand over and hand back arrangements**

- Site diary to be completed following each shift

**7.2 On completion of the works**

- All operatives to sign out of the site access register and vacate the site

**8 Briefing Arrangements****8.1 Site Induction**

On arrival to site all operatives and visitors will be inducted onto the site by the CGR Site Supervisor; the induction will include;

- The CGR drugs and alcohol policy.
- The CGR site rules.
- Evacuation and emergency procedures.
- The location of the Work Package Plan and Construction Phase Plan.
- COSHH.
- Specific risk assessments.
- Location of First Aid equipment.
- Location of the Accident Book.
- Location of Temporary Fire Points.

An induction register will be signed by the recipients of the briefing. This will be signed to show record of the briefing being given and understanding of the briefing.

All operatives concerned with the work detailed in this WPP, will be briefed on the hazards and site risks, this will be recorded on a briefing sheet.

Task briefing sheets will be produced for each specific work activity detailed in this WPP. The site supervisor will brief the workforce on the content of the task briefing sheets before each specific work activity commences. The site supervisor will ensure throughout the shift that the task briefing is being adhered to by the work force, a register of task briefing sheets will be kept on file on site.

The Site Supervisor will check all cards and competency certificate. They will be checked that they are current and correct for planned activities, copies will be taken and kept on site for record purposes.

The Site Manager will ensure that all are wearing the correct PPE and that task specific PPE is issued when required.

All plant required in the work detailed in this WPP will be certified and checked before taken onto site for use, all plant will be entered onto the Plant Register, this will be kept on record in the site office.

The Site Supervisor will supervise the works, and monitor effectiveness of the safe system of work employed.

## 8.2 Briefings

All personnel including subcontractors must be given a full briefing applicable to the operations they are to carry out, and other works on-going. Opportunity must be given for personnel to ask questions on the arrangements and checks on understanding are made by the briefer asking questions of the personnel involved.

| Subject of Briefing                | To be briefed to | To be briefed by    |
|------------------------------------|------------------|---------------------|
| Site Induction                     | All              | Manager/ Supervisor |
| WPP                                | Supervisors      | Manager             |
| Task Brief                         | All              | Supervisor          |
| Manual Handling Assessments        | All              | Supervisor          |
| COSHH Data Sheets                  | All              | Supervisor          |
| Tool Box Talks                     | All              | Supervisor/ Manager |
| HAVS Guidelines / Register         | All              | Supervisor          |
| Permits to Works                   | All              | Supervisor          |
| Safe Operating Procedure           | All              | Supervisor          |
| Evacuation & Cleanliness Procedure | All              | Supervisor          |

### Briefing Records:

All briefings are to be signed for and records held in Site File.

**WPP Briefing Record**Location: **St Julian's Scour – Construction of rock armour scour protection (permanent works)**

Briefed by (CRE):

| Name | Sentinel Number | Position | Signature |
|------|-----------------|----------|-----------|
|      |                 |          |           |

Briefed to (Site Manager):

| Name | Sentinel Number | Position | Signature |
|------|-----------------|----------|-----------|
|      |                 |          |           |

Briefed to (Supervisor):

(By signing below, I confirm that I have received and understood the work package plan briefing)

| Name | Sentinel Number | Signature | Date & Time |
|------|-----------------|-----------|-------------|
|      |                 |           |             |
|      |                 |           |             |
|      |                 |           |             |
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