**STATION / WORKSITE SPECIFIC METHOD STATEMENT**

***(Risk Assessments should be appended to support this document, together with Public Liability Insurance)***

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| **SECTION 1 – Basic Requirements**  **FILL IN ALL NON-SHADED CELLS** | | | | | | | |
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| Station Name / Worksite. | |  | | Contractor Name. | | |  |
| NR Managed Station? | |  | | Listed Building Status? | | |  |
| Virgin Trains Permit Issue Number | | | *(to be filled in by VT once accepted)* | | | | |
| **Type of Approval** | | | | | | | |
| Is this application for (delete as appropriate) | | | | | | | |
| Generic | Valid for 1 year, usually for low risk routine maintenance etc. | | | Job Specific | | Valid for 28 days after approval (subject to agreed extensions) | |
| **Estates Approvals** | | | | | | | |
| **Network Rail Managed Stations:** | | | | | **Listed Buildings:** | | |
| Edinburgh Waverley  Glasgow Central  Manchester Piccadilly  Liverpool Lime Street  Birmingham New Street  London Euston | | | | | Carlisle  Lancaster  Penrith  Preston  Crewe  Stoke  Coventry | | |
| Is station change required? | | | *(to be filled in by VT estates team)* | | | | |
| Does the work require Network Rail landlords consent (LLC)? | | | *(Evidence of approval or confirmation LLC not required)* | | | | |
| Does the work require listed buildings consent (LBC)? | | | *(Evidence of approval or confirmation LBC not required)* | | | | |
| Does the work require TPT involvement? | | | *(To be clarified by VT Estates)* | | | | |
| Has Network Rail form MS-07 been completed? | | | *(For NWR managed stations only)* | | | | |
| **The Basics (including CDM 2015 matters)** | | | | | | | |
| Who is the client? | | | *(Enter Client details)* | | | | |
| Who is the Designer or Principal Designer under CDM 2015? | | | *(Enter principal Designer’s company name and any subconsultants)* | | | | |
| Who is the Contractor / Principal Contractor under CDM 2015? | | | *(Enter principal contractor’s company name and any subcontractors)* | | | | |
| Are the works notifiable under CDM 2015? Is so attach a copy of the F10. | | | *Yes/no* | | | | |
| Works to be covered in these RAMS? | | | *(Enter a brief description of works to be completed)* | | | | |
| Why are these works needed? | | | *(Enter, in brief the reasons for the works taking place)* | | | | |
| Proposed date of works and proposed times of work? | | | *(Enter start and finishing dates of work)* | | | | |
| Site meeting details?  NB: Site meetings are required for all works deemed HIGH RISK | | | *(Date and names of persons attending the site meeting if applicable)* | | | | |
| Location of Works? | | | *(Describe in the box below the exact area on the station / worksite you will be working. Please include photographs or sketches where possible)* | | | | |
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| Has the Hazard Directory been consulted and adequate control measures built into the method of work? | | | *(Yes or No)* | | | | |

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| **SECTION 2 – Delivery Methodology/Travelling to Worksite**  **ENTER DETAILS IN RED ITALICS & FILL IN STEP 4** | |
| Outline how you will be delivering materials or travelling to your worksite, this should start from the first point of arriving at *(Enter station name/ Worksite)*. This should be site and job specific and go into as much detail as possible. | |
| Step 1 | Report to Virgin information point (VIP)/Network Rail reception *(Enter location of station / worksite, reception, ie concourse),* make sure you are wearing appropriate PPE as agreed in method statement, be ready to display appropriate ID and have your valid PTW approval sheet to present to reception officer. |
| Step 2 | Complete all required paperwork within the report to Virgin information point (VIP), receive station induction, and if appropriate receive a site safety brief. |
| Step 3 | Enter to the point of work/agreed access point. Unload vehicle, **while leaving no materials unattended** **at any time** and move to the agreed location. Park vehicle ensuring no access / egress is blocked and the vehicle is displaying a valid parking permit. |
| Step 4. | *Enter details of how materials/plant/equipment are to be moved from delivery point to the worksite location:* |
| Step 5 | Agree limits of worksite with station representative, as per RAMS. |
| Step 6 | Set up worksite. |

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| **SECTION 3 – Work Methodology**  **FILL IN ALL NON-SHADED CELLS** |
| **Details of works to be completed:** |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible, including tools, equipment & PPE required to safely carry out the work).* |

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| **SECTION 4 – Fire Safety**  **FILL IN ALL NON-SHADED CELLS** | |
| **Details of works to be completed:** | |
| Is any of the work to be undertaken likely to affect the fire system in any way? | *(i.e. interruption to power supply etc)*. |
| Will the work create a condition likely to activate the fire system? | *(i.e. heat, dust, smoke etc)*. |
| Will any works require a device isolation? | *(i.e. any smoke/heat devices in the immediate vicinity)*. |
| Detail of safe method of work: | |
| *If in any of the above applies, use this box to define a safe method of work. If in doubt seek the advice of a competent Fire Engineer. Include fire prevention measures, i.e. manual fire watch whilst detection equipment is isolated, and controls should a fire occur.* | |

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| **SECTION 5 – Buried / Penetrating Services Methodology**  **FILL IN ALL NON-SHADED CELLS** | |
| **Works involving Buried Services or Penetrating Surfaces:** An initial CAT scan must be carried out before works commence and at every 300mm when digging / penetrating.  The Mapping Services team are available to provide further information appertaining to buried services if required. They can be contacted at [MappingServicesManagedStations@networkrail.co.uk](mailto:MappingServicesManagedStations@networkrail.co.uk)  All works areas are to be segregated from the public using Solid Physical barriers.  The known location of asbestos:   * VT managed stations/worksite a copy of the Asbestos Management Plan can be viewed upon request to the Station Team Leader. An electronic copy can be obtained by emailing [method.statement@virgintrains.co.uk](mailto:method.statement@virgintrains.co.uk)   A copy of the full management survey report can be found in the Asbestos Risk Management System (ARMS) database.  Management System (ARMS) database.   * **Network Rail managed stations** a copy of the management survey report can be found in the Asbestos Risk Management System (ARMS) database.   Access to ARMS database: Username and password can be obtained by emailing [method.statement@virgintrains.co.uk](mailto:method.statement@virgintrains.co.uk) Accessed here – <https://arms.networkrail.co.uk>  If a known or suspected Asbestos Containing Material is damaged or disturbed, the following steps must be taken to reduce the risk of exposure   * Cease activity in the area * Secure the area, restrict access & egress using appropriate measures **Then follow your company’s asbestos reporting & action procedure (copy to be submitted with this submission)** * Report it to station management via telephone | |
| Have you consulted the ARMS database?  Please note If no information can be found  for a location it **MUST** be **ASSUMED TO**  **CONTAIN ASBESTOS** | *(Yes or No)* |
| Have you undertaken a Demolition and  Refurbishment survey? **This must be**  **completed if Asbestos is known to be**  **present within the vicinity or no**  **information can be found for a location**  **on the ARMS database** | *(Yes or No)* |
| Have you conducted a suitable and sufficient buried services survey of the area you intend to work including a thorough Cable Avoidance Test? | *(Yes or No)* |
| Have you requested information on buried services from VT? | *(Yes or No)* |
| Has a structural survey been undertaken and proven the excavation can take place safely?  **If no the works are deemed HIGH RISK** | *(Yes or No)* |
| Are the contractor’s staff fully trained and competent in the use of all work equipment? | *(Yes or No, include details of competencies)* |
| Are identified buried services able to be isolated?  **If no the works are deemed HIGH RISK** | *(Yes or No)* |
| What impact does the isolation of services have on other station operations? | *(i.e. would it affect retail outlets, tenants etc.)* |
| Will the isolation affect any critical safety systems i.e. Fire Systems, VA, UPS, emergency lighting? | *If Yes – Work is high risk.* |

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| Detail your system of working below (including controls to prevent exposure to asbestos): |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* |

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| **SECTION 6 – Working at Height Methodology**  **FILL IN ALL NON-SHADED CELLS** | |
| **Working at Height:** This is any activity whereby the risk is present to fall any distance which may cause injury. This may include (but is not an exhaustive list):   * working on a ladder/MEWP/scaffold or a flat roof; * could fall through a fragile surface; * could fall into an opening in a floor or a hole in the ground * The area around and below where you are working must be cordoned off using solid physical barriers to protect other personnel and members of the public. * All tools are to be secured by lanyard. * No loose objects are to be left at high level when you are not working in the area. | |
| Will the work fall under the Working at Height Regulations 2005? | *If Yes – State your safe system of work to comply with regulations.*  *If No – Move to next section.* |
| Are you able to avoid working at height through the use of readily available equipment?  NB: working at height must be avoided where practicable | *(Yes or No)* |
| Will any tool, plant or equipment be used at height?  If yes, your risk assessment and method of working must clearly state how the additional risks will be controlled, such as objects falling from height. Where practicable cordless tools must be used. | *(Yes or No)* |
| Will the work require the operative to be at height for a continuous period of more than 30 minutes? | *(Yes or No)* |
| Is your access equipment constructed of a non conductive material?  **If no, works cannot proceed.**  *(Except MEWPs)- but demonstrate safe use* | *(It is railway policy that all ladders, tower scaffolding etc on any part of the station must be non conductive).* |
| Are all staff trained and competent in the safe use of access equipment? | *(Yes or No, include details of competencies)* |
| Are maintenance records available for all access equipment? | *(If equipment comes from a reputable hire firm, test certs etc).* |
| Will pre use checks be undertaken prior to access equipment being used? | *(Yes or No)* |
| Working at Height (WAH) – Where equipment is not fixed fall radius to the Yellow Line must be considered? (platforms only) | *(Answer yes or no)* |
| Will your access, egress or works require you or any item of equipment to be within 1.25m of a platform edge or closer than 2.75m from OHLE (Over Head Line Equipment)?  **If yes, Deemed High Risk Works** | *(Yes or No)* |
| Will you be working above OHLE?  **If yes, Deemed High Risk Works** | *(Yes or No)* |
| Detail your system of working below: | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* | |

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| **Section 7 – Working on Station Roofs**  **FILL IN ALL NON-SHADED CELLS** | |
| **Station Roofs:** All works must adhere to the requirements of Network Rail procedure NR/L3/OCS/FS-38D Safe System of working on Station Roofs. | |
| Will access to the station roof be required? | *(Yes or No)* |
| Has Network Rail/Station maintainer been consulted with regards to safe access? | *(VT Estates to complete)* |
| Briefly summarise the nature & scope of the work | *(Brief description)* |
| Describe any hazards associated with the work | *(explain hazards encountered not just for contract staff on site but also protection of public, other station staff and contractors )* |
| List all plant, equipment and materials to be used | *(all electrical tools should be 110v and comply to P.U.W.E.R 1998, Lifting equipment to L.O.L.E.R.1998 list PPE required to carry out works & any specific competency requirements)* |
| Are any lifting operations to be carried out as part of these works? | *(Yes or No ,if yes please provide a copy of the proposed lifting plan)* |
| Will a rescue plan be required to be formulated and briefed to all personnel? | *(Yes or No, If yes please attach copy of plan with this form)* |
| Will scaffolding be required to carry out your works? | *(Yes or No, if yes please attach copy of RAMS with this form)* |
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| Detail your system of working below: | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* | |

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| **SECTION 8– Hot Works Methodology**  **FILL IN ALL NON-SHADED CELLS** | | |
| **All hot works are deemed high risk:**  Hot Work comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps.  Hot Work can be associated with the application of heat either directly to, or adjacent to plant, tanks, vessels, pipes etc, that contain or have contained any explosive, flammable or toxic substance. However, for completeness, due to the fire risks intrinsic to any Hot Work Activity, and the risk of personal injuries due to hot debris, toxic fumes etc., Hot Work is as defined in the above paragraph.  The use of petrol powered equipment is prohibited on stations.  If your works will impede a fire exit route **or affect implementation of the station evacuation plan during an emergency**, you must agree a safe system of work with the nominated station representative at the pre start meeting.  Appropriate fire fighting equipment must be available for use at the work site during hot works. Personnel must be trained and competent in the use of such equipment.  If hot off cuts are to be produced a sand bucket must be present for the purpose of cooling.  A half hourly manual fire watch must take place in all affected areas of the station throughout the duration of the works including a one hour **“cool down” period** after hot works have been concluded.  Pre use checks must be carried out on all equipment.  All gas cylinders must be kept in an upright position and keys left in the valves. **Oxyacetylene is strictly prohibited at all stations.**  When electric welding, all relevant equipment must be earthed.  All combustible materials must be removed from the area affected by the hot works. Where this is not practicable the combustible materials must be covered with a non combustible sheet. See also the fire system questionnaire with regard to the need for device isolations. | | |
| Will there be any hot works carried out as part of your works? | (Yes / No) | If No move onto next section. |
| Indicate the type of hot work to be undertaken: | Electric Welding  Gas Welding  Gas Brazing  Gas Soldering  Power grinding/sawing  Pipe soldering  Bitumen applications  Other, please specify | (Yes / No)  (Yes / No)  (Yes / No)  (Yes / No)  (Yes / No)  (Yes / No)  (Yes / No)  ……………….. |
| Are all operatives trained and competent in the use of the work equipment and in the execution of the work activity? | *(Yes or No, include details of competencies)* | |
| Is all work equipment suitable for the intended purpose and maintained in accordance with the manufacturers instructions? | *(Yes or No)* | |
| Will the hot works be carried out in a confined space?  If yes, refer to Confined Spaces | *(Yes or No)* | |
| Does the works require the isolation of any fire detection equipment? See fire questionnaire section | *If yes, this isolation must be booked via station representative or the station fire alarm maintainer unless agreed otherwise with the Station Manager* | |
| Detail your system of working below: | | |
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| **SECTION 9 – Working on Electrical Supplies Methodology**  **FILL IN ALL NON-SHADED CELLS** | | |
| **Work on Electrical Supplies – Low Risk:** The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public. | | |
| Will you be carrying out any works on Electrical Supplies? | *(Yes or No, If No move onto next section)* | |
| Does your engineer have the relevant competencies to carry out this task? | *(Yes or No, include details of competencies)* | |
| Are you able to isolate and lock off the power supply to the affected working area? | *(Yes or No)* | |
| Where you are unable to lock off the power supply following isolation, what controls will be in place to ensure the power is not turned back on? | *(provide details.)* | |
| What impact does the isolation have on other station operations? | *(i.e. could it affect retail outlets etc.)* | |
| Will all electrical equipment and/or conductors being worked on be isolated and proved dead before work commences?  **If no, refer to Electrical Supplies – High Risk** | *(Yes or No)* | |
| Will an assessment be made of the lighting required to properly illuminate the work area? | *(Yes or No)* | |
| Will the work affect any critical safety systems i.e. Fire Systems, VA, UPS, emergency light | *If Yes – Work is high risk.* | |
| Will any work be undertaken on live exposed equipment and / or conductors carrying less than 650 volts?  **NB: Works on equipment carrying more than 650 volts are not permitted under this procedure** | *(Yes or No)* | |
| Where it is not possible to isolate will adjacent live exposed components be covered with a plastic sheet (IP Rate)? | *(Yes or No)* | |
| Will all safety critical work equipment (including PPE, tools, appropriate spares, test equipment etc) be supplied, maintained and calibrated to a written company standard and be used appropriately?  NB: All tools should be double insulated | *(Yes or No)* | |
| Are any staff to work alone to the extent that if incapacitated they will be unable to summon assistance promptly? | *(Yes or No)* | |
| Detail your system of working below: | | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* | | |

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| **SECTION 10 – Working in Confined Spaces Methodology**  **FILL IN ALL NON-SHADED CELLS** | | |
| **Confined Spaces Work – High Risk:** A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous or noxious substances or conditions within the space or nearby (e.g. lack of oxygen).  The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.  All confined spaces works are deemed high risk and a pre start meeting will be required in all cases.  A permit to work system will be enforced throughout the works. | | |
| Will any work be carried out in a confined space as part of the works to be carried out? | | *(Yes or No, If No then move onto next section)* |
| Will all personnel involved in confined space working and planning be suitably competent? | | *(Yes or No, include details of competencies)* |
| Will atmospheric testing be carried out prior to entry and the results confirmed satisfactory by a competent person? | | *(Yes or No, include details of competencies)* |
| Will the area be isolated from all known and/or apparent sources of dangerous liquids and fumes by blanking and/or disconnecting prior to the commencement of work? | | *(Yes or No)* |
| Will the area be freed of all known and/or apparent dangerous/hazardous materials? | | *(Yes or No)* |
| Will explosion proof electrics and protected lighting be provided? | | *(Yes or No)* |
| Will life lines, harnesses, breathing apparatus and resuscitation equipment be available, be within current certification and be used by competent persons? | | *(Yes or No, include details of competencies)* |
| Will appropriate PPE and/or RPE be worn by all persons entering the space? | | *(Yes or No)* |
| Will adequate suitable access and egress be provided? | | *(Yes or No)* |
| Will air moving equipment be installed? | | *(Yes or No)* |
| Will a rescue plan be formulated and briefed to all personnel? | | *(Yes or No)* |
| Will standby rescue team be detailed? | | *(Yes or No)* |
| Will sewer/interceptor entry arrangements be in place to deal with water, contaminants etc? | | *(Yes or No)* |
| Detail your system of working below (please include escape arrangements): | | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible, including escape arrangements/rescue plan).* | | |
| **SECTION 11 – Manual Handling Methodology**  **FILL IN ALL NON-SHADED CELLS** | | |
| **Manual Handling:** The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public. | | |
| Does your company undertake and record relevant assessments of manual handling operations? | | *(Yes or No)* |
| Where practicable will mechanical means of lifting and transporting items be used? | | *(Yes or No)* |
| Where mechanical means is impracticable will you ensure sufficient persons are made available to lift loads, taking into account the size, shape and weight? | | *(Yes or No)* |
| Are all operatives trained and competent in manual handling techniques? | | *(Yes or No)* |
| Will you ensure access areas are clear of obstacles and that lighting is sufficient? | | *(Yes or No)* |
| What PPE will be used by the operatives as highlighted by your risk assessment? | | *(Yes or No)* |
| Will you ensure sharp edges are protected? | | *(Yes or No)* |
| Will items be stored such that heaviest loads are in the most convenient position for the operative to lift? | | *(Yes or No)* |
| Detail your system of working below: | | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* | | |
| **SECTION 12 – Waste Storage and Disposal Methodology**  **FILL IN ALL NON-SHADED CELLS** | |
| **Waste Storage and Disposal:** The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.  Waste disposal sacks must be made of clear plastic. No other disposal sacks are acceptable  All waste skips (where permitted) must have fully serviceable and lockable access points or be continuously attended. They must be kept locked and have site contact details attached  No waste or waste bags are to be left unattended at any time. | |
| Where will waste receptacles be positioned? | *(Give Details)* |
| Are waste skips to be positioned in an area where they can be constantly monitored by staff or CCTV? | *(Yes or No)* |
| Will waste skips be of sufficient capacity or quantity to hold all foreseeable waste produced by this job? | *(Yes or No)* |
| Will all waste be promptly removed to secure waste receptacles or secured within a locked and hoarded worksite when the worksite is unattended? | *(Yes or No)* |
| Will all wheeled waste receptacles used by you be fitted with a serviceable and lockable lid? | *(Yes or No)* |
| Will any receptacles with faulty locks be immediately removed from site? | *(Yes or No)* |
| If using a compactor will staff be trained and competent in its use? | *(Yes or No)* |
| Will the compactor be secured and locked out of use after each operation, unless it is permanently staffed? | *(Yes or No)* |
| Detail your system of working below:  *Waste must be dealt with according to Duty of Care and relevant legislation.*  *Please also include details of how special waste will be dealt with (including WEEE – Waste, Electrical and Electronic Equipment) and how a waste hierarchy will be applied, management of segregation.*  *All waste must be removed from the station unless otherwise agreed.* | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* | |

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| **SECTION 13 – Working On or Near the Line Methodology**  **FILL IN ALL NON-SHADED CELLS** | |
| **Working On or Near the Line – High Risk:** This procedure only covers works on track bed cleaning, litter picking, white line painting and platform maintenance. All other track related works may not be applied for under this procedure.  Any works on or near the line must have proper arrangements regarding commencement and protection of the work area. These arrangements must be agreed with the controlling signaller and carried out in full compliance with the Rule Book.  All works must adhere to the requirements of Network Rail procedure NR/SP/ELP/29987 – Working on or near the line. Rule book GE/RT8000 Modules AC1, AC2 & AC3. | |
| Will your works require you or any item of equipment being within 1.25m of a platform edge or closer than 2.75m from OHLE (Over Head Line Equipment)?  **If yes, your works are deemed HIGH RISK** | *(Yes or No, If No move onto next section)* |
| Will you be working above OHLE?  **If yes, your works are deemed HIGH RISK** | *(Yes or No)* |
| What is the type of work to be undertaken? |  |
| What is the proposed time of the works? |  |
| Are operatives competent and certified? | *(Yes or No, include details of competencies)* |
| List the names and roles of those conducting the works including the COSS. |  |
| What are the limits of the work? |  |
| Is the COSS familiar with the actions required in the event of serious and imminent danger arising at the work site location? |  |
| Has the COSS consulted the Sectional Appendix applicable to the location? |  |
| Is the COSS aware of any special local instructions which may exist with regard to the method of working for protection, blocking of running lines etc? | *(Yes or No)* |

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| Detail your system of working below: | | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* | | |
| **Section 14 – Another works to be carried out not identified in other sections** | | | |
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| Will you be carrying out any other works not identified in any other part of this document | | | (Yes or No) |
| *(list out what works are to be carried out that are not otherwise covered by this document, go into as much detail as possible).* | | | |
| **SECTION 15 – Hoarding / Worksite Protection Methodology**  **FILL IN ALL NON-SHADED CELLS** | | | |
| **Hoarding / Worksite Protection:** Hoardings must conform to the specification detailed at the end of this document and have the approval of the Network Rail Fire Engineer due to impact on fire risk assessments and passenger flows. | | | |
| Will you be erecting a hoarding / Worksite Protection as part of your works? | | *(Please read hoarding notes, Answer Yes or No, If No move onto next section)* | |
| Will hoardings be constructed and erected in accordance with the specification detailed in this procedure? | | *(Yes or No)* | |
| Will hoardings be inspected using the hoarding checklist prior to being brought into use? | | *(Yes or No)* | |
| Will the hoarding compliance check certificate be displayed in a frame outside the hoarding? | | *(Yes or No)* | |
| Will the hoarding be inspected on a daily basis to confirm compliance with this procedure and the check certificate be updated daily? | | *(Yes or No)* | |
| Will copies of all checks be maintained for inspection by Virgin Trains? | | *(Yes or No)* | |
| Detail your system of working below: | | | |
| *(List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible).* | | | |

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| **SECTION 16 – Communication & Contact Details**  **FILL IN ALL NON-SHADED CELLS** | | | |
| **Communication & Contact Details (Contractor)** | | | |
| Name |  | Role | Site Manager / Supervisor |
| Contact No. |  | | |
| **Station Contact Details** | | | |
| Post | Station Manager/Team Leader | Name | Various 24hr Cover |
| Contact No. |  | | |

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| **SECTION 17**  **FILL IN ALL NON-SHADED CELLS** |
| **Emergency Arrangements** |
| All accidents, incidents and near misses must be reported immediately to the station team on the above contact number. In the event of emergency services being required, these will be contacted via the Station Manager. |
| All works within the station are under the control of the site fire alarm.  In the event of an emergency, personnel are advised to:   * Raise the alarm; * Make safe the worksite, all plant and equipment; * Vacate the area; * Notify the Station Manager who will co-ordinate with the emergency services and facilitate first aid if appropriate; * Report to the assembly point and wait for further instruction. |
| **Hospital Location - the Nearest Hospital with 24hr Accident and Emergency Department:** |
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| **HOARDING SPECIFICATION**  All hoardings / worksite protection must meet the standards detailed here:  Temporary hoardings are only one means of demarcating and protecting a worksite in a station environment and, importantly, the requirement for them must be based on suitable and sufficient risk assessment. The following issues must be considered where hoardings are to be used:   * on smaller worksites (retail or office refurbishment etc.) access doors in hoardings must be able to facilitate the safe movement of all sizes of equipment and materials in and out of the worksite without having to move the hoarding itself; * a safe system of work (taking into account the safety of the public) must be established if it remains absolutely essential to move hoardings to gain access for delivery of equipment and materials to larger worksites; * at the worksite design stage consideration must be given to the effect of the hoarding on passenger flows in the immediate vicinity. The guiding principle must be that the hoarding does not impede passenger movements and does not block emergency evacuation routes; * in large projects a formal ‘ped-flow analysis’ will be required to ascertain the projected effect of the hoarding on pedestrian flows and densities at various times. Where local effects are such that flows and densities are projected to become intolerable, robust alternative arrangements must be put in place.   **Basic Construction Specifications for Temporary Hoardings**  The basic requirements for the construction of hoarding are detailed below. Alternative methods of construction may be used provided it can be demonstrated that the method is equally as safe as or better than the basic requirements. The Fire Engineer may also require additional features in certain circumstances:  **Wooden Frame and Panels (Kwik-Klik where applicable)**  Frame / Panel construction must be a maximum of 1200mm wide x 2400mm high. Access doors must be constructed to open inwards to the site and be provided with a 400mm x 400mm clear vision panel of 6mm polished GWG (Georgian Wired Glass) or fire retardant clear panels. All doors must be secured with a combination lock and the combination provided to the Station Manager.  Minimum 75 x 50 sawn softwood frames consisting of head and sole plates with main vertical studs at max. 600mm centres and one row of central noggins.  Panels must be 12mm thick flame-retardant MDF – screw-fixed to frame with 40mm long wood screws at 300mm centres.  All panels are to be fixed together with three No. 12mm diameter coach bolts and square plate washers equally spaced, but at maximum 800mm centres.  All panels are to be scribed at junctions with the existing building, Diagonal braces at max. 1200mm centres and weighted with sandbags are to be used where hoarding cannot be fixed to the ground or braced back to the main building.  The gap between the top of the hoarding and the existing building must be infilled with sloped solid hoarding of similar construction on ‘sub-surface’ stations, unless agreed otherwise with the Fire Safety Engineer and fire retardant debris netting on ‘surface’ stations which conforms to LPS 1207 / LPS1215 as a minimum.  Hoardings must be free of snagging or sharp protrusions on both the worksite side and the public side.  External corners of hoardings must be marked with high visibility solid corners to avoid persons with impaired sight coming to harm.  Any modifications to the hoarding must be undertaken in accordance with this specification.  All Hoarding boards must be painted a colour or brand wrapping as appropriate locally. |

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| **Kwik-Klik Ultraspan Extra (and above where applicable)**  Panel construction must be a maximum of 1200mm wide x 2400mm high. Access doors must be constructed to open inwards to the site and be provided with a 400mm x 400mm vision panel of 6mm polished GWG (Georgian Wired Glass).  Baffles will be slotted (where required) to reduce noise pollution by 25dB.  Wooden batons may be fitted to the outside to support panel boards, advertising hoardings or CCTV Cameras. Panels will be erected using the specific footings provided with the panels.  **Basic Functional Specifications for Temporary Hoardings**  Where hoardings include access doors, these must be kept securely locked when the site is unattended.  Where ‘free-standing’ temporary hoardings are being used, consideration must be given to prevent unauthorised access to the worksite (children at play, vandals and other persons with malicious intent).  Doors must be kept secure and no gaps must be evident between the edge of the hoarding and any permanent structure.  **Basic Fire Safety Specifications for Temporary Hoardings**  Hoardings must be Class 0 surface spread of flame.  Any door provided in the hoarding, including those provided for means of escape purposes, must be made and maintained self closing and marked “Fire Door Keep Shut” on both sides.  The construction must allow safe means of escape with alternative exits at distances over 12 metres of travel. |
| **Managed Stations Covered by the Regulatory Reform (Fire Safety) Order 2005 / Fire (Scotland) Act 2005**  The station Fire Risk Assessment must be reviewed where hoardings are introduced on a station.  Any work that materially alters the means of escape from the building or any work that materially alters the fabric of the building **must** be notified to the Fire Engineer.  Plans must be supplied to the Fire Engineer that clearly show intended hoarding lines / positions.  Not withstanding the above, any urgent work that is required for public safety must not be delayed. A Fire Risk Assessment must be carried out and advice sought from the Fire Engineer.  General and Fire Risk Assessments are to be carried out and Method Statements produced to reflect the hazards found in the risk assessments.  Fire Engineers are to be informed before alarm devices, loops and sprinklers are isolated detailing the control measures to be used.  All cut edges of the hoarding **must** be treated with a coating of fire-retardant paint.  Any company logos on the outside of temporary hoardings need not be Class 0 rated as they only cover a relatively small area.  Fire extinguishers must be supplied by the contractor or tenant based on a fire risk assessment and positioned accordingly. The fire extinguishers **must** inspected annually by a competent person. |

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| **A temporary fire alarm maybe required in worksites** (Advice on this matter can be obtained from the Fire Engineer). The station must be notified of these arrangements once agreed.  Access for Fire Appliances and water supplies for Fire Appliances **must not** be obstructed.  Road access-ways to the worksite **must** have a minimum 3.7 metres width and adequate height clearance.  The exact demarcation of the hoardings must be agreed at the pre start meeting.  **Hoardings on Managed Stations Designated as Sub-Surface Railway Stations**  All the bullet points in section above apply plus the following additional requirements: Work-site access and egress must not be from the areas that those Regulations apply to unless agreed with the Fire Engineer.  Instructions in local fire safety arrangements are to be given to the work-site staff by the Principle Contractor (if CDM) or delegated responsible person.  Construction site exemptions to the regulations will have to be applied for through the Fire Engineer and a minimum of 21 days allowed for this consultation to take place.  Exemption notice received from the local authority fire brigade must be posted on the outside of the hoarding and be clearly visible for inspection at all times. |

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| **HOARDING CHECKLIST** |

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| **Station / Premises** |  |
| **Tenant** |  |
| **Contractor** |  |
| **Inspected by** |  |
| **Date and time** |  |

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| **1** | Frame: minimum 75x50, vertical studs at max. 600mm c/c with central noggins. |  |
| **2** | Panels: 12mm thick flame-retardant MDF. |  |
| **3** | Panels screw-fixed to frame with 40mm long screws 300mm c/c. |  |
| **4** | Cut edges treated with fire-retardant coating |  |
| **5** | Panels fixed together with three No. 12mm diameter coach bolts max 800mm c/c. (Panels and clips fitted together correctly in the case of Kwik Klik) |  |
| **6** | Panels scribed at junctions with the existing buildings |  |
| **7** | Fixed to the ground (Using correct footings of 500mm in the case of Kwik Klik) |  |
| **8** | Braced back to building. |  |
| **9** | If not fixed down diagonal braces at max. 1200mm c/c weighted with sandbags |  |
| **10** | Any gap between top of hoarding and building in-filled: |  |
| **11** | On sub-surface stations with sloped solid hoarding |  |
| **12** | On other stations with fire-retardant netting |  |
| **13** | Free of snagging or sharp protrusions on both the worksite and public sides |  |
| **14** | Access doors open inwards and self closing |  |
| **15** | Access doors fitted with suitable locks |  |
| **16** | 400 x400 vision panel of 6mm polished Georgian Wired Glass in door |  |
| **17** | Where appropriate doors marked ‘Fire Door Keep Shut’ on both sides |  |
| **18** | No gaps between the edge of hoarding and any permanent structure |  |
| **19** | External corners marked with high visibility chevron fixed edge protection |  |
| **20** | Permit in place and signed |  |

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| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**VIRGIN TRAINS MANAGED STATIONS**

**HOARDING COMPLIANCE CHECK CERTIFICATE**

**This is to certify that this hoarding:**

* Fully complies with Virgin Trains Managed Stations hoarding specification ref **CONTROL OF WORK ON MANAGED STATIONS.**
* Is subject to inspection at least daily and following each and every reconfiguration.
* Is stable.
* Has no stored material stacked or leant against it.

**Certified by the worksite manager** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Name of Principal Contractor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SECTION 18 - Client Approvals**  **FILL IN ALL NON-SHADED CELLS** | | | |
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| Approved By |  | | |
| Client Company |  | | |
| Job Title |  | | |
| Date of Approval |  | | |
| Name |  | Signature |  |

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| **SECTION 19 - Competent Person Approvals (if applicable)**  **FILL IN ALL NON-SHADED CELLS** | | | | |
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| Approved By | |  | | |
| Competent Person Company Name | |  | | |
| Date of Approval |  | | | |
| Name |  | | Signature |  |

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| **SECTION 20 - Network Rail Acceptance (if applicable)**  **FILL IN ALL NON-SHADED CELLS** | | | |
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| Approved By |  | | |
| Station Acceptance |  | | |
| Date of Acceptance |  | | |
| Name |  | Signature |  |