

WPP ref:	153401/L2CS/WPP/0031 Rev 10
TBS Issue:	WPP 0031 TB 10
Date:	10/02/2021

Task Brief

Wellingborough Station- Platform 1

Breaking out and Preservation of Brickwork for Canopy Works

Duration/Dates: TBC

Task Briefing Sheet

(In compliance with NR Standard NR/L2/OHS/0044 Issue 5 Planning and Managing Construction Work)

Prepared By: M Johnson	Job Title: Project Manager	Signature:
Date: 10/02/21		Contact Number:
Approved By: S Pendyala	Job Title: CRE	Signature:
Date: 11/02/21		Contact Number:

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PART A

Task Title: Breaking out and Preservation of Brickwork for Canopy Works

1. Introduction	
Contractor	Freyssinet
Responsible Supervisors	A Cleaver
Task Brief Duration	TBC
Valid from - To	TBC
2. Brief Description & Management of Task	
<u>General Procedure</u>	
<ol style="list-style-type: none"> 1. All Site Personnel must have received a Project Induction prior to any work commencing 2. All Site personnel will sign in at the SAC and meet at site compound for briefing before entering the station environment 3. All site personnel to wear full PPE as detailed in Amey policy, minimum full orange PPE full length sleeves, safety glasses, cut 5 gloves and hard hat. 4. Task Briefing and all relevant permits to be briefed by a Supervisor prior to entering station environment or work commencing. 5. POWRAs will be undertaken jointly by the work group at the point of work and fully briefed by the supervisor to give a full understanding of the tasks, each operative to sign/confirm his understanding of the briefing 6. Marked up Exclusion zones and edge protection to be maintained at all time 	
<u>Contingency Arrangements</u>	
<p><i>In the event of the planned works are not going as planned or methods need to change the working group will be stood down. The Supervisor will agree a new plan/method with the on-call manager, and these will be recorded in Section 7 of the TBS. The working group will then be re-briefed on Section 7 and will sign a new briefing sheet, a new POWRA will also be completed before works can start again. If the amended SSOW cannot be agreed between operatives and manager NO works to take place.</i></p> <p><i>Due to the risks associated with Covid-19 all works, and team members must adhere to government guidelines and Amey Site Operating Procedures displayed on the notice boards along with any additional details that shall be briefed by Site Management and Safety Staff prior to works commencing.</i></p> <p><i>Operatives must always observe social distancing and remain 2m apart.</i></p> <p><i>Single Occupancy when working from Mobile Towers.</i></p> <p><i>Prior to commencement of Works:</i></p> <ol style="list-style-type: none"> 1. The Task PIC shall obtain the worksite from the SWL2, he shall then carry out the briefing of the worksite limits. 2. The Task PIC shall carry out the briefing to ALL operatives within the group and undertake a sentinel card check, and fully brief operatives on any train movements and confirm which lines are blocked. Operatives to confirm their understanding by signing SSWOP briefing form 3. Task PIC will brief the team on site safety arrangements and details of site social distancing. 	

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4. *The Freyssinet site manager/supervisor shall carry out the Pre-task briefing to all operatives involved with the task activities, will sign for all operatives (to avoid sharing pens, due to Covid-19) the briefing form to demonstrate their attendance and understanding of the briefing.*
5. *Access to platform 1 shall be via the main station building.*
6. *Exclusion zones to be set up using the pedestrian barriers around the work area with clear signage stating authorised operatives only.*
7. *Visqueen membrane to be laid on the platform surfacing as protection from brick debris and wet mortar droppings.*
8. *Mobile scaffold tower will be set up by competent PASMA trained staff to provide a working platform for works.*
9. *A marshall will be positioned to stop anyone walking into the working area, should anyone need to pass work will cease until given the all clear, pedestrians/other work personnel will be diverted via the main gate and the one at the top of the platform next to the micro pub*

TASK: Breaking out and Preservation of Brickwork for Canopy Works

Permits: Permit to Work, Working at Height

Drawings/ Document Ref: 153401-AME-DRG-ECV-002613 & 153401-AME-DRG-ECV-002616

1. *Each location where breaking out of brickwork is required for the canopy works, will be marked with builders' crayon.*
2. *Breaking out will be kept to the minimum as possible to enable removing and installing the canopy elements.*
3. *Works will be carried out with care and caution to avoid damage to the surrounding brickwork.*
4. *The mortar bed joint around proposed aperture is to be cut using a handheld grinder.*
5. *Hand tools- plugging chisels and cape chisels to be used to dig out the mortar joints and carefully release a brick at a time. Care to be taken to prevent any damage to the edges of the bricks. This activity will continue until all bricks are removed as necessary for the works. (Other tools like Bolster chisel, lump hammers are NOT to be used).*
6. *The removed bricks to be recovered, cleaned and stored in protected environment for re-use.*
7. *A steel concealed lintel is to be inserted in the mortar joint at the top of the aperture (set back 10mm from the brickwork facing allow the joint to be pointed. Provision of concealed lintel will contribute to support the brickwork above, to avoid damage to the surrounding brickwork.*
8. *Existing padstones to removed and replaced with like to like new padstones to support the cast iron brackets, and new pad stone installed at missing location as required for each cast iron bracket. Photos to be taken before removal of old padstone and after installation of new Padstone.*
9. *Padstone to be set/ bedded on mortar to match existing. New mortar to match the existing mortar in colour, texture and tooling.*
10. *After installation of canopy brackets on the padstone and after installation of gutter, the aperture in the brickwork is to be rebuilt, preserved using previously reclaimed bricks. If more bricks are required, they will be procured like to like of existing bricks.*
11. *Brickwork is to be re-built to match existing bond.*
12. *New mortar to match the existing mortar in colour, texture and tooling. Gaps between the brickwork and cast-iron brackets/gutter to be filled with mortar.*
13. *Pointing to match existing. Photos to be taken once all mortar work is complete at each location.*
14. *All beds are to be true and level. All perpendents to be kept true.*
15. *Site control test will be undertaken on the mortar.*

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16. All equipment, tools and materials to be removed from site and platform to be swept clean on completion of works and prior to hand back on each shift.
17. On completion of works all staff to sign out with Task PIC and SAC.
18. The Task PIC will check the infrastructure and platforms prior to handing back the possession.
19. The Task PIC shall, when satisfied, sign out with the SWL2.

Authorised to Start:		Authorised to finish:	
Method:	On completion of Task Briefing Record	Method:	On Instruction of Supervisor
By:	Amey Supervisor	By:	Amey Supervisor

7. Handover Arrangements

At the end of each shift the supervisor will ensure that the site is tidy, all equipment, tools and excess materials are removed prior to hand back.

8. Control of Site & Activity Risks

Think RISK Recognise the hazards - Inform others - Solve the problem - Know how to improve

Hazard	Risk	Control
Spread of Disease COVID-19	Close Contact and Surfaces	Hand Washing and Sanitising of Surfaces, PPE, Maintaining Social Distancing Guidelines
Slips, trips and falls	Accident / Injury	Good housekeeping. Staff to be briefed on specific hazards relating to work activities.
Manual handling	Back pain and personal injury	Staff to assess load prior to commencing lift. Staff should only lift items they are comfortable lifting and the correct lifting methods are to be adopted at all times. Staff trained in manual handling operations. Use of PPE.
HAVS – Vibration	Short- and long-term Injury	Each item of machinery is given a HAVS rating from OEM data sheets Each job/day is given a determined/estimated trigger time The exposure time will planned not exceed 100 points In addition to the HSE Hand Vibration Exposure Calculator the HSE Ready Reckoner is issued to all staff detailing the vibration points for each item of equipment and daily exposure time The operators record actual trigger times each day which are reviewed for compliance
Hazardous Substances	Contact with persons to cause injury	COSHH assessments to be briefed to all personnel involved. PPE to be worn always. COSHH waste to be segregated from all other waste streams – these must be collected and disposed of in designated COSHH bin for controlled waste transfer.
Noise	Hearing damage / injury / section 61 breach	In all cases noise must be kept to a minimum, assessments of the task must be undertaken, and controls put in place. In all case all works that will generate noise must comply with all statutory regulations and with any applicable Section 61 requirements. Refer to controls in the Noise and Vibration management plan.
Adverse Weather	Trackside works may have to be undertaken in extreme weather conditions, such as: 1. Poor visibility	Task PIC to Lead assessment of conditions Site Briefing Life Saving Rules-Permits-Competency

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	<p>2. Extremeness of temperature</p> <p>3. Lightening</p> <p>4. High wind</p> <p>5. Heavy rain / Flooding</p> <p>6. Snow</p>	
Use of mobile phones 'On or Near the Line'	Workers may be distracted using mobile phones while in a hazardous area (e.g. 'On or Near the Line')	<p>Restrictions specified in Site Induction</p> <p>All staff to use a mobile phone from a position of safety as defined by Network Rail (PTS, Handbook)</p> <p>Lifesaving Rule-Mobile phones</p>
Hypodermic Needles	Discarded hypodermic needles may be found on Network Rail infrastructure and in equipment enclosures with ventilation grills resulting in unintentional stab wounds and the risk of infection with HIV, hepatitis etc.	<p>Follow procedure for reporting and disposal</p> <p>Highlight Risk in Briefing</p> <p>Pre-site inspection</p>
Weils Disease (Leptospirosis)	Trackside works will expose staff to vermin such as rats (and other small mammals including water voles) and to sources of contaminated water which may carry Leptospirosis (Weill's Disease)	<p>Awareness of Leptospirosis.</p> <p>Good hygiene</p> <p>Provision of Welfare</p> <p>WPP/TB</p>
Trespass & Vandalism	There is a danger to the railway infrastructure and equipment due to trespass and vandalism. Trespassers, who may gain access due to lack of Amey site security, will also be exposed to hazards associated with being 'On or Near the Line'	<p>Tidy site</p> <p>No moveable items left unsecured, either by interconnection to form an immovable object or using a ground anchor.</p> <p>Review security for generators</p> <p>Ensure all gates are kept locked.</p> <p>Be Aware of individuals in and around the station who may be vulnerable</p>
Welfare and housekeeping	Poor housekeeping and inadequate welfare facilities can result in hygiene issues, or slips and trips	All tools and equipment for the works to be removed at end of each shift.

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	issues around the site and compound. Any issues raised will be recorded by means of close call reporting.	
Worker Fatigue	Freyssinet undertakes works on NRCI all over the country and undertakes works within weekend possessions. This may require workers to travel considerable distances and work long shifts to ensure works are delivered, resulting in worker fatigue and potential accidents or oversights	<p>Advanced planning of resources by central function to ensure adequate rest breaks are allowed</p> <p>Provision of local hotel where excessive travelling would otherwise be required.</p> <p>Monitoring of working hours through wages and signing in sheets</p> <p>Risk assessment and approval of exceeding hours in emergencies</p> <p>Review of signing in register-Site Manager</p>
Use of Tools, Plant and Test Equipment.	The use of construction plant, power tools and test equipment will result in hazards which require specific controls.	<p>Competent staff.</p> <p>WPP/TB (Certificated equipment / maintained equipment)</p> <p>Life Saving Rules-Competency-fit for purpose</p>
Underfoot Conditions Leading to: Slips Trips and Falls	Working in the railway environment will expose staff to dangers from slips, trip and falls	<p>PPE,</p> <p>Use of safe walking routes</p> <p>Provision of lighting where required</p> <p>Risk Assessment</p>
Interface with General Public	Works on and around the station will require due care and attention to be paid to members of the general public to hazards associated our works	<p>Set up segregation and protection</p> <p>Toolbox Talks.</p> <p>Be courteous with public.</p>
Working Adjacent to Railway lines	Freyssinet (and or their nominated sub-contractors) work activities could result in being hit by trains	<p>PTS trained Staff</p> <p>Valid Safe System of Work Pack</p> <p>Safety Critical Staff managing the safety of the works and personnel.</p> <p>Site Specific Risk Assessment to be carried out</p> <p>Life Saving Rule-Competency</p>
Working near traction electrification systems (within 2.75m of Live OLE)	Electric shock, Electrical burns, loss of muscle control, fatality	<p>Ensure relevant equipment is isolated prior to works commencing.</p> <p>All staff will have been trained and must obey the 2.75m rule at-all-times, when not in receipt of a form C.</p> <p>All COSS's must hold a form C before starting work and all staff will be fully briefed on limits, lines which will be covered. Any electrical hazards within the limits of isolation will be recorded on the Form C.</p>

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		All the details of the Form C will be briefed in full to all personnel by the COSS Live line Testing Must be completed before works start.
Working at Height	<p>Work at height may expose individuals to risk through</p> <p>a) potential falling from height</p> <p>Potential for items to fall from height onto individual or railway below.</p>	<p>Competent and certificated PASMA staff</p> <p>Check equipment prior to use.</p> <p>Working at Height Permit in place and briefed to all personnel.</p> <p>Use of towers for their designated use only, do not overload. Do not store loose materials on the leading edge.</p> <p>Check ground is suitable prior to setting up towers.</p> <p>Set up and maintain exclusion zone to prevent against unauthorised access to the task area</p>
9. Resources		
People	Task PIC, 1 Supervisor, 1 x PASMA, 2 x General Operatives, Bricklayers	
Plant	Scaffold Towers, Mortar Mixer, Lights.	
Tools	The team will use the following equipment (but not limited to): Hand tools, Plugging Chisel, Cape Chisel, trigger switch angle grinders, small hammer, sweeping brush sheeting	
Specialist PPE	Impervious Gloved, Goggles	
a. Location	Access Point	Wellingborough Station
	Area / Line of Work	Platform 1
	Mileage:	65m
b. Safest Access & Egress Point	<p>Staff will sign in at the AMEY SAC cabin, also, where deemed necessary sign in at the station managers office with manpower and access will be from the gate located alongside the main station building, leading directly onto platform 1.</p> <p>Freyssinet & sub-contractor vehicles are to be parked in the furthest car park, to prevent an access issues for Rail staff, Station staff, disables vehicle users and emergency vehicles.</p>	
c. Our Workforce Protection Arrangements	<p>The safe system of work planned to deliver the works including access and egress is within TIII Possession of the Fast lines</p> <p>Note: night possession access to platform under TIII possession. demarcation and working limits shall be detailed within the SWP and briefed out by the Task PIC.</p>	
d. Lines Open to Movements	As per SSOWP	
e. Safeguarding Others from our work	<ul style="list-style-type: none"> • Ensure all access gates locked shut after use and compounds are secured. • Interface with public to be kept to a minimum, in the event they raise a complaint raise with your supervisor who will notify the duty manager • Noise to be kept to a reasonably as practical level 	
f. SSOWP	To be issued specific to the shift.	

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g. Permits Required	POWRA TASK BRIEFING Working at Height Permit										
h. Plant and machinery Movements	NA										
i. Communication	<p>The Primary means of communication, Verbal</p> <p>If you are in a safety critical role and your duties require you to use a mobile phone, you must be in a position of safety before making the call.</p> <p>Communication is primarily face to face on site wherever possible. Should the nature of the site not permit this, Mobile Phones may be used. Should the site have identifiable signal issues, then back to back radios and/or Signal Post Telephones are to be used where practicable. All communications shall be undertaken using the correct safety critical communication protocols, ensuring sufficient understanding by means of having all messages repeated back for confirmation and understanding.</p> <table border="1" data-bbox="536 909 1457 1267"> <tr> <td>Controlling Signal Box</td> <td>EMCC (Kettering) – 01332 442 402</td> </tr> <tr> <td>ECO</td> <td>Not Applicable – Non-Electrified Area</td> </tr> <tr> <td>Network Rail Incident Helpline</td> <td>03457 11 41 41</td> </tr> <tr> <td>British Transport Police</td> <td>0800 40 50 40</td> </tr> <tr> <td>Emergency Services – Fire/Police/Ambulance</td> <td>999</td> </tr> </table>	Controlling Signal Box	EMCC (Kettering) – 01332 442 402	ECO	Not Applicable – Non-Electrified Area	Network Rail Incident Helpline	03457 11 41 41	British Transport Police	0800 40 50 40	Emergency Services – Fire/Police/Ambulance	999
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j. Emergency Arrangements	<p>In the event of the emergency services being required they must be directed to the point nearest the access - Various - As Per Safe Work Pack</p> <p>A first aider will be appointed at the beginning of the shift; they will be identified on the Task Brief Record Sheet.</p> <p>In the event of an incident / minor injury the Supervisor should contact The Duty Manager.</p> <p>Following any accident or incident work shall be stopped. Only the Site Supervisor or Site Manager shall authorise the re-start.</p> <p>Nearest Hospital:</p> <p style="text-align: center;">Kettering General Hospital Rothwell Road Kettering Northamptonshire NN16 8UZ • TEL: 01536 492 000</p>										
k. Welfare	<p>This is a Category 'A' Static site as per NWR Standard NR/PRC/MPI/CP0036. Shared welfare arrangements have been established in the AMEY site compound and consist of office/storage/canteen/WC/ drying facilities</p>										
10. Changes to the Task Briefing Sheet											

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



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PART B

Principal Contractor: Amey

Responsible Contractor(s): Freyssinet

Task Briefing Record – Breaking out and Preservation of Brickwork for Canopy Works

Briefers declaration:

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

Briefing given by

Name	Sentinel Number / Site Pass Number	Position	Signature

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

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

Point of Work Risk Assessment (PoWRA)

Task Title: Breaking out and Preservation of Brickwork for Canopy Works

TBS Ref:

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1. Assessment								
Location of Work:			Permits:					
Name of Task Leader:		Assessment completed by:			Date and Time:			
2.1 Hazard Checklist (if the Hazard is present ✓ the box)					2.2 For those Hazards you have identified in section 2.1, please list the control measures			
					Hazard Identified	Details of Works	Control Measures	✓
Fall from Height	Entry into Confined Space	Uncertified Equipment						
Falling Objects	Dust	Poor Lighting						
COSHH	Fumes	Electricity						
Heat or Fire	Noise	Manual Handling						
Risk to Plant	Vibration	Adverse Weather						
Object Overturning	Underground Services	Insecure Load						
Slips, Trips or Falls	Above Ground Services	Moving Plant						
Uneven Ground or Obstacles	Temperature (High/Low)	Lines Open to Traffic						
Others not on the list (please specify)								

Point of Work Risk Assessment (PoWRA) Task Title: Breaking out and Preservation of Brickwork for Canopy Works

TBS Ref: TBS 10



3. List any changes, additional Hazards which have occurred during this shift	Assessment updated by:		Date and Time:
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4. Completion Criteria

Are there any lessons to be learned:	Yes		No			Close Calls Raised:
Has the work identified any new hazards:	Yes		No			
If you have answered Yes to any of the above, make a brief note and report to your Supervisor, include a sketch if necessary						

Signed:		Time:	
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	Print Name	Signature	Date and Time		Print Name	Signature	Date and Time
1				6			
2				7			
3				8			
4				9			
5				10			