Task Risk Control Sheet

Use of Manual Trolleys / Rail Skate / Scooter

RCS No: NR/L3/MTC/RCS0216/SP08
Issue: 2

- **Runaway**
- **Derailment**
- **Manual Handling**
- **Damage to trolley frame**

Personnel Involved		
	E&P	✓
	S&T	✓
	Track	✓
	Off Track	✓
	Property	✓

Tools / Equipment Manually Pushed Trolleys

Plant None

Key Risks	Controls	Implemented By
Pre Use Checks - Trolley	• Planned preventative maintenance regime shall be established	Line Manager
	• Check the equipment is in date and is fitted with a COP0018 brake test label • Check the brake cables underneath the trolley for damage • Check the link box housing for damage • Test the brakes • If linking trolleys together they shall be from the same manufacturer	Staff
Pre Use Checks – Skates and Scooters	• Planned preventative maintenance regime shall be established	Line Manager
	• Inspect equipment for damage and check inspection date prior to use • Only trained and competent operators shall use rail skates	All Staff
Runaway - Trolley	• Brake handle shall be manually operated at all times • Do not secure the brake in the off position or place load on brake handle • Braking distances will increase in wet or icy conditions so plan for this. • Do not ride on, or tow by mechanical means the trolleys • Speed shall be kept to walking pace • Do not use on gradients in excess of 1 in 50 unless specially authorised by local instructions	Team Leader / All Staff
Derailment – Trolley	• Trolleys shall be evenly loaded in accordance with SWL rating • Do not connect more than three link trolleys together • Load shall be secure prior to movement	Team Leader / Staff
Rail Skate	• Do not use rail skates in tandem to transport long loads • Use Handles provided to propel Skate • Loads shall not exceed manufacturers recommendations • Loads shall be secure before movement of skate	
Scooter	• Use Handles provided to propel Scooter • Loads shall not exceed rating of scooter • Loads shall be secure before movement of scooter	

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Key Risks	Controls	Implemented By
Manual Handling	• Two men shall be required to lift trolleys to track • Lifting shall be co-ordinated by one person • Always use the appropriate handle to push the Trolley/Skate/Scooter, for trolleys do not use the brake lever • Do not overload the Trolley/Skate/Scooter • Gloves shall be worn when loading/unloading • See Risk Control Sheet NR/L3/MTC/RCS0216/GH01 – Manual Handling	Team Leader / Staff
Damage to trolley frame	• When using ratchet straps to secure Trolleys/Skates/Scooters to vehicles, do not use excessive force as this may distort the frame	Staff
Trapped clothing/Limbs	• All loose clothing and limbs shall be kept clear when loading/unloading • Gloves shall be worn during loading/unloading	Staff
Electrocution	• In 3rd rail areas use skate on rail furthest from the conductor rail • On/Off track on rail furthest from conductor rail in 3rd rail areas • Equipment/materials shall be carried horizontally under OLE • See Risk Control sheets NR/L3/MTC/RCS0216/GA20 Working Adjacent to DC Electrified Rails Risk Level 1- 5 • See Risk Control Sheet NR/L3/MTC/RCS0216/GA21 - Working Near Electrical Overhead Line Equipment	Team Leader / All Staff
Slips, Trips & Falls	• Use the Handles provided • Do not exceed walking pace, noting underfoot and rail head conditions. • Do not walk on sleepers or the rail head. • See Risk Control Sheet NR/L3/MTC/RCS0216/GH02 – Underfoot Conditions	All Staff / COSS / Team Leader
Operator Fatigue	• If rail/sleepers are required to be transported over long distances use other means (RRV, iron man, trolley)	Team Leader

PPE Required by NR / Maintenance Policy

Wear Head Protection

Wear Foot Protection

Wear Hi Visibility Clothing

Wear Safety glasses to BS EN166.F

If safety glasses introduce a risk (ie weather conditions) then the Team Leader shall assess the risk. The outcome of the assessment shall be recorded on the SSOWPS pack and safety glasses may be removed.
This does not supersede the requirements for eye protection detailed on relevant Task Risk Control Sheets.

Additional PPE Required by Task Risk Control Sheet

Wear Hand Protection

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