

MANAGED STATIONS MANUAL

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Date: 04 June 2011

SAFE SYSTEM OF WORKING ON STATION ROOFS

THE SUGGESTED CONTENT OF A SAFE METHOD OF WORK

1 DESCRIBE THE NATURE AND SCOPE OF THE WORK – COMPLEX WORK SHOULD BE ACCOMPANIED BY PLANS/SKETCHES/ DIAGRAMS. INCLUDE DESIGN, SUPPORTING CALCULATIONS, CHECKING AND APPROVALS AS APPLICABLE

- Limits of Work: date(s), location (site boundaries), time limits (anticipated usual start and finish times – 24 hours clock).
- How many persons involved in work on site – confirm competencies.
- Sub-contractor arrangements – and how briefed on the MSRA by your organisation.
- Identification of senior person on site Works Completion criteria (if applicable). In such cases it may be appropriate to split the work into phases and submit separate method statements for each phase. Conversely, low risk simple / short duration / periodic work may be covered by simple generic method statements based on guidance given here.

Note: Where different tasks are such that there is a high degree of 'process' repetition between them, these common processes can be described within a single document – with the particularities of specific tasks then identified and described in appendices to the main document.

2 DESCRIBE THE HAZARDS IDENTIFIED ARISING FROM THE WORK – (FROM RISK ASSESSMENT, SIGNIFICANT HAZARDS ONLY – ALSO CONSULT STATION HAZARD DIRECTORY & SITE SPECIFIC SAFETY BRIEFING) – NOTE- IT IS NOT NECESSARY TO STATE CONTROL MEASURES IN THIS SECTION IF THEY ARE DESCRIBED ELSEWHERE IN THE SAFE METHOD OF WORK

- Hazards should not just include those affecting the contract staff on site but those hazards that might be transferred to others not directly involved in the work (members of the public / station staff / other contractors / trespassers etc).
- Do not forget 'hidden' hazards such as buried / hidden services, pipe work etc.
- Material hazards (please supply **COSHH** assessments in the first instance – not 'data sheets'; also mention Manual Handling where appropriate).
- Describe any 'High Risk' work hazards (Hot Work / Work in Confined Spaces / Work at 'High Level' / Work on Electrical Supplies, see procedure **NR/L3/OCS/044-MS-07 Control of Work on Managed Stations** for definitions of Managed Stations 'High Risk' work) i.e. that work that might engender death, risk of reportable injury or affect third party's power supplies).

Note: 'High Risk' work will normally require site / task-specific risk assessments and safe method of work – Generics (say for Hot Work) are **NOT** acceptable.

- Note and declare compliance with Network Rail's Alcohol and Drugs policy.

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3 DESCRIBE THE INTERFACE ARRANGEMENTS – REPORTING AND LIAISON WITH THE NETWORK RAIL SHIFT STATION MANAGER

- Emergency arrangements (Include 'phone numbers – including 'out of hours' contact phone numbers).
- Waste disposal arrangements – if applicable.
- Maintenance of escape routes and exits – if applicable.
- Method of site delineation and protection.
- Security of equipment and materials.
- Fire precautions (fire fighting equipment and escape to a place of safety/emergency arrangements).
- Welfare and first aid arrangements.
- Consider occupiers of adjacent properties, tenancies, businesses and other contractors who may be working nearby.
- Specify communication and liaison arrangements with such parties.
- State near – miss, accident and sub-standard behaviours/conditions reporting arrangements.

4 DESCRIBE THE PLANT, EQUIPMENT AND MATERIALS TO BE USED – SPECIFY PLANT AND EQUIPMENT (INCLUDING LADDERS, SCAFFOLDING ETC). CONFIRM 'FIT FOR PURPOSE' (EXAMINED / TESTED FOR SAFETY AND SERVICEABILITY)

- Specify staff competency requirements.
- Pre-use inspections.
- Power tools must be 110v.
- Petrol driven equipment is not normally permitted on 'sub-surface' stations during station opening times and must be refuelled off-site (in the open air) at all Managed Stations.
- Note any P.P.E requirements.

5 DESCRIBE SYSTEMATICALLY THE ORDER OF THE WORK (FROM START TO FINISH) – INCLUDE:

- Premises access arrangements.
- Safety Briefing arrangements.
- Confirm permissions and / or Permits required for any enabling works, completion and site hand-back arrangements.
- Order of work on site.
- Include commitment to leaving worksite in a safe condition.
- Sign-out arrangements (and any closure of Permits required).