MT1.9 Hazardous Substances

1.9.a Control of works with hazardous substances and processes

COSHH Assessments shall be available on the site within the PWT's site file.

Where materials are required for making good, following intrusive works the COSHH Assessments shall be briefed to operatives by the PWT.

Hazardous substances will not be stored on site.

Hazardous substances used in the works will be brought to site within Supplier's containers; in minimal quantities to meet the requirements of each shift and will be removed from site at the end of each shift. Hazardous substances or material waste will be disposed of in accordance with current regulations and manufacturers guidelines. All containers to be clearly labelled with the contents.

Tyoe / Description	Quanity	Site Storage Arrangemets	COSHH Assessment
None	0	N/A	N/A

1.9.b Sharps

Throughout the LUL network, there is a potential risk from discarded hypodermic syringes.

Prior to commencing work, the PWT will brief personnel on the dangers of sharps, blood-borne viruses and clinical waste.

In the event of these items being discovered it will be reported to the station supervisor, in order for the item to be removed and disposed of. A visual inspection of the works area is to be carried prior to the commencement of the works.

1.9.c Hazardous Material

If the workgroup discover a substance suspected to be asbestos or other material hazardous to health then they will cease work in the area as soon as it is safe to do so and notify the PWT.

The PWT will then report the incident to the London Underground Project Manager and the London Underground HSEQ Department immediately

1.9.d Vermin

In areas where vermin and contaminated water may be present all personnel will be briefed in good hygiene practices on site which will be strictly enforced, Leptospirosis cards and a no eating or drinking policy also be enforced.

MT1.10 Materials

Tyoe / Description	Quanity	Site Storage Arrangemets
Diesel	as required	N/A
Petrol	as required	N/A
Sand	as required	N/A
Cement	as required	N/A
General Purpose Silicone Sealant TP	as required	N/A
Generic Silicone Sealant	as required	N/A
Oil Based Mastic TP	as required	N/A
Evo-Stick Gripfill	as required	N/A
Grease	as required	N/A
Track Ballast	as required	N/A

MT1.11 Fire Prevention

1.11.a Emergency Procedures

The PWT will brief everybody on the emergency procedures as part of the site brieifing.

1.11.b Fire Fighting Equipment

It has been determined that no element of works within this project poses an increase to the risk of fire, and therefore no fire point is required.

Should the work scope change, a site specific Fire Risk Assessment shall be completed on site to assess the need for fire extinguishers.

Where upon risk assessment it indicates an increase in the risk of fire a temporary fire point will be provided and maintained in each work area and working level. In all cases a fire point must be located within 20 metres of each work site;

Each temporary fire point comprises of a fire blanket, 2 x 9 litre AFFF and 1 x 2kg CO2 fire extinguishers in accordance with LUL fire safety requirements for non-hot works

MT1.12 Welfare Arrangements

Toilet and hand washing facilities are available in vehicles fitted with washing basins or alternative.

This is supplemented with using facilities at the nearest station with agreement from the Station Supervisor. Likewise, welfare facilities at the nearest depot may be used with prior agreement from the Maintenance Manager Operations (Depot).

Before entering any of the welfare facilities, any person who has been working with chemicals or foul water must remove their outer PPE and the hands and face cleaned using disposable industrial cleaning wipes.

MT1.13 Work Permit & Licences

The PWT will complete work permits and licences register for each site location. Records will be maintained in the site file.

Task	Access / OAN	Storage Licence	Storage of hazardous substances	Storage of non-compliant plant	WOring at Hegiht	Permit to Enter (Confiend SPaxce)	Asbestos Permit to Work	Hoarding Licence	Specialist Plant & Equipment
PGI	Y					P	P		
Cleaning gravity pipes (rodding)	Y					P	P		
Cleaning pits and sumps	Y					P	P		
Catchpit covers and frames	Y					P	P		
Cleaning drainage channels	Y						P		
Catchpit ID Plate installation	Y						P		
Cleaning outfalls, anti-flood valves, trash screens	Y								
Ditch maintenance	Y								
Acoustic survey	Y					P	P		Y
Cctv survey	Y					P	P		Y
High Pressure Jetting	Y					P	P		Y

Asbestos Permit to work is required on all work between Liverpool Street and Newbury Park on the Central Line

MT1.14 Appendicies

Appendix 1 ~ Risk Assessments

Appendix 2 ~ Manual Handling Assessments

Appendix 3 – Lead Assessment

Appendix 4 – Cutting Drilling and Fixing Log

MT1.15 QUENSH MS Guide

The information presented on this page displays that the author has considered all points outlined in Contract QUENSH Conditions. If the information is marked as not applicable, then it has been assessed as being not relevant to the task described in this method statement.

Ref	Description	Included
1	Procedure	✓
2	Scope of work	✓
3	Labour force	✓
4	Training	✓
5	Lifting equipment	✓
6	Portable tools	✓
7	Mechanical plant	✓
8	Track mounted vehicles and plant	✓
9	Protection of LUL assets	✓
10	Materials	✓
11	Storing and handling of hazardous substances and material	✓
12	Temporary structures / false work	n/a
13	Working at heights	✓
14	Work permits and licences	✓
15	Temporary lighting and power	✓
16	Control of work with hazardous substances and processes	✓
17	First aid	✓
18	Fire	✓
19	Excavation	✓
20	Personal protective equipment	✓
21	Incidents reporting of injuries etc. (RIDDOR) 2013	✓
22	House keeping	✓
23	Access and egress to authorised personnel	✓
24	Emergency procedures	✓
25	Transportation	✓
26	Signs and notices	✓
27	Systems /codes of practice	✓
28	Statutory records	✓
29	Noise and vibration	✓
30	Air quality and dust	✓
31	Waste management	✓
32	Protection of water quality	✓
33	Archaeology	n/a
34	Nature protection	n/a
35	Management of pests and weeds	n/a
36	Traffic management	✓
37	Contaminated land	n/a
38	Inspection and environmental auditing	✓
39	Records and documentation	✓
40	Live working	n/a
41	Manual handling	✓

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Quality Management Plan

Transport for London Structural Maintenance Contract

Lot 2: Drainage Maintenance

Contents

1. Introduction
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9. Contract Partners
10. Design
11. Information and communication technologies
12. Contract Quality Objectives
13. Delivery Performance
14. Process Control
15. Quality of Workmanship and Checks Undertaken
16. Standards and specifications
17. Working Hours
18. Control of Documents and Records
19. Reporting Methods
20. Quality Improvement
21. Records
22. Traceability
23. Procedures List

Appendices

Appendix 1 Transport for London Contact Points

Appendix 2 Lanes Group, Rail Division Points of Contact

Appendix 3 List of Procedures

Appendix 4 Lanes Group Rail Division Authorised Signatures

Appendix 5 Detail of our contract Partners

Appendix 6 Contract Standards & Specifications

1. Introduction

Quality Certification

The Lanes Group, Rail Division is certified to BS EN ISO 9001: 2008 by BSI.

Group Documentation

Quality Plans are prepared as necessary, details of the Lanes Group quality procedures are contained in the Lanes Quality Manual and Quality Procedures. An index of the rail division's quality management procedures is included in section 23 of this document.

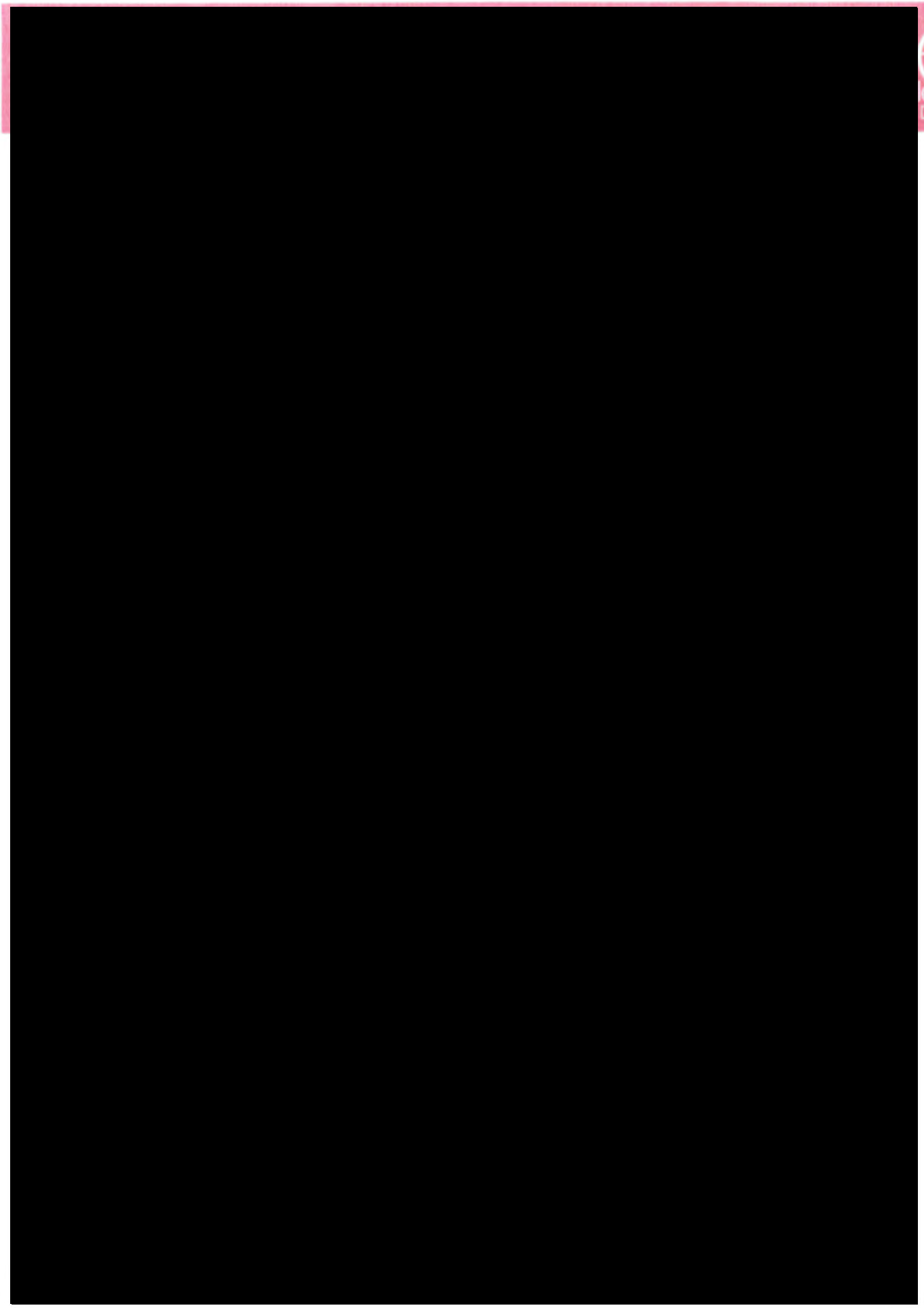
Structure of the Quality System (Documentation)

- **Quality Management Manual** - Used to identify how Lanes Group, Railway Division plc will satisfy the needs of ISO 9001: 2008 and define the top tier management policies.
- **Quality Plans** – In line with guidance note ISO 10005 this document is intended to demonstrate a maturity and application to provide a Quality plan covering the scope of works contained in the Invitation to Tender. It scopes out the project content, management structure, identifies relevant documentation and procedures to be used on this contract.
- **Procedures/method statements** - Used to implement the quality system.
- **Work instructions** - Are work instructions and documents that give details of the technical parameters and processes used in the execution of the works

Reviews and updates

This Quality Plan is a living document that will define the quality requirements for the work being carried out on the contract. In the early stage of the contract there may be a number of changes required to fine tune the processes to improve performance, thereafter reviewed from time to time and updated as necessary.

To ensure that the Quality Plan is kept up to date and relevant to the work being carried out, it will be formally reviewed on an annual basis by the Commercial Manager and the Senior Contract team.



2. Purpose & Scope

2.1 Purpose

The purpose of this Quality Plan is to provide a single document, which provides the details of the requirements of the Transport for London Structural Maintenance contract.

It is used to assist the Lanes Group, Rail Division staff and sub-contracting divisions, who are working on, or servicing the contract with an understanding of the following:

1. The nature of the works to be undertaken.
2. The quality requirements and objectives.
3. The Specification Standards that apply to the works.
4. The contract organisational structure.
5. The progress reporting elements.
6. The Client interface areas.
7. The quality procedures applicable to the contract.
8. It will assist in achieving the required standards whilst working on this contract.

2.2 Scope

The Quality Management Plan applies to all works undertaken by the Lanes Group, Rail Division for the Transport for London Structural Maintenance contract.

Client:	Transport for London
Contract No:	00466
Contract title:	Structural Maintenance: Lot 2: Drainage Maintenance
Start date:	April 2017
Duration:	5 years (+ 3 years)
End date:	March 2022 (March 2025)

3. Nature of Works

The works involve corrective and planned preventative maintenance of bridges and structures, and track and station drainage assets as well as the reactive maintenance to civils structures.

4. Location of the works

The contract woks encompass all of the Transport for London's rail and underground locations.

5. Management and reporting centre

The management and reporting centre is based at our purpose built depot in Rainham, which is at the following address:

16 Lamson Road, Rainham, Essex, RM13 9YY

01708 553555 or 01708 528770

The depot is operational 24 hours per day, 365 days per year, providing a single point of contact.

It also provides offices, workshops, storage and vehicle parking for our staff and fleet.

Central stock is also held at our Rainham facility.

Stock is monitored and replenished daily, with the stock being controlled using the Microsoft Dynamics AX and "Oculus" system.

[redacted]

13. Process control

13.1 General

This contract is covered by the scope of our quality management system and because of this the processes used in managing the contract activities that may affect the quality of the product or service will be documented to provide a consistent process in which work is carried out.

13.2 Risk assessments

Business, Contract and Commercial risk assessments will be produced in addition to work activity risk assessments. Generic and site specific work activity risk assessments will be produced to define the:

- Hazards
- People at risk
- Level of risk involved
- Control measures
- Residual risk after the control measures are in place.

13.3 Method statements

Where appropriate suitable method statements will be produced for the work to be carried out to ensure there is guidance for the staff and partners to use, to ensure that the processes involved are consistent.

13.4 Nonconformance reports

Where appropriate, non-conformance reports will be raised, to identify deficiencies in the product and/or the processes involved.

13.5 Concessions

Concessions, where required, shall be requested in accordance with LU standards and processes using Transport for London's request forms.

13.6 Storage and preservation

Where required, storage licences shall be obtained from Transport for London Nominee Co's prior to storing materials on Transport for London premises.

13.7 Equipment register

All equipment that needs calibration or testing will have a unique serial number and be entered onto our equipment register and subject to calibration within specified periods.

13.8 Inspection and test

An inspection and test plan will be developed appropriate to the activities being carried out, in the majority of cases on the contract we do not foresee the need to use hold points, however if those occasions do occur, hold points will be utilised on all documentation to ensure the product conformance.

13.9 Quality of workmanship and checks undertaken (Monitoring)

13.10 General

- It is essential that the standard of work on the contract complies with that specified by Transport for London and any legislation currently in force.
- Sub-standard workmanship could cause customer complaints from Transport for London customers or in certain cases injury to Transport for London customers and/or the general public. This would reflect very badly on Transport for London and, in turn, Lanes Group Rail Division.
- To ensure that the standard of work complies with these requirements, quality checks will be conducted on a regular basis to monitor the teams' performance.

13.11 Quality Checks of the Works

Lanes Group will conduct regular Quality Checks on all of the direct and that of our Divisions and Partners work. This is to ensure they are following the specific requirements when carrying out the works and also that the finished product meets the requirements laid down by Transport for London and Lanes Group.

Quality Checks will be conducted by the Lanes QUENSH team; the information gained will be fed into the monthly statistics. Operatives may be required to take additional training or be disciplined if they are found to be producing work below the required standard.

The frequency and nature of the checks may be tightened (or relaxed subject to minimum requirements) based on the confidence levels and trends from previous inspections

13.12 Non-conforming product

All work found to be below the required standard shall be re-worked as necessary and re-examined.

Non-conforming products will be quarantined and only used when it can be demonstrated that quality, safety and performance of the affected assets will not be adversely affected and with the explicit approval of the HSQE manager. The cause of the non-compliance shall be investigated and rectified.

13.13 Inspection measuring and test equipment