- Overseeing operational health, safety & environmental matters, with the aid of the HSE Manager
- Managing contract personnel and is responsible for ensuring the following are conducted:
    - Employee Induction
    - Employee Training
    - Employee Medical and DAMSP test.
- Ensuring "Site Persons in Charge" are issued with approved risk and COSHH assessments, method statements, and work instructions prior to work commencement
- Reviewing employee exposure to physical hazards on their scope of work
- Organising and undertaking supervisory site safety inspections
- Obtaining all consents, station access bookings (including Landlords Works Approval), and permits to work.
- Recruiting operational staff ensuring suitability and training requirements are met
- Carrying out operational staff appraisal and discipline in relation to safety matters
- Regular reviewing training requirements
- Organising engineers' training, including keeping of Safety Critical records
- Monthly reviewing of equipment calibration or testing
- Carrying out accident or incident investigations with the assistance of the HSE Manager
- Suspending work on site if working conditions are unsafe
- Reviewing personnel working hours
- Controlling waste disposal from sites and from Lanes Group's depots
- Reviewing and administering training
- Attending monthly client progress meetings with all aspects of safety being a specific agenda item
- Attending regular internal progress meetings with Safety as a specific agenda item.

8.10 Operations Manager (Planned Works)

The Operations Manager (Planned Works) reports into the Performance Manager. Responsibilities include:

- Ensuring that the planned works are managed and resouces are in place to ensure that the KPIs are met
- Developing a rolling programme of works
- Ensuring that audits and inspections on staff and partners are carried out
- Delivering tool box talks
- Identifying training needs for staff and sub-contractors
- Attending Lanes Group's Health & Safety Consultative Committee with specific focus on safety, health and environment matters.

- Overseeing operational health, safety and environmental matters, with the aid of the HSE Manager
- Managing contract personnel and is responsible for ensuring the following are conducted:
  - Employee Induction
  - Employee Training
  - Employee Medical and DAMSP test.
- Ensuring "Site Persons in Charge" are issued with approved risk and COSHH assessments, method statements, and work instructions prior to work commencement
- Reviewing employee exposure to physical hazards on their scope of work
- Organising and undertaking supervisory site safety inspections
- Obtaining all consents, station access bookings (including Landlords Works Approval), and permits to work
- Recruiting operational staff ensuring suitability and training requirements are met
- Carrying out operational staff appraisal and discipline in relation to safety matters
- Regular reviewing training requirements.
- Organising engineers' training, including keeping of Safety Critical records
- Monthly reviewing equipment calibration or testing
- Carrying out accident or incident investigations with the assistance of the HSE Manager
- Suspending work on site if working conditions are unsafe
- Reviewing personnel working hours
- Controlling waste disposal from sites and from Lanes Group, Rail Division yard
- Reviewing and administering training
- Attending monthly client progress meetings with all aspects of safety and environmental issues being agenda items
- Attending regular internal progress meetings with Health, Safety, Environment and Quality as a specific agenda items.
- Reviewing all environmental key performance indicators.

8.11 Contract Supervisor (Reactive Works)

The Contract Supervisor (Reactive Works) reports into the Contract Manager. Responsibilities include:

- Coordinating the works
- Identifying training needs for staff and sub-contractors
- Stopping work if it is deemed unsafe to start/carry on
- Ensuring that the planned works are managed and resources are in place to ensure that the KPIs are met
- Developing a rolling programme of works
- Ensuring that audits and inspections on staff and partners are carried out
- Delivering tool box talks

- Identifying training needs for staff and partners
- Attending Lanes Group's Health & Safety Consultative Committee with specific focus on safety, health and environment matters.
- Overseeing operational health, safety and environmental matters, with the aid of the HSE Manager
- Managing contract personnel and is responsible for ensuring the following are conducted:
    - Employee Induction
    - Employee Training
    - Employee Medical and DAMSP test.
- Ensuring "Site Persons in Charge" are issued with approved risk and COSHH assessments, method statements, and work instructions prior to work commencement
- Reviewing employee exposure to physical hazards on their scope of work
- Organising and undertaking supervisory site safety inspections
- Obtaining all consents, station access bookings (including Landlords Works Approval), and permits to work
- Recruiting operational staff ensuring suitability and training requirements are met
- Carrying out operational staff appraisal and discipline in relation to safety matters
- Regular reviewing training requirements
- Organising engineers' training, including keeping of Safety Critical records
- Monthly reviewing of equipment calibration or testing
- Carrying out accident or incident investigation with the assistance of the HSE Manager
- Suspending work on site if working conditions are unsafe.
- Reviewing personnel working hours
- Controlling waste disposal from sites and from Lanes Group depots
- Reviewing and administering training
- Attending monthly client progress meetings with all aspects of safety being a specific agenda item
- Attending regular internal progress meetings with Safety as a specific agenda item.

8.12 Site Person in Charge (SPC Non-track)

Supervisors / SPCs responsibilities include:

- Undertaking all duties as SPC as required by Transport for London
- Ensuring health and safety procedures and Safe Systems of Work are observed on site
- Setting a high personal example for health and safety issues
- Monitoring of work as required by Work Instruction and Method Statement
- Supervising site operations
- Checking the use of work equipment and PPE

- Educating and raising awareness by giving toolbox talks and site briefings
- Carrying out site-specific risk assessments
- Suspending work on site if working conditions are unsafe
- Identifying safer ways of conducting the works where they consider improvements can be made
- Ensuring staff wear all PPE provided and identified in the Method Statements
- Undertaking First-Aider duties.

8.13 PWTEH

PWT is a dual role combining all the duties of the Site Person in Charge as listed in 8.4.9 above, as well as providing protection to ensure the safety of personnel on the track from trains and other moving vehicles.

N.B. PWTs need to pass training and hold certification specific to the area and time they will be working. As such there is separate certification for PWT Engineering Hours, PWT Traffic Hours, PWT Depots and PWT Possessions.

PWTEH responsibilities include:

- All duties of the SPC listed in 8.12 above,
- Undertaking all protection duties specifically those ensuring the health and safety of the workforce and others who may be affected by the operations.
- Signing for all relevant weekly/daily notices
- Ensuring all equipment and manuals are current and operational
- Carrying out protection duties to gain site access and authorisation for commencement of work
- On completion of works, ensuring that site and track are safe to be handed back
- Monitoring site during work to ensure that it is safe.

8.14 Engineers

Engineer responsibilities include:

- Taking care of themselves and others who maybe affected by their actions at work
- Reporting any safety defects, accidents, unsafe practices or environmental issues in the workplace
- Reporting any medical condition, which could affect health or safety in the workplace
- Operating to the established safe systems of work
- Following company procedures and method statements
- Wearing all PPE provided and identified in the Method Statements.

8.15 Workshop Foreman

The workshop foreman's responsibilities include:

- Ensuring that safe working practices are observed in his area of operations
- Overseeing the planned maintenance of vehicle and plant
- Undertaking vehicle and plant repairs
- Managing our fleet of vehicles to ensure compliance with transport legislation.

8.16 Stores Manager

The Stores Manager's responsibilities include:

- Issuing PPE and equipment
- Checking equipment, prior to, and after use
- Controlling waste disposal
- Monitoring stock of essential supplies
- Organising the inspection, testing and calibration of all portable equipment to meet statutory requirements; including confined space apparatus, lifting equipment, pressure systems, access equipment and electrical installations and equipment
- Administering equipment calibration records
- Undertaking First-Aider and Fire Warden Duties

8.17 All staff

All personnel involved with the contract are made aware of the contract's health, safety and environmental requirements and that a safe and healthy work environment can be achieved by following these requirements. They also need to:

- Understand and fulfil their responsibilities as defined by the Health, Safety and Environmental Management System
- Understand the consequences of not following the specified method statements and safety rules
- Understand the Company's Health, Safety and Environmental Policies and how the objectives affect them
- Complete all documentation as required by their role within the Health, safety and Environmental Management System
- Work safely and to consider and observe the safety of fellow workers, report potential hazards, report accidents and near misses

8.18 Health and Safety Consultative Committee

Lanes Group maintains a joint consultative Health and Safety Committee.

The committee comprises representatives from management, the HSQE Manager and operational workforce safety representatives.

The committee has regular meetings with personnel to discuss health, safety, and environmental matters. These meetings are minuted and posted for reference.

8.19 Sub-contractors

Sub-contractors are assigned a Lanes Group contract representative. The representative works with the sub-contractor to ensure:

- Their staff are sufficiently trained and competent to complete the works safely
- Their staff hold the right accreditations to undertake the works
- Their staff work in a safe and proper manner and adhere to the requirements of the site rules, method statements, work instructions and procedures
- Works are carried out in accordance with the work instructions and procedures
- Issues are identified and reported back to the representative
- Work is stopped if it is deemed unsafe to start/carry on.

All accidents and incidents are reported to the representative as soon as possible after the event and that they are investigated thoroughly.

8.20 Disciplinary procedures

An individual's Line Manager will handle disciplinary procedures relating to health and safety matters.

Any issues considered to be matters of gross misconduct or that have significant impact for safety or the environment will be handled by the Contract Director and Director of Rail.

All disciplinary actions will be carried out in accordance with Lanes Group' Procedure GP14-51, available on request.

Where appropriate to the work being carried out, the results of any disciplinary action will be communicated to the Transport for London DER.

9. Communication

Transport for London Points of Contact

Name	Role	Email	Contact No.
Brian Sequeira	Commercial Manager	brian.sequeira@tube.tfl.gov.uk	020 7126 3584
Fouad Loughreit	Maintenance Manager Drainage	fouad.loughreit@tube.tfl.gov.uk	020 7918 6027

10. Procedures, method statements, site rules

This section describes how the contract services will be controlled to satisfy the environmental requirements of this contract.

Control mechanisms will integrate environmental, health and safety issues using the integrated Management System. Consequently, this section describes all the measures and arrangements for the environment as they affect the service delivery.

Following the review of the contract requirements, these controls have been developed using Lanes Group, Rail Division experience of servicing rail related clients and current legislation.

The requirements of the current version of the QUENSH conditions are reviewed in order to develop Method Statements, procedures, site rules and work methods.

10.1 Work specific controls prior to work commencement

- On the receipt of a work request from the Transport for London representative to perform a service, the request will be reviewed to ensure that it is within the scope of the current contract. Any requests outside the current scope will be referred back to the Transport for London to clarify the contract arrangements.
- For ad hoc work, or scheduled work of an unfamiliar nature, a site inspection will be made where possible with a representative of Transport for London to confirm the nature of the work request.
- During the site visit Lanes Group personnel will consider the environmental impacts of the proposed work.
- This process will consider the impact of the work for Transport for London contract conditions and relevant legislation. These issues will be reviewed with the relevant Transport for London personnel.
- As part of scheduling the work, either a generic risk assessment will be used where relevant, or a project/site-specific Method Statement will be submitted to Transport for London for review and acceptance.
- The generic Method Statements will consider the work activity environments and the substances that will be encountered during the work. They identify the Personal Protective Equipment (PPE); emergency response measures including fire and first aid, and other environmental or safety issues unique to the tasks. The Method Statement reference number will be referenced on the Work Instruction given to the SPC.
- Once the Method Statement has been agreed with Transport for London (where required) the work will be planned and the necessary consents and permits (including storage licence where required) for site access is arranged.
- As part of this process the appropriate Engineering Notices, Engineering Works and Safety Arrangements, Traffic Circulars and Transport for London issued circulars will be reviewed for their impact on the works prior to work scheduling.

- On receipt of access confirmation, the work will be scheduled to meet the operational requirements of Transport for London. A Labour Sheet will be used to plan the available labour resources against the projects to be completed.
- A Work Instruction will be raised for each job, which references the relevant Method Statement.
- Where a generic Method Statements is used, a copy of the generic Risk Assessment will be attached to the Work Instruction Sheet, for the SPC to complete following site review.
- The work will be scheduled ensuring that the personnel allocated for the task hold the correct qualifications as required by the contract and are suitably experienced.
- The Work Instruction will specify the relevant SPC for the site. This includes checking the employee medicals are current and that the operative is fit for the task to which he is assigned.
- The equipment to be used for the works will be specified on an equipment list for each vehicle. The equipment will take account of any requirements to minimise noise, dust, or vibration relevant to the timing of the work and location of the site.
- Equipment calibration will be checked as part of the function of the Lanes Group management system. Copies of equipment calibration details will be provided as part of the SPC's Job Pack.
- Where necessary, the Operations Manager will hire equipment from approved suppliers. The Hire Book will be completed at the commencement and completion of hire to record the Purchase Order provided to the supplier to authorise the hire.
- The Operations Manager will ensure that the equipment is supplied with a test certificate where required.
- The Stores Manager, or his nominated assistant, will check the plant and equipment, PPE, and emergency response measures at the time of issue.
- As a minimum, each crew visiting sites will carry a fire extinguisher; a first aid kit and an emergency spill kit. For remote sites 2 x 9 litre foam (AFFF) and 1 x 2 kg CO_2 extinguishers and a fire blanket are carried.
- Equipment and PPE used by SPCs will be checked and recorded.
- SPCs will record that they have reviewed and checked Transport for London communications, Traffic Circulars, EWSA and Engineering Notices.
- SPCs will record on a checklist to confirm that they have all the relevant documentation and equipment.
- A record will be made that all operational personnel have been checked as fit for work considering the Drugs and Alcohol Policy.
- In the instances where one of our partners is carrying out the work, the Operations Manager will make a check to ensure that the partners personnel are adequately qualified and experienced, and that an agreed Method Statement is in place.