

- 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.

8.4.7 Contract Supervisor (Planned Works)

The Contract Supervisor (Planned Works) reports to the Contract Manager with responsibilities including:

- 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 in accordance with Lanes Group's policies and expectations
- 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
- Having responsibility for operational health, safety & environmental matters, with the aid of the HSE Manager
- Managing contract personnel and ensuring the following are conducted:
 - Employee Induction
 - Employee Training
 - Employee Medical and DAMSP test 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 undertakes 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'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.

8.4.8 Contract Supervisor (Reactive Works)

The Contract Supervisor (Reactive Works) reports into the Contract Manager and is responsible for:

- Co-ordinating the works
- Identifying training needs for staff, sub-contractors and partners
- 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 toolbox talks
- Attending Lanes Group's Health & Safety Consultative Committee with specific focus on safety, health and environment matters
- 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 of 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's depots
- 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.

B 4.9 Site Person in Charge (SPC Non-track)

SPCs (Non-track) have responsibility for:

- Completing safety briefings to operatives before commencement of work
- 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 Statements
- Supervising site operations
- 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 PPE is provided and worn as identified in the Method Statement
- Reporting of all site activities including progress of the works, incidents and accidents to senior management
- Undertaking First-Aider duties.

8.4.10 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.

PWTs are responsible for:

- Undertaking protection duties in accordance with London Underground PWT training, Rule Book and QUENSH requirements.
- Signing for all relevant weekly/daily notices
- Ensuring all equipment and manuals are current and operational
- Completing safety briefings to operatives before commencement of work
- Monitoring site during work to ensure that it is safe.

8.4.11 Workshop Foreman

Workshop foremen have responsibility for:

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

8.4.12 Stores Manager

The Stores Manager has responsibility for:

- The safe operation of the depot including staff, receipt and storage of materials, plant and equipment
- 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

8.4.13 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

8.4.14 Health and Safety Consultative Committee

Lanes Group Health and Safety Consultative Committee comprises of representatives from management, the HSQE Manager and operational workforce safety representatives.

The Committee has monthly meetings with personnel to discuss health, safety, and environmental matters.

These meetings are minuted and posted for reference.

8.4.15 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.

8.4.16 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.

8.4.17 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

9. Work hazards and risks

9.1 Safety related activities

The work locations on this contract are varied and the skill sets/competencies requirements required will vary from location to location depending on the nature of the work being carried out.

Many of the work locations will require the presence of a trained Site Person in Charge. The location and timing of such work will determine the required levels of competence. The following distinction must be clearly made regarding these personnel:

1. All Site Persons in Charge will meet the standard of competence as defined in QUENSH A17 clause 13 for the purposes of this contract.

2. For all activities undertaken on or over the track or which could encroach within the kinetic envelope, protection will be provided by Site Persons in Charge/Protecting Workers on the Track trained to London Underground standards as defined in QUENSH A17 clause 16.3 Access to the track

Other safety-related issues may arise, and if this is the case, those issues will be referred to within the Method Statement, Risk Assessments and Site Work Instructions.

9.2 Hazard and risk identification

Lanes Group will review the services to be provided to Transport for London to consider the safety and health hazards associated with these activities.

Using the Lanes Group risk assessment process (for health and safety issues), the hazards and the control measures associated with these services will be documented (including consideration of COSHH) and briefed out to those who may be affected by the works.

For call-out services a generic Method Statement, incorporating generic Risk Assessments, has been developed to record the normal control measures required to minimise risks. For larger scheduled projects site-specific Method Statements will be developed with the associated Risk Assessments and passed to Transport for London for review and comment.

For Planned Works, a suite of Generic Method Statements has been written to encompass all the tasks which are reasonably foreseeable under the terms of the contract.

The Method Statements have been written in compliance with the QUENSH A17 format and are approved by London Underground prior to issue.

All such Methodologies are issued to personnel in the form of a SPC Pack and will be available for inspection at all times at the point of works.

Where The Generic Methodologies are employed at the point of works, a mandatory Point of Works Risk Assessment Checklist will be carried out in order to ensure that any site-specific hazard or risk is captured and dealt with in a timely manner.

Hazardous substances utilised during the process, or with which contact may be made, will be subject to a COSHH Assessment which will be provided to those who may be affected. COSHH Assessments will be held in the SPC File.

Note that the severity/probability (frequency) exercise to determine the risks associated with identified hazards forms part of the risk assessment process, and uses a numerical methodology to categorise the risk. The methodology will be applied to the process both pre-control measures and post control measures being implemented. This will assess the risk reduction of the controls and also identify if any additional risks have been imported due to the controls imposed.

An analysis of equipment and PPE requirements will be made as part of the risk assessment process, and the requirement for its use is identified documented in the Method Statements.

As a part of this risk identification process, consideration has been to compliance with relevant environmental, safety and health legislation.

Generic Risk Assessments (and Method Statements) will be reviewed as a part of the Health, safety and Environmental Management System maintenance, and following any change in the scope of the contract or method of operation.

As a general guide, the main processes have been assessed and a hierarchy of risk arrived at. The applicable legislation related to each of the processes is also identified.

All Risk Assessments and Method Statements will be reviewed subsequent to any accident, incident, audit finding, or in any case at least annually by Lanes Group and Transport for London.

10. Procedures, method statements, site rules

10.1 Introduction

This section describes how the contract services are controlled to satisfy the health safety and environmental requirements of this contract.

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

The requirements of QUENSH conditions version A17 are reviewed in order to develop Method Statements, procedures, site rules and work methods.

10.2 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 and health and safety 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, Lanes Group will ensure that a Risk Assessment/s and Method Statements have been created relevant to the

works to be undertaken and the locations where those works are to be undertaken. This will form the Safe System of works for that particular job.

- All such Risk Assessments and Method Statements will be formally communicated to Transport for London for approval prior to being formally communicated to the SPC undertaking the works. All specific works will be undertaken in this manner.
- The generic Method Statements will consider the work activity environments and the substances that will be encountered during the work. These will 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 Generic Method Statements will be viewed as a broad document and will be enlarged and built upon dependent upon the scope of the undertaking. 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 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 or Protection Master 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 takes 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's management system. Copies of equipment calibration details will be provided as part of the SPC's Job Pack.
- Where necessary the Contract Manager will hire equipment from approved suppliers. The Hire Book will be completed at the commencement and completion of hire, which records the Purchase Order provided to the supplier to authorise the hire.

- The Contract 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 and 1 x 2 kg CO2 extinguishers and fire blanket will be carried.
- Equipment and PPE used by PWTEH will be checked and recorded.
- SPCs will record that they have reviewed and checked Transport for London communications, Traffic Circulars, EWSA, NEPA Forms 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.
- When attending the operating centre for duty, all operational personnel will sign a 'Fit for Work' Declaration.
- The SPC will then review all personnel for requisite passes / Training Certification, etc.
- The SPC will then ensure that all personnel are wearing approved corporate clothing and have been issued with adequate Personal Protective Equipment.
- The SPC will then ensure that all personnel have been issued with all relevant documentation pertinent to the operations on that particular night.
- This process will be mandated to all partners and sub-contractors undertaking works on this contract and will be subject to audit.
- In the instances where one of our approved sub-contractors is carrying out the work, the Contract Manager will make a check to ensure that the sub-contractor's personnel are adequately qualified and experienced, and that an agreed Method Statement is in place.

10.3 Work controls at the work site

- On arrival at site, the SPC will first agree with the Transport for London representative, the site access and emergency measures (including first aid, fire and welfare facilities) for the site.
- The SPC will be provided with the site booking form for site access or storage licence or other permit (where required). If site access cannot be obtained, the SPC will notify Transport for London and complete a Frustrated Access Form.
- The SPC will communicate to any other contractors or third parties in the area of operations details of the work to be carried out, and where necessary will co-ordinate activities with those persons.
- The SPC's Job Pack held by the SPCs will have emergency call out numbers unique for that site. Where necessary, consultation will be made

with other contractors on site to ascertain the impact of each other's operations and co-ordinate the works, to ensure that no one is exposed to unacceptable risks.

- Where sub-contractors are used, the SPC will obtain a signature from each of their employees to confirm attendance and suitability to work.
- A check will then be made by the SPC that either the generic Method Statement is suitable for the work, or that the site specific Method statement for the site or work is suitable and that the site has not changed since the Method Statement was agreed.
- The SPC will sign a copy of the Risk Assessment following this review to confirm suitability, or amends the existing, or completes a new Risk Assessment.
- Toolbox talks will then conducted suitable to the work and the site environment. A record will be made of the toolbox talks and site briefings.
- All signs and safety barriers will be erected appropriate to the work and the site environment.
- Employees will wear the personal protective equipment (PPE) specified in the Method Statement.
- The work will be completed as specified in the Work Instruction to meet the service required by Transport for London. The method employed will be detailed in the Method Statement to ensure that the work is performed safely taking account of any restrictions of Transport for London permits and taking care not to affect the assets of Transport for London.
- The SPC will monitor the way the work is carried out. Additionally, the work will be subject to inspections by the Contract Manager.
- On completion of the task, the site will be cleared ensuring that it is left clean and that there are no effects to Transport for London property or assets. If Transport for London property or assets have been affected or damaged during the work this will be notified to Transport for London representative and a note made on the work instruction. All safety barriers will be removed.
- A signature or stamp will be obtained where available from Transport for London, to confirm work has been completed to a satisfactory standard, and that personnel and equipment have been removed from site.
- A report on the work which has been completed will then compiled by the SPC and a typed copy including the name of the SPC will be submitted to Transport for London, where required by the Service Request.
- The job paperwork will be returned to the office at the end of the shift, to be checked so that application to Transport for London for payment can be made correctly.

10.4 On-going Work Controls

- Each SPC will be issued with a job pack as a controlled document. This pack will include basic information relating to Health, Safety and