

Environment on site including Risk Assessments, Method Statements and other relevant information.

- The risk assessment process will consider relevant legislation and codes of practice. Any changes to legislation will be fed into the risk assessment process and changes made to the operational arrangements as required.
- The documented work methods are principally contained in the Method Statements. The work methods are also controlled by Lanes Group's Management System, which mainly control the support functions to the service provision such as equipment maintenance, purchasing and calibration
- As well as job specific Work Instructions, a Contact Instruction form will be issued to all personnel and sub-contractors to summarise requirements whilst on Transport for London sites.
- The Method Statements and Management System procedures will be managed as controlled documents as part of the Lanes Group's ISO 9001:2008 Management System. Relevant Transport for London codes of practice and technical or safety documents will be managed as controlled documents.
- Training of operational personnel will be kept under continual review and updated as necessary to ensure that personnel are competent, suitably qualified or trained.
- In addition to personnel being suitably trained, personnel will also required to be medically fit and to comply with Transport for London and the Lanes Group's policy requirements for substance abuse.
- Partners and sub-contractors will be audited, prior or during use, to check whether they are following Lanes Group's procedures or they have their own documented standard to meet the contract requirements.
- The use of sub-contractors with a direct operational impact will be agreed with Transport for London. This approval process will include assessing the environmental suitability of processes or materials used by our sub-contractors, if necessary via supplier audit.

11. Personnel Training and Qualifications

11.1 Training Needs Analysis

Training needs for personnel under this contract will be reviewed against the requirements of QUENSH. From this and the Company's operational training needs the requirements are identified.

11.2 Induction

All new employees will be subject to an induction, which covers the requirements of the Lanes Group's Management System relevant to their role, and the scope of Transport for London Policies and Rules.

Any employee who is to be required to work on Transport for London premises will also receive a Transport for London briefing.

11.3 Training Records

A training matrix will be maintained for all employees and sub-contractors' employees used on this contract to record training as needed by the contract requirements and to check the expiry dates of certificates and medicals.

This matrix will be used during work scheduling to ensure that only qualified employees are used.

Employees will also be required to carry evidence of relevant training whilst on site.

A copy of the matrices will be submitted to Transport for London on a quarterly basis.

11.4 Subcontractor and Visitor Control

The training of sub-contractor personnel will be monitored to ensure that they have adequate qualifications, knowledge and experience to complete the task as required by Transport for London, or have specialist knowledge for the service provided. Records will be kept of sub-contractor training, which is checked as work is scheduled or during supplier audits.

Sub-contractors will be inducted in the requirements of Transport for London's Policies and Rules, and issued with the Contract Instructions form. They will be made aware of the Lanes Group's policies and procedures, relevant to their role, to satisfactorily perform the service.

Visitors will not generally be required to visit site. If the occasion were to arise they will be trained in client site rules, and consent for their access obtained. Adequate PPE will be issued and they will be accompanied and escorted at all times.

11.5 Training Review

The effectiveness and requirements for training are examined as part of the regular review of the Management System.

In addition, employees that are engaged on safety critical duties on this contract will be subject to an annual appraisal. This annual appraisal will review the safety critical activities undertaken by all operational personnel in the previous twelve months, and what refresher or additional training may be required in order to maintain their safety critical licensing for the future operations.

12. Personnel movement and emergency preparedness

12.1 Access to Transport for London Sites

Personnel access to Transport for London sites will be arranged by one of the following:

12.1.1 Scheduled Work

An Access Request Note and Sabre Access Request will be completed detailing an estimate of personnel required at the specified site.

12.1.2 Call-Out Work

A Fault Report or Site Instruction form will be received from Transport for London.

Copies of the above documents will be included in the Work Instructions for each shift. Actual named personnel will then booked in on arrival at site.

The SPC for each site will ensure that the staff identified to carry out the work are suitably qualified and only the named personnel on the Lanes Group, Rail Division Work Instruction attend the site.

12.2 Emergency Planning

Preparation for health and safety incidents will be considered as part of the formulation of the Method Statement contingency measures documented in that document.

12.3 Emergency Preparedness

In addition, based on information provided by the "resident" Transport for London personnel (Station Supervisor, etc.) site-specific briefings will be carried out by the SPC prior to each shift, detailing the particular emergency procedures for the area in which work is to be carried out.

The SPC will also conduct a toolbox talk relevant to the nature of the work and the site environment

12.4 Emergency Contact

Lanes Group personnel will be contactable as specified in Section 9 of this Plan. Emergency services contacts will be provided to the SPC as part of the Work Instructions, and details included as part of the shift briefing.

13. Monitoring and inspection

13.1 Monitoring of the Work by SPCs

Checks will be conducted during the work and on its completion to ascertain that the work activities are being conducted in a safe and efficient manner as required by the contract.

The record of the check will be recorded on the job Work Instruction by the signature of the SPC.

13.2 Inspections of the work by the Contract Manager

Work inspections will be conducted by a Lanes Group engineering hours safety manager. A minimum of five safety inspections will be carried out every week, including works undertaken by designated sub-contractors.

Inspections will consider:

- Documentation
- Welfare
- Working environment
- Housekeeping
- Fire prevention
- Hazardous substances
- Plant and equipment
- PPE
- Permits to work.

A record of the inspection will be made on an inspection checklist – Site Supervisor's Safety Report.

13.3 Audits by the Health, Safety & Environmental Manager

The HSQE Manager will undertake random audits on site ensuring compliance with all aspects of the work, but with particular emphasis on health and safety issues. An audit report will be produced for each audit carried out.

13.4 Incident Investigations

All incidents will be reported using the Incident Reporting Line Telephone Number:
08442 920922

Should there be a near miss or other incident during the course of the work, a report will be completed. The report will be submitted to the Director and the Transport for London Employers Representative.

Dependent on the nature and scale of the incident, the investigation will determine the cause, corrective action and preventive action.

13.5 Safety Inspections

Lanes Group personnel will be instructed to co-operate with Transport for London inspection requirements.

Findings from Transport for London inspections will be recorded, acted upon and reviewed at the internal monthly meetings.

A review will also be carried out at the regular Transport for London progress meeting.

13.6 Vehicle Inspections

Lanes Group's vehicles will be inspected and maintained by the Workshop Foreman as part of a planned maintenance schedule.

13.7 Plant and Equipment Tests

Equipment or plant used on this contract will be calibrated or tested. A Calibration/ Test Matrix will be maintained where appropriate.

13.8 Working Hours

Relevant employment laws will be complied with, including working hours (e.g. the Working Time Directive Regulations).

Lanes will comply fully with the requirements will ensure the following conditions are maintained:

1. Personnel will not work more than 6 shifts within any 7 consecutive days.
2. Personnel will not work more than 72 hours within 7 consecutive days.
3. Management will ensure that in any one shift, personnel will not work more than 12 hours or other lesser period, considered by the DER as appropriate to the Health and Safety requirements for the particular task to be undertaken.
4. Lanes will ensure that all personnel have a minimum 11 hour break between shifts.

Lanes Management will ensure that all hours are formally recorded for future reference.

14. Incident reporting and investigation

14.1 Reporting

Reporting requirements for accidents, dangerous occurrences, near misses and environmental incidents are detailed in Lanes Group's procedures.

In summary reporting of incidents will be as follows:

- On site notification to Transport for London personnel
- Notification to Transport for London in accordance with their procedure, which are detailed in the Method Statement
- For personal injuries in the accident book BI510, part of the Job Pack. Other incidents completion of incident report form as specified in the relevant procedure

22. Appendix 3 List of Procedures

Please refer to Volume 2 to this tender

23. Appendix 4 Lanes Group Rail Division Authorised Signatures

Name	Role	Signature	Contact No.
[Redacted content]			

24. Appendix 5 Detail of our contract Partners

Please refer to Volume 2 to this tender

25. Appendix 6 Contract Standards & Specifications

London Underground

Transport for London
00466 - Structural Maintenance ITT
Lot 2
Method Statement

DRAINAGE MAINTENANCE (SSL & BCV)
PLANNED PREVENTATIVE & REACTIVE MAINTENANCE



construction
news awards
2013



HEALTH and SAFETY
INITIATIVE of the YEAR

TDK

PUBLIC SUBWAY

UNDERGROUND

PUBLIC SUBWAY

HIGHWAY

RENANCE

024

LANES 001

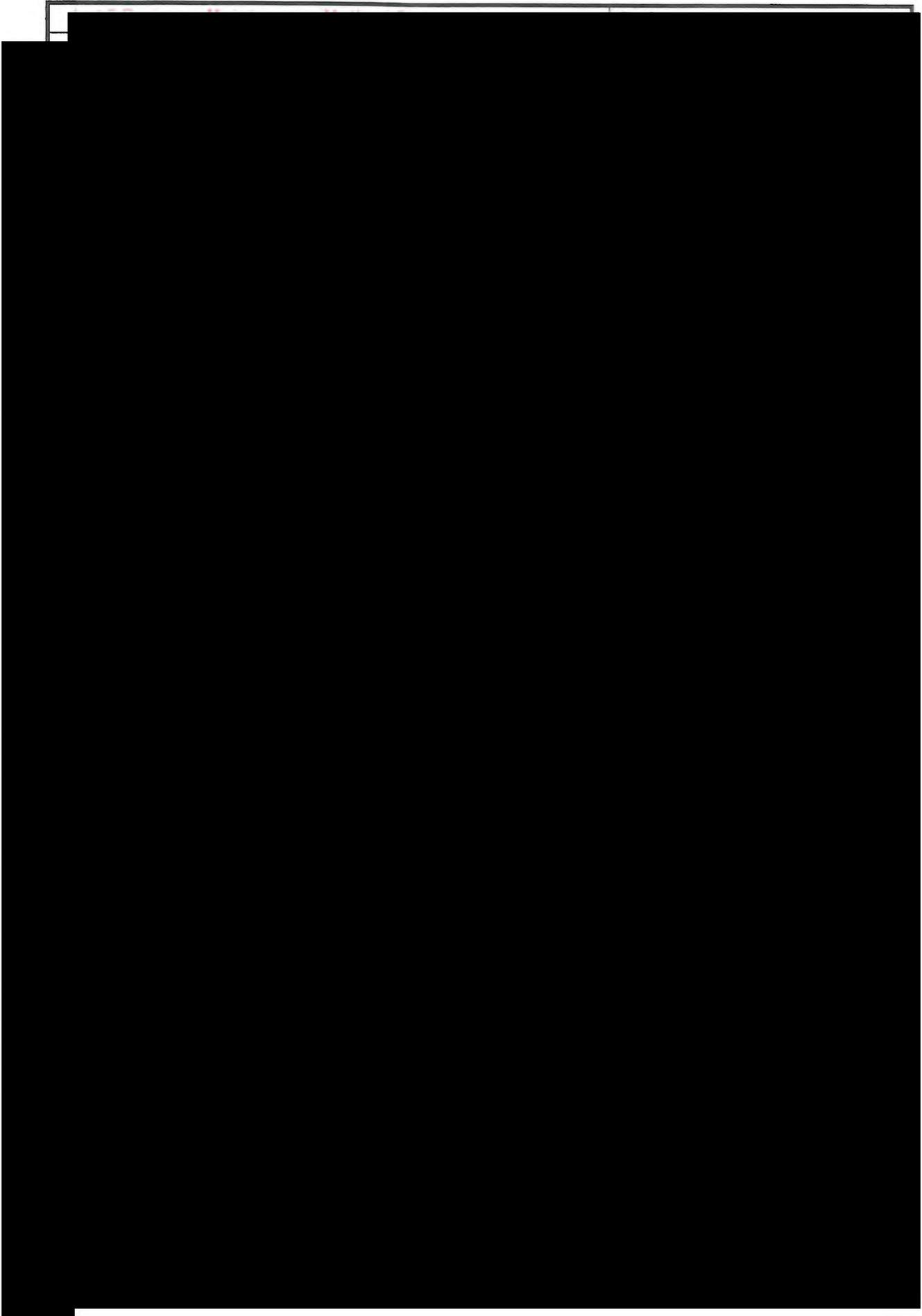
Lanes Group Plc
Tel: 01708 528 770

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WORK SITE KEEP OUT

FIRST

FIRE BLANKET



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	Method Statement	DATE: 03-03-2016

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INTRODUCTION

The purpose of this Method Statement/Site Specific Risk Assessment is to set out a safe system of work in a logical order to ensure the safety of operatives, LUL staff and the general public, and to ensure that no damage to the infrastructure occurs as a result of any proposed works.

This method statement template has been produced using the current revision of the London Underground Limited Contract QUENSH Conditions, and the reference numbers and sub-headings contained in Attachment 3 -Guidance for Producing Method Statements of the Contract QUENSH Conditions. Reference is also made to LUL Health and Safety procedures, Contract QUENSH Conditions and guidance notes. All work will comply with LUL guidelines, procedures and standards.

This document shall identify key personnel, allocate responsibility and detail arrangements for ensuring the work is carried out efficiently and safely with regard to best practice and agreed programme of works.

All personnel and subcontractors shall be briefed on the contents of this method statement and any other relevant method statements if applicable to their work allocated by the Site Engineer or Protecting workers on the track (PWT). The briefing register shall be completed by all those who have been briefed on this method statement and retained for record purposes.

All risks and hazards associated with the works are to be identified and considered during the planning phase with appropriate control and mitigation methods in place before construction phase begins.

All Method Statements must be available for LUL perusal before works start on site, therefore Contractor approved Method Statements should be issued to LUL Delivery Team in sufficient time before site work commences.

The PWT will be accountable for a safe system of work, site discipline, programme, quality and for all documentation.