

The following template is designed to allow contractors to detail how they will work safely at West Midlands Trains Stations prior to coming on site; it is then used by the Station Property Team to evaluate whether we feel confident in allowing your company to safely undertake works. It needs to be supported with full risk assessments and details of current public liability insurance. Additional documents such as COSHH data sheets, plans/drawings, photographic surveys of works locations may also be required. The form should be completed in full, with N/A in any areas that do not apply. This form is mandatory any submission not using this form will be rejected.

Please allow between up to 10 working days for us to review your documents and come back with comments or acceptance before your staff come to site.

This template highlights several activities which we identify as *high risk*: if you propose any of these activities, please ensure that these sections are fully completed. Additionally, high risk activities may require the oversight of a competent person, appropriately accredited by the Station Property Team.

When signing in at a West Midlands Train Station, you will be asked for a copy of your RAMS acceptance certificate and company photo identification. Should your work be at high level then you will be required to produce a valid PASMA/IPAF card as proof of competence. If ID & proof of competence cannot be produced, then we are unable to allow you to work at the station.

While on site, your staff are expected to always behave in a professional and safe manner. We may undertake a check of your staff's activities on the station, as might West Midlands Trains own Internal / External Safety Team or auditors.

While we will give a station safety and security brief to your staff, detailing key issues such as fire alarm and assembly locations, it is your responsibility to ensure staff operating for you either as direct employees or as sub-contractors are briefed on the contents of the accepted safe system of work and associated risk assessments. Evidence of this briefing may be requested in the event of an investigation into unsafe working.

STATION SPECIFIC RISK ASSESSMENT / METHOD STATEMENT (RAMS)

(Risk Assessments should be appended to support this form together with
Public Liability Insurance and a waste carrier licence if applicable)

SECTION 1								
Fill in all non-shaded cells								
Station Name	Kidderminster	WMT Ref Only	Contractor RAMS Ref No.					
Type of Approval								
1.1 Is this application for?								
Generic Usually for low risk maintenance.		Job / Site Specific	x	Site Access From (Date)	TBC	To (Date)	TBC	
The Basics (in brief)								
1.2	Why are these works required?			To enhance the appearance of the station and indicate one of the heritage factors of Kidderminster which is the Severn Valley Railway.				
1.3	Who will be carrying out the works? [List main and sub-contractors]			AJS Profiles LTD Main Contractor				
1.4	Works to be covered in these RAMS .			Installation of steam train artwork on white wall on platform 2.				
1.5	Site meeting details NOTE: The Station Property Manager shall determine if a site meeting is required. Failure to supply these details will result in the rejection of your application unless pre-approved by the WMT Property Manager .			Date of Meeting				
				Competent Person				
				Station Property Representative				
				Client Representative		Sue Langley		
				Contractors Representative		Steve Harris AJS Profiles		
				Station Team Representative [if required]				
				NR Representative [if required]		Howard Bowling NR COSS Rep		
				NR Asset Steward [if required]				
1.6	Exact Location of Works			Artwork to be affixed on the white painted wall under carriage way bridge on Platform 2				
1.7	Has the Hazard Directory been consulted ? and adequate control measures built into the method of work?				Yes	X	No	N/A

SECTION 2 – Signing In / Out and Material Delivery Methodology

Fill in all non-shaded cells

Outline how you will be delivering materials or travelling to your worksite, this should start from the first point of arriving at the Station. This should be site and job specific and go into as much detail as possible.	
2.1	Report to station reception / ticket office and Sign In , make sure you are wearing appropriate PPE as agreed in method statement, be ready to display appropriate ID and have your valid works approval sheet. If the station is Un Staffed , Sign In / Out with West Midlands Trains Help Desk 0330 095 5200
2.2	Complete all required paperwork within the station reception or via phone , and if appropriate receive a site safety brief.
2.3	Enter the station, to the point of work / access point. Unload vehicle, while leaving no materials unattended at any time and move to the work site. Park vehicle ensuring no access / egress is blocked and the vehicle is displaying a valid parking permit.
2.4	Enter full details on how materials are to be delivered and moved to the worksite location: Must include, items / materials to be moved, from / to locations, how / transfer equipment / staff numbers, restrictions & parking Arrive at station and sign in with relevant persons. It has been agreed with the person living in the house next to the station that we can park on their drive to unload the vehicle before moving it to the station car park. Unloading the vehicle will be by hand and carrying the signage down the ramp from the main carriageway to platform 2 where it will be placed under the bridge and to the LEFT of the bridge ready for installation. The artwork will be delivered in 6 parts: Part 1 the front train is 120kg Part 2 the steam is 35kg Part 3 the first carriage 70kg Part 4 front section of second carriage 85kg Part 5 middle section of second carriage 45kg Part 6 rear section of second carriage 65kg There will be 5 people from AJS Profiles to carry and install the artwork.
2.5	Agree limits of worksite with station representative.
2.6	Set up worksite.

SECTION 3 – Methodology

Fill in all non-shaded cells

Details of works to be completed

3.1 **List every task** to be covered in this proposal and **state how you will be safely conducting the works**. This should be site and job specific and go into as much detail as possible.

NOTE: Every worksite is required to be protected by physical barriers to prevent third party access.

Set up barriers around work area.

Unload vehicle and place signage and tools in work area.

Measure and mark out holes for fixing the signage.

Drill the 16mm holes for m10 anchor fixings.

48no fixings total.

Lift each section of signage onto fixings and bolt into place with m10 nyloc nuts.

Cut excess rod from fixing short and cover with black plastic caps.

Clear work area of any tools.

Remove barriers.

Safely Conducting the Works

A Network Rail COSS (Controller of site safety) will remain at the work site throughout the works, maintaining a safe system of working as per the Network Rail/RSSB 019 Standard.

The COSS will brief the staff on the risks of the site and ensuring that the work remains a safe distance from the operational railway at all times.

SECTION 4 – Fire

Fill in all non-shaded cells

Details of works to be completed

4.1	Is any of the work to be undertaken likely to affect the fire system in any way?	Yes	☐	No	x
4.2	Will the work create a condition likely to activate the fire system (dust, heat, etc.)?	Yes	☐	No	x
4.3	Will any works require an isolation of the fire alarm system?	Yes	☐	No	x
4.4	Detail of safe method of work	If Yes – Define safe method of work below			

- If in any doubt seek the advice from the Stations Property Manager.
- Include fire prevention measures and controls should a fire occur.

SECTION 5 – Buried / Penetrating Services Methodology

Fill in all non-shaded cells

Works involving Buried Services or Penetrating Surfaces

5.1 Will your works involve any Buried Services or Penetrating of any Surfaces?

Yes

No

☒

If no move to Section 6

An initial CAT scan must be carried out before works commence and at every 300mm when digging / penetrating.

All works areas are to be segregated from the public using Solid Physical barriers.

The location of known Asbestos on West Midlands Trains Stations can be found in the Asbestos Risk Management System (ARMS) database.

If a known or suspected Asbestos Containing Material is damaged or disturbed, the following steps must be taken to reduce the risk of exposure.

- Cease activity in the area
- Secure the area, restrict access using appropriate measures
- Report it to station management.

5.2 Have you consulted the ARMS database?

Please note If no information can be found for a location it **MUST** be **ASSUMED TO CONTAIN ASBESTOS**

Yes

No (Detail control measures in place)

5.3 Have you undertaken a Demolition and Refurbishment survey?

This must be completed if Asbestos is known to be present within the vicinity or no information can be found for a location on the ARMS database

Yes

No (Stop Work)

5.4 Have you conducted a suitable and sufficient buried services survey of the area you intend to work including a thorough Cable Avoidance Test?

Yes

No

5.5 Have you requested information on buried services ?

Yes

No

5.6 Does a structural survey need to be undertaken and proven the excavation can take place safely.

Yes

No

5.7 Are all staff fully trained and competent in the use of all work equipment?

Yes

No (Stop Work)

5.8 Are identified buried services able to be isolated?

If no the works are deemed HIGH RISK

Yes

No

N/A

5.9 What impact does the isolation of services have on other station operations?

5.10 Detail your system of working below (including controls to prevent exposure to asbestos)

Fill in SECTION 6 – Working at Height Methodology

Fill in all non-shaded cells

Working at Height (if the activity is deemed high risk, the Stations Property Manager will request a review by a Competent Person)

This is any activity whereby the risk is present to fall any distance which may cause injury. This may include (but is not an exhaustive list):

- working on a ladder or a flat roof
- working from a platform edge
- a fall through a fragile surface
- a fall into an opening in a floor or a hole in the ground

Do you consider the activity to be undertaken high risk?

If Yes – Make sure the work is reviewed by a Competent Person.
If No – Move to the next question.

Will the work fall under the Working at Height Regulations?

If Yes – State your safe system of work to comply with regulations.
If No – Move to next section.

6.1 Do you consider the activity to be undertaken high risk?

If yes this is high risk works.

Yes

No

x

6.1 Will the work fall under the Working at Height Regulations?

If Yes, State your safe system of work to comply with regulations.

Yes

No

x

- The area around and below where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.
- All tools are to be secured by lanyard.
- No loose objects are to be left at high level when you are not working in the area.
- Will the work fall under the Working at Height Regulations? word this correctly.

6.3 Will working at height still be required if the activity is completed using alternative readily available equipment?

NOTE: Working at height must be avoided where practicable

Yes

No

6.4 Will any tool, plant or equipment be used at height?

If yes, your risk assessment and method of working must clearly state how the additional risks will be controlled, such as objects falling from height. Where practicable cordless tools must be used.

Yes

No

6.5 Will the work require the operative to be at height for a continuous period of more than 30 minutes? **If yes this is high risk works.**

Yes

No

6.6 Is your access equipment constructed of a non-conductive material?

It is a policy at West Midlands Trains Stations that all ladders, tower scaffolding etc on any part of the station must be non-conductive. (Except MEWPs)- but demonstrate safe use

Yes

No

Stop Works

6.7 Are all staff trained and competent in the safe use of the access equipment?

Yes

No

Stop Works

6.8 Are maintenance records available for all access equipment?

If equipment comes from a reputable hire company it is reasonable to assume kit will be maintained.

Yes

No

Stop Works

6.9 Will pre use checks be undertaken prior to access equipment being used?

Yes

No

Stop Works

6.10 Will your access, egress or works require you or any item of equipment being within 1.25m of a platform edge or closer than 2.75m from OHLE (Over-Head-Line Equipment)? **If Yes, High Risk Works**

Yes

No

6.11 Detail your system of working below:

SECTION 7– Hot Works Methodology

Fill in all non-shaded cells

Hot Works – All deemed high risk

7.1 Will your works involve any hot works?

The Stations Property Manager shall be consulted for all high risk hot works (the Station Property Manager / Station Representative shall refer upon receiving a high risk application).

Hot Work comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps.

Hot Work, can be associated with the application of heat either directly to, or adjacent to plant, tanks, vessels, pipes etc, that contain or have contained any explosive, flammable or toxic substance.

However, for completeness, due to the fire risks intrinsic to any Hot Work Activity, and the risk of personal injuries due to hot debris, toxic fumes etc., Hot Work is as defined in the above paragraph.

If your works will impede a fire exit route you must agree a safe system of work with the nominated station representative at the pre start meeting.

Appropriate fire fighting equipment must be available for use at the work site during hot works.

Personnel must be trained and competent in the use of such equipment.

If hot off cuts are to be produced a sand bucket must be present for the purpose of cooling.

A half hourly fire watch must take place in all affected areas of the station throughout the duration of the works including one hour after hot works have been concluded.

Pre use checks must be carried out on all equipment.

All gas cylinders must be kept in an upright position and keys left in the valves.

When electric welding, all relevant equipment must be earthed.

All combustible materials must be removed from the area affected by the hot works. Where this is not practicable the combustible materials must be covered with a non-combustible sheet. See also the fire system questionnaire with regard to the need for an isolation.

Indicate the type of hot work to be undertaken:

Mark as appropriate

Electric Welding	Yes		No	x
Gas Welding	Yes		No	x
Gas Brazing	Yes		No	x
Gas Soldering	Yes		No	x
Power grinding/sawing	Yes		No	x
Pipe soldering	Yes		No	x
Bitumen applications	Yes		No	x
Other, please specify				

If no hot works are indicated move to section 8

7.2 Are all operatives trained and competent in the use of the work equipment and in the execution of the work activity?	Yes		No Stop Work	
7.3 Is all work equipment suitable for the intended purpose and maintained in accordance with the manufacturers instructions?	Yes		No Stop Work	
7.4 Will the hot works be carried out in a confined space? If yes, refer to Confined Spaces	Yes		No	
7.5 Does the works require the isolation of any fire detection equipment? If yes complete section 4. Fire isolations must be booked via the station.	Yes		No	

7.6 Detail your system of working below:

SECTION 8 – Working on Electrical Supplies Methodology

Fill in all non-shaded cells

Work on Electrical Supplies – Low Risk

8.1 Will this application involve any works on electrical supplies or equipment (including portable appliances)?

Yes

No

x

If no move to section 10

8.2 The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.

8.3 Does your engineer have the relevant competencies to carry out this task?

Yes

No
Stop Work

8.4 Are you able to isolate and lock off the power supply to the affected working area?

Yes

No
Refer to High Risk Electrical Supplies

8.5 What impact does the isolation have on other station operations?

8.6 Will all electrical equipment and / or conductors being worked on be isolated and proved dead before work commences?

Yes

No
Refer to High Risk Electrical Supplies

8.7 Will an assessment be made of the lighting required to properly illuminate the area?

Yes

No **(Stop works)**

8.8 Will the work affect any critical safety systems i.e. Fire Systems, UPS, Emergency lighting.

Yes, Work is high risk.

No

8.9 Detail your system of working below:

SECTION 9 – Working on Electrical Supplies Methodology

Fill in all non-shaded cells

Work on Electrical Supplies – High Risk				
9.1 The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.				
9.2 Does your engineer have the relevant competencies to carry out this task?	Yes		No Stop Work	
9.3 Are you able to isolate and lock off the power supply to the affected working area?	Yes		No	
9.4 Where you are unable to lock off the power supply following isolation, what controls will be in place to ensure the power is not turned back on?				
9.5 What impact does the isolation have on other station operations?				
9.6 Will all electrical equipment and/or conductors being worked on be isolated and proved dead before work commences?	Yes		No Stop Work	
9.7 Will an assessment be made of the lighting required to properly illuminate the work area or other operational areas?	Yes		No Stop Work	
9.8 Will any work be undertaken on live exposed equipment and / or conductors carrying less than 650 volts? NOTE: Works on equipment carrying more than 650 volts are not permitted under this procedure	Yes		No Stop Work	
9.9 Will all safety critical work equipment (including PPE, tools, appropriate spares, test equipment etc) be supplied, maintained and calibrated to a written company standard and be used appropriately? NOTE: All tools should be double insulated	Yes		No Stop Work	
9.10 Are any staff to work alone to the extent that if incapacitated they will be unable to summon assistance promptly?	Yes		No Stop Work	
9.11 Detail your system of working below:				

SECTION 10 – Working in Confined Spaces Methodology

Fill in all non-shaded cells

Confined Spaces Work – High Risk

10.1 Will this application involve any works in a confined space?

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.

All confined spaces works are deemed high risk and a pre-start meeting will be required in all cases.

A permit to work system will be enforced throughout the works.

Yes		No	x	If no move to section 11
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10.2 Will all personnel involved in confined space working and planning be suitably competent?

Yes

 No **Stop Work**

10.3 Will atmospheric testing be carried out prior to entry and the results confirmed satisfactory by a competent person?

Yes

 No **Stop Works**

10.4 Will the area be isolated from all known and / or apparent sources of dangerous liquids and fumes by blanking and/or disconnecting prior to the commencement of work?

Yes

 No **Stop Works**

10.5 Will the area be freed of all known and / or apparent dangerous / hazardous materials?

Yes

 No **Stop Works**

10.6 Will explosion proof electrics and protected lighting be provided?

Yes

 No **Stop Works**

10.7 Will lifelines, harnesses, breathing apparatus and resuscitation equipment be available, be within current certification and be used by competent persons?

Yes

 No **Stop Works**

10.8 Will all appropriate PPE and / or RPE be worn by all persons entering the space?

Yes

 No **Stop Works**

10.9 Will adequate suitable access and egress be provided?

Yes

 No **Stop Works**

10.10 Will air-moving equipment be installed?

Yes

 No **Stop Works**

10.11 Will a rescue plan be formulated and briefed to all personnel?

Yes

 No **Stop Works**

10.12 Will standby rescue team be detailed?

Yes

 No **Stop Works**

10.13 Will sewer / interceptor entry arrangements be in place to deal with water, contaminants etc?

Yes

 No **Stop Works**

10.14 Detail your system of working below (please include escape arrangements):

SECTION 11 – Manual Handling Methodology

Fill in all non-shaded cells

Manual Handling					
11.1	Does your company undertake and record relevant assessments of manual handling operations?	Yes	x	No Stop Work	
11.2	Where practicable will mechanical means of lifting and transporting items be used?	Yes		No	x
11.3	Where mechanical means is impracticable will you confirm sufficient persons are made available to lift loads, taking into account the size, shape and weight?	Yes	x	No Stop Work	
11.4	Are all operatives trained and competent in manual handling techniques?	Yes	x	No Stop Work	
11.5	Will you ensure access areas are clear of obstacles and that lighting is sufficient?	Yes	x	No Stop Work	
11.6	What PPE will be used by the operatives as highlighted by your risk assessment? Please note that shorts / short trousers are not permitted on site	PPE Type	Yes	No	Type Of Work
		Hard Hats			As per risk assessment
		Gloves			As per risk assessment
		Hi-Vis Vest	✓		Mandatory
		Safety Shoes	✓		Mandatory
		Safety Spectacles			As per risk assessment
		Harness			High Risk High Level
		Breathing Apparatus			Confined Space
		Other: Specific			
11.7	Will you ensure sharp edges are protected?	Yes	x	No Stop Work	
11.8	Will items be stored such that heaviest loads are in the most convenient position for the operative to lift?	Yes	x	No Stop Work	
11.9	Detail your system of working below:				

SECTION 12 – Waste Storage and Disposal Methodology

Fill in all non-shaded cells

Waste Storage and Disposal

The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.

Waste disposal sacks must be made of clear plastic. No other disposal sacks are acceptable

All waste skips (where permitted) must have fully serviceable and lockable access points or be continuously attended. They must be kept locked and have site contact details attached

No waste or waste bags are to be left unattended at any time.

12.1	Where will waste receptacles be positioned?	N/A					
12.2	Are waste skips to be positioned in an area where they can be constantly monitored by staff or CCTV?	Yes		No Stop Work		N/A	x
12.3	Will waste skips be of sufficient capacity or quantity to hold all foreseeable waste produced by this job?	Yes		No Stop Work		N/A	x
12.4	Will all waste be promptly removed to secure waste receptacles or secured within a locked and hoarded worksite when the worksite is unattended?	Yes		No Stop Work		N/A	x
12.5	Will all wheeled waste receptacles used by you be fitted with a serviceable and lockable lid?	Yes		No Stop Work		N/A	x
12.6	Will any receptacles with faulty locks be immediately removed from site?	Yes		No Stop Work		N/A	x
12.7	If using a compactor will staff be trained and competent in its use?	Yes		No Stop Work		N/A	x
12.8	Will the compactor be secured and locked out of use after each operation, unless it is permanently staffed?	Yes		No Stop Work		N/A	x
12.9	Waste Carrier License No:	N/A		Expiry Date:		N/A	
12.10	Waste Carrier Tier?						

12.11 Detail your system of working below:

Waste must be dealt with according to Duty of Care and relevant legislation.

Please also include details of how special waste will be dealt with (including WEEE – Waste, Electrical and Electronic Equipment) and how a waste hierarchy will be applied, management of segregation.

All waste must be removed from the station unless permission is sought.

SECTION 13 – Working On-Platforms or Within the Station Demise Methodology
Fill in all non-shaded cells

Working On or Near the Line – All are deemed as High Risk

13.1 This Application cannot be used for any works on or near the line?

This procedure only covers works on platforms. All other track related works **may not** be applied for under this procedure.

Any works on or near the line must have proper arrangements regarding commencement and protection of the work area. These arrangements must be agreed with the controlling signaller and carried out in full compliance with the Rule Book.

13.2	Will your works require you or any item of equipment being within 1.25m of a platform edge?	Yes		No	x
13.3	Will your works allow a clear 2 metre distance from the platform edge to accommodate passenger movements ?	Yes	x	No	
13.4	Will your work require you or any item of equipment being within 2.75 metres of the OHLE ?	Yes		No	x
13.5	What is the type of work to be undertaken?	Fixing signage to platform wall			
13.6	What is the proposed time of the works?	9am – 4pm			
13.7	What are the limits of the work?				
13.8	Detail your system of working below:				

The Network Rail COSS who will be on site throughout work undertaken, has confirmed that following a recent site visit he is happy with the arrangements/measurements.

SECTION 14 – Hoarding / Worksite Protection Methodology

Fill in all non-shaded cells

Hoarding / Worksite Protection

14.1 Will this application involve the erection of a hoarding?

NOTE: If a hoarding is not to be erected chapter 8 barriers must be used.

Yes

☐

No

x

If no move to section 15**NOTE:** Hoardings must conform to the specification detailed at the end of this document and have the approval of the Stations Property Manager due to impact on fire risk assessments and passenger flows.

14.2 Will hoardings be constructed and erected in accordance with the specification detailed in this procedure?

Yes

☐

No

Stop Works

14.3 Will hoardings be inspected prior to being brought into use?

Yes

☐

No

Stop Works

14.4 Will the hoarding compliance check certificate be displayed in a frame outside the hoarding?

Yes

☐

No

Stop Works

14.5 Will the hoarding be inspected on a daily basis to confirm compliance with this procedure and the check certificate updated daily?

Yes

☐

No

Stop Works

14.6 Will copies of all checks be maintained for inspection by West Midlands Trains ?

Yes

☐

No

Stop Works

14.7 Detail your system of working below:

SECTION 15 – Clearing Up / Leaving Site Methodology**Fill in all non-shaded cells****Clearing Up / Leaving Site**

Outline how you will be returning your works area for operational use. This should include you clean up regime, and how you will be leaving site. This should be site and job specific and go into as much detail as possible.

As a minimum you must:

- Dampen down any excessive dust
- Sweep and clean as required.
- Re-energise any isolated fire detection equipment and / or utilities
- Offer worksite for inspection to the Station Property Manager or station representative.
- Once worksite has been passed by the Station Property Manager or station representative , remove all barriers and open site for use.
- Report to the Station Reception / Ticket Office to close out any paperwork, return keys and passes , Sign Out.

15.1 Detail your method of working below:

SECTION 16

Welfare and Emergency Arrangements

Fill in all non-shaded cells

Detail Working Hours and Shift Handover Arrangements

Working hours from 9am-4pm.

Detail Welfare and First Aid Arrangements

First aid kit to be kept in work area.

Emergency Arrangements

All accidents, incidents and near misses must be reported immediately to the West Midlands Trains Control

All works within the station are under the control of the Station Manager.

In the event of an emergency, personnel are advised to:

- Raise the alarm;
- Make safe the worksite, all plant and equipment;
- Vacate the area;
- Notify the Shift Station Manager / Representative who will co-ordinate with the emergency services and facilitate first aid if appropriate;
- Report to the assembly point and wait for further instruction.

Hospital Location, the Nearest Hospital with Accident and Emergency Department:

Insert Local A&E Hospital Address and Hospital Route from site :

Worcester Hospital

Worcestershire Royal Hospital. Charles Hastings Way. Worcester. Worcestershire. WR5 1DD

A449 road from station to M5 Junction 6 island with the A4440 and head north passing the Worcester Livestock Market and turn left onto Newtown Road (B4636) and the Worcestershire Royal Hospital is located on your left. There are 2 main open air car parks at Worcestershire Royal Hospital for visitors and patients.

SECTION 17

Fill in all non-shaded cells

Note your works will be rejected unless this section has been completed.

Client Approvals

Approved By:	Sue Langley	Signature:	S L Langley
Contact Number:	07929 20 57 87		
Client Company:	Wyre Forest & District u3a station adoption group		
Job Title:	Chair/Lead for this group		
Date of Approval:	5 th April 2024		

SECTION 18

Fill in all non-shaded cells

Note your works will be rejected unless this section has been completed for all high risk activities

Competent Person Approvals (if applicable)

Approved By:	N/A	Signature:	
Contact Number:			
Date of Approval:			

SECTION 19

Fill in all non-shaded cells

Communication & Contact Details

Enter details below of persons that will be carrying out the works

	Name (First, Last)	Company	Role	Contact Number
1	Steve Harris	AJS Profiles	Director	07432 685 007
2	Howard Bowling	Network Rail	Registered COSS	07510 889 299
3	Sue Langley	U3a Adoption group	Lead of Adoption Group	07929 205 787
4				
5				
6				
7				
8				
9				
10				
11				
12				

Details of additional persons should be emailed with this application

Station Property Contact Details

Post:	Station Property Manager Birmingham North.	Contact Number:	
Post:	Station Property Manager Birmingham South	Contact Number:	
Post :	Property Help Desk	Contact Number:	0330 095 5200

HOARDING SPECIFICATION

All hoardings / worksite protection must meet the standards detailed here:

Temporary hoardings are only one means of demarcating and protecting a worksite in a station environment and, importantly, the requirement for them must be based on suitable and sufficient risk assessment. The following issues must be considered where hoarding is to be used:

- on smaller worksites (retail or office refurbishment etc.) access doors in hoardings must be able to facilitate the safe movement of all sizes of equipment and materials in and out of the worksite without having to move the hoarding itself
- a safe system of work (taking into account , the safety of the public) must be established if it remains absolutely essential , to move hoardings to gain access for delivery of equipment and materials to larger worksites
- at the worksite design stage consideration must be given to the effect of the hoarding on passenger flows in the immediate vicinity. The guiding principle must be that the hoarding does not impede passenger movements and does not block emergency evacuation routes
- in large projects a formal 'ped-flow analysis' will be required to ascertain the projected effect of the hoarding on pedestrian flows and densities at various times. Where local effects are such that flows and densities are projected to become intolerable, robust alternative arrangements must be put in place.

Basic Construction Specifications for Temporary Hoardings

The basic requirements for the construction of hoarding are detailed below. Alternative methods of construction may be used provided it can be demonstrated that the method is equally as safe as or better than the basic requirements. The West Midlands Trains Safety Officer may also require additional features in certain circumstances:

Wooden Frame and Panels (Kwik-Klik where applicable)

Frame / Panel construction must be a maximum of 1200mm wide x 2400mm high. Access doors must be constructed to open inwards to the site and be provided with a 400mm x 400mm clear vision panel of 6mm polished GWG (Georgian Wired Glass) or fire-retardant clear panels. All doors must be secured with a combination lock and the combination provided to the Station Manager.

Minimum 75 x 50 sawn softwood frames consisting of head and sole plates with main vertical studs at max. 600mm centres and one row of central noggins.

Panels must be 12mm thick flame-retardant MDF – screw-fixed to frame with 40mm long wood screws at 300mm centres.

All panels are to be fixed together with three No. 12mm diameter coach bolts and square plate washers equally spaced, but at maximum 800mm centres.

All panels are to be scribed at junctions with the existing building, Diagonal braces at max. 1200mm centres and weighted with sandbags are to be used where hoarding cannot be fixed to the ground or braced back to the main building.

The gap between the top of the hoarding and the existing building must be infilled with sloped solid hoarding of similar construction on 'sub-surface' stations, unless agreed otherwise with the West Midlands Trains Safety Officer and fire retardant debris netting on 'surface' stations which conforms to LPS 1207 / LPS1215 as a minimum.

Hoardings must be free of snagging or sharp protrusions on both the worksite side and the public side.

External corners of hoardings must be marked with high visibility chevron solid corners to avoid persons with impaired sight coming to harm.

Any modifications to the hoarding must be undertaken in accordance with this specification.

All Hoarding boards must be painted Dulux trade colour Grey RAL 7043, or a colour or brand wrapping as appropriate locally.

Kwik-Klik Ultraspan Extra (and above where applicable)

Panel construction must be a maximum of 1200mm wide x 2400mm high. Access doors must be constructed to open inwards to the site and be provided with a 400mm x 400mm vision panel of 6mm polished GWG (Georgian Wired Glass).

Baffles will be slotted (where required) to reduce noise pollution by 25dB.

Wooden batons may be fitted to the outside to support panel boards, advertising hoardings or CCTV Cameras Panels will be erected using the specific footings provided with the panels.

Basic Functional Specifications for Temporary Hoardings

Where hoardings include access doors, these must be kept securely locked when the site is unattended.

Where 'free-standing' temporary hoardings are being used, consideration must be given to prevent unauthorised access to the worksite (children at play, vandals and other persons with malicious intent).

Doors must be kept secure and no gaps must be evident between the edge of the hoarding and any permanent structure.

Basic Fire Safety Specifications for Temporary Hoardings

Hoardings must be Class 0 surface spread of flame.

Any door provided in the hoarding, including those provided for means of escape purposes, must be made and maintained self-closing and marked "Fire Door Keep Shut" on both sides.

The construction must allow safe means of escape with alternative exits at distances over 12 metres of travel.