

Bala & Ffestiniog Railway Heritage Trust

Arranging of work on the line



Shane Barry



Issued by the:

Bala & Ffestiniog Railway Heritage Trust

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Introduction



Shane Barry

Welcome to the guidance document of the Bala & Ffestiniog Railway Heritage Trust for arranging activities and work on the line.

This document must be followed at all times and outlines the procedures and processes to be carried out for arranging any work or changes on the line.

The process outlined in this document is designed to ensure that necessary work is carried out to a professional standard and that all relevant individuals understand what is required.

Please be aware that while the line is currently not operational it does remain the property of Network Rail and only personnel specifically authorised by Network Rail may enter any part of the Railway land

Bala & Ffestiniog Railway Heritage Trust

www: www.balaffest.org.uk

Network Rail

Web: www.networkrail.co.uk

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Process

The process starts with identifying an area of work that needs to be carried out and the scope necessary to complete the work.

Upon identifying the work required then a synopsis of the works should be generated for approval by the committee. The synopsis should include the following

- Goal of the work
- Description of Works
- Personnel involved in Works
- Method of Work
- Tools and Equipment
- Movement of Materials and Equipment
- Cost of the work *
- Negative impact *
- Positive impact *
- Implications of not carrying out the work *
- PPE Requirements
- Emergency Procedures
- Significant Hazards and Controls
 - Copies of Risk Assessments

On receipt of approval the detailed documentation is prepared for the briefing of relevant parties carrying out the work. A blank version of this document can be found in the appendix.

N.B. Lines marked * not necessary to be included in the document for working parties

Decision on work

On receipt of the document the committee will discuss the document and approve it at the next committee meeting and the outcomes should be one of the following:

- Approve the work as outlined
- Approve the work with changes
- Return the document for further information

Planning of work

Once a decision to approve the work has been received detailed planning is necessary to ensure that no unnecessary work, accidents or inappropriate activities happen. The document must be in sufficient detail to ensure that all members of the team are aware of their responsibilities and where the work they are completing fits into the overall scheme of works.

Advertising for Staff / Volunteers

Upon completion of the full document for planning of the work then all staff members / volunteers should be advised of the upcoming work, the dates for the work and the expected duration of the work to enable them to express their interest in completing the work.

Volunteers for the position should be allocated on a first come first serve basis unless particular skills are required in which case volunteers with those skills should receive priority for the works.

Briefing

at least 7 days in advance all members of the work party and other relevant parties should receive a copy of the Works Order and any specific requirements arising from their involvement in the work.

The Works Order should include all safety requirements for while working on site.

On each morning of the work being carried out a separate face to face briefing of all staff / volunteers is to be carried out and all Health and Safety aspects are to be reinforced on top of the scheduled work of the day.

Carrying out the work

All staff / volunteers are required to carry out the work specified on the works document / on the day and not deviate from it unless otherwise agreed with the Person In Charge of Works (PICW).

Anyone acting in an unsafe manner or deviating from the works plan without permission will be asked to leave the site immediately pending an investigation.

Post work procedures

Once work is completed a report is to be prepared for and sent to the committee as soon as practically possible upon completion of the work. This report is to detail the works carried out, how the works were carried out, any deviations from the original plan, any other issues encountered, costs of the works and any future works needed or potentially needed as a result of the work undertaken.

The report should be available no later than 2 months after completion of the work. In larger projects a longer time scale can be agreed with the committee but a draft should be made available within 2 months.

Proposal for works on Bala & Ffestiniog Railway Heritage Trust

Work Activity: TITLE OF WORK ACTIVITY	
Proposal Number: TRUST REF NO	Site: Location of Site
MS No: Risk Assessment REF	
Start Date: START DATE	

Goal of Works: The goal of the work
Description of Works: Description of Work
Personnel Involved in the Works: Listing of Management and volunteers involved (Numbers and grade until names are known)
Method of Work Broad details of how it is intended to complete the works
Tools and Equipment: Listing of any tools and equipment necessary
Movement of Materials and Equipment: Details of movement of materials and equipment to, from and on site where necessary
Cost of Work Details of estimated costs for work
Positive Impact Any positive impact of completing the work
Negative Impact Any negative impact of completing the work
Implications Any implications of not carrying out the work.
PPE Requirements: Necessary PPE
Significant Hazards and Controls: List of any identified Hazards and controls for those hazards

Emergency Procedures:
Emergency procedures including location of assembly points, first aid kits, trained first aiders etc
Any other notes

Prepared By: NAME	Date: Date Prepared
Received/Reviewed on Site By:	Date:

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Any other notes

Prepared By: NAME	Date: Date Prepared
Received/Reviewed on Site By:	Date:
Amendments to Document:	
Changes Carried Out By:	Date:

