



# Health, Safety & Environmental Requirements for Contractors & Sub Contractors working for Avanti West Coast

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## Synopsis

The purpose of this booklet is to promote the Health and Safety of Contractors' when they are undertaking work on Avanti West Coast (AWC) leased premises. This can only be achieved through co-operation and communication between AWC and the Contractor with the aim of eliminating or reducing workplace risks to as low as reasonably practicable.

It is important to AWC that due care and attention should be given to the safety of all persons including visitors, passengers, the public, and AWC or other staff who may come into contact with the Contractors' work activity.

Throughout the booklet, the term 'contractor' applies equally to sub-contractors when employed on AWC premises.

## Authorisation

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Note: Reference to contractors applies to all subcontractors appointed by and Principal Contractor and all other consultants, tenants and suppliers working on the portfolio.

## 1. The Law Relating to Contractors.

### 1.1 Common law

Common law duties exist within law to ensure employers exercise a general duty of care to employees and Contractors and vice versa. Under this law, we as AWC discharge our responsibility of “general duty of care” by only employing competent Contractors and ensuring they are adequately monitored to ensure the work is properly done. This monitoring will be conducted routinely and or on an ‘ad hoc’ basis.

Contractors for their part will take reasonable care to ensure that safe systems of work are set up, safe plant and equipment is used, and competent staff are employed for the work.

### 1.2 Statutory law

Under statutory law, the whole issue of Client Contractor safety is enshrined in the:

#### ***Health and Safety at Work Act 1974***

Under Section 3 of this act, we, as Clients who employ Contractors to work for us must ensure that we: conduct our undertaking in such a way as to ensure the health and safety of any Contractor’s employees working on our premises.

Although the greater responsibility rests with the Client, the act also calls for co-operation in all safety matters between Client and Contractor.

There are several regulations and acts such as the ‘Occupiers Liability Act’ and ‘CDM Regulations’ geared towards ensuring a consistent approach to safety during Contractor’s work.

It is important for contractors to be aware of all appropriate regulations and how they apply to their undertaking.

**The content of this Handbook may also contribute towards Pre-Construction Information and assist with completing AWC Permit to Work applications.**

### 1.3 Office of Rail Regulation (ORR)

The ORR have their own group of Inspectors who regulate the rail industry and have wide ranging powers and can order any activity that compromises safety to cease.

## 2. Responsibilities

In addition to statutory responsibilities, Contractors, Sub-Contractors, their employees, and agents must comply with:

- a) Appropriate sections of the Rail industry Rule Book as explained in this handbook
- b) Appropriate Industry Group Standards, Railway Codes of Practice, Railway Directives
- c) Any local instructions, given for the location concerned

### 2.1 Contractor's Representative for Health and Safety

The Contractor shall nominate a competent person who shall ensure that all contractual and statutory obligations for the health and safety of their own and Sub-Contractor's employees are fully met and that best practices are pursued for encouraging safe working.

### 2.2 Safety Policy Statement

The Contractor shall provide AWC with a copy of each of the following documents (including any Contractor's codes of practice, safety instructions applicable to the work) for approval prior to the commencement of the work:

- Contractor's Health & Safety Policy Statement
- The Contractor's organisation and arrangements for health and safety which must include the arrangements for managing and monitoring Sub-Contractors.
- The Contractor's arrangements for ensuring compliance with all relevant legislation, standards, rules, instructions etc.
- A method statement showing how the proposed work will be carried out safely. The method statement will be built around a suitable and sufficient risk assessment, considered as part of the planning process for the work concerned.

## 3. Health & Safety Aspects of Contract Management

AWC may nominate in writing a person to be responsible for liaison with the Contractor on health and safety aspects so that any operations by any party that affect any other about safety can be made known and acted upon. Any such person nominated will hereinafter be referred to as the Client Representative. Such appointments will not however, release the Contractor from his own responsibilities for such matters.

Before the commencement of work on Site, the Client Representative may arrange a meeting with the Contractor's representatives at which the implications and extent of the safety requirements for the Contract will be discussed and site plans agreed. This discussion will cover the following points:

- (a) The Contractor's awareness of potential hazards and precautionary procedures established on the site and that any competent persons are thoroughly conversant with AWC Health and Safety procedures, together with the Site emergency alarm and evacuation procedures.
- (b) Confirm appointments under the Construction, Design & Management Regulations 2015 (CDM) and especially who the Principal Contractor is and how they will manage the works and their sub-contractors.
- (c) The name of the Contractor's Management and Site Representative responsible for health and safety
- (d) Precautions to be taken by the Contractor to protect others who may be affected by their activities are fully examined and agreed to ensure that they are adequate
- (e) A system of regular communication to operate effectively between all concerned, to ensure that any changes in circumstances and conditions of the work are discussed and arrangements revised accordingly
- (f) Location of accident book and accident reporting procedure
- (g) First aid arrangements
- (h) Emergency telephone numbers
- (i) Site monitoring and audit requirements
- (j) Working Time limits
- (k) Alcohol and drugs policy and monitoring
- (l) Site security

**The Contractor will circulate records of the meeting.**

Any AWC representative will have authority to stop work if, in their opinion, it is necessary in the interest of safety. If it is subsequently shown that the Contractor has infringed any of the safety requirements, AWC accept no liability for any loss incurred because of work stoppage.

The Contractor will present, for inspection by the AWC Representative, such copies of personal certificates of competency, test certificates and inspection registers as may be requested.

In accordance with the Management of Health and Safety at Work Regulations 1999 the Contractor will carry out a 'suitable and sufficient' risk assessment to ensure that hazards have been identified and the risk either eliminated or reduced to as low as reasonably practicable for the task to be undertaken. Risk assessment information shall be made available to people involved in the work operation.

## Method Statements

The above requirements must be encapsulated in a method statement, presented to, and approved by AWC, prior to any works commencing. A risk assessment identifying all reasonably foreseeable risks entailed in the work along with control measures to control such risks must form the basis of the method statement. Such method statements must be available for review by the AWC representative, at least three weeks before the commencement date of the intended works.

The method statement must address the specific risks identified at the location of the work. Low risk tasks, 'desktop' assessments will not be sufficient to demonstrate that the safety implications of the work have been properly considered. In such cases, AWC will not approve the method statement.

Method statements must, as a minimum contains the following clear information:

- Nature of work: what is being done and what are the foreseeable risks to people.
- Location: specific details of where work will be carried out, and any other locations/activities/people that may be affected by that work. The method statement must identify which part of the station is affected by the work- platform, booking office, concourse, subways, etc.
- Clear information on how the work will impact on the operation of trains or the station, and the arrangements to minimise the risks created by the works. Confirmation must also be given that work and workforce will not impinge within the safety margins of overhead live equipment or moving trains.
- Time and duration of work: this means the day(s) the work will be in progress and between what times during the day.
- The Contract firm carrying out the work and the number of people involved. It is important to clarify who the work is being carried out by – main contractor or sub-contractors.
- Agreed arrangements if work creates unexpected hazards (e.g., exposure of asbestos) or cannot be completed on time (making the site safe). The method statement must describe the arrangements for situations where work does not go to plan.
- Any potential environmental issues that the work may create.
- Any security arrangements to ensure works and materials do not create unnecessary security alerts.
- Identification and recognition of station specific risks such as moving trains, overhead live electrical power supplies and their controls – e.g., nonconductive access equipment.

***The above process is automated, and more detail can be found in section 8.***

## 4. General Safety

The health and safety of persons at work shall be achieved by monitoring general safety in and around the place of work. Before work or testing commences, it is the personal responsibility of the Contractor to satisfy themselves that health and safety precautions are taken to establish general safety. After the commencement of the work or testing, the Competent Person in charge of the work or testing shall continue to maintain conditions, which ensure general safety. This person shall also ensure that conditions of other work areas are not adversely affected by the activities for which they are responsible. The discharging of

responsibility for general safety will be achieved as part of the Contractor's normal pattern of management delegation and control by ensuring that all activities are in accordance with appropriate instructions and guidance.

## 5. AWC Safety Briefing

The Contractor shall ensure arrangements are in place to set up and deliver a site-specific safety briefing to all those involved in the work operation. This will also include any work specific hazard information from the contractor.

## 6. GENERAL HEALTH AND SAFETY REQUIREMENTS - CONTRACTORS

Contractor's employees will be given induction training specific to the rail industry and nature of the works such that they are alerted to site requirements, emergency procedures and any potential hazards and **their** precautionary measures. Contractors are responsible for ensuring sub-contractors are briefed and records of such briefings maintained for audit purposes.

This handbook forms part of the initial briefing given to contractors and must be used by those contractors to brief their own sub-contracting staff they employ the services of.

The Contractor must ensure that all equipment brought to site is in good condition, complies with the relevant statutory requirements and is set up, maintained, and used safely.

Personal Protective Equipment (including clothing and any other items of equipment issued in the interests of health, safety, and welfare) must be provided by the Contractor. The Contractor must ensure his workforce makes proper use of such equipment. Contractors must keep their work site clean, tidy, and clear of obstructions. All floors and walkways must be kept clear of materials in order that slip, and trip hazards are reduced to the minimum.

Having been informed by the AWC Representative of the safe means of access to and from the workplace the Contractor shall ensure it is used.

The Contractor shall always ensure that suitable precautions are taken so as not to pollute the atmosphere, grounds, or waters. This involves the avoidance of dust, fume creation, or spillages into watercourses, through drainage systems or directly into the ground.

The Contractor shall ensure that all his employees or those of Sub-Contractors record their attendance on Site daily in order that numbers can be satisfactorily accounted for in the event of fire or other emergency.

## 7. Alcohol and Drugs

The Contractor shall comply with AWC Alcohol and Drugs Policy and Arrangements

In respect of alcohol and drugs policy, no contractor shall:

- report for duty or endeavour to sign on, when under the influence of alcohol or drugs
- be on duty for AWC when under the influence of alcohol or drugs.



- consume alcohol or drugs of abuse whilst on or about West Coast premises.
- be in possession of drugs of abuse on West Coast premises.

### **Specifically**

Where the behaviour of any Contractor who is working on AWC managed or leased premises gives cause to suspect that they are unfit for duty because of alcohol or drugs, the local Manager or Supervisor will ask the contractor to stop work and inform the relevant AWC Project or Contracts Manager.

## **7.1 Alcohol and Drug Tests**

Any violation of the above requirements will result in the Contractor being stopped from working and taken to a place where procedures can be implemented and arranged by the persons own organisation for medical personnel to come to site to conduct an alcohol and/or drugs test. The Contractors' Manager will be informed, and the outcome may well have a detrimental effect on the validity of the contract.

Where work classed as 'Safety Critical', in accordance with the Railway and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS) is performed, the Contractor must implement alcohol and drugs screening regimes.

**REMEMBER THAT THE MINIMUM LIMIT OF ALCOHOL IN THE BODY IS SIGNIFICANTLY LOWER THAN THE ROAD LIMIT: IN THE RAIL INDUSTRY A MAXIMUM LIMIT OF 29 MILLIGRAMS OF ALCOHOL PER 100 MILLILITRES OF BLOOD APPLIES.**

## **8. Authority to gain Access to a location**

Contractors engaged by AWC, or any Tenant must have first received authority for access to the site from AWC. This authority shall only be given after the contracting firm has submitted, and had AWC approval of a method statement which covers:

- safety requirements specified in the contract are to be complied with
- safe methods of work have been agreed.
- health and safety training has been provided.
- suitable identification arrangements are in place

**AWC operates a Permit to Work (PTW) system accessed through a web-based portal. Requests for access to the portal can be made to: [method.statement@avantiwestcoast.co.uk](mailto:method.statement@avantiwestcoast.co.uk)**

**Allow three working weeks to register, submit and obtain a PTW. Following initial registration, subsequent applications will be completed within 10 working days. Those requiring frequent access for routine work may apply for a 12-month generic permit.**

The Contractor shall comply with the requirements of the Infrastructure Controller (Network Rail) appertaining to access for work performed at their controlled locations. Within these

provisions and depending on the nature of the work to be carried out, there may be a requirement for the Contractor to undergo a full medical examination and undertake specific training for personal track safety and be certified as competent.

### 8.1 Signing in Procedure at the location [Contractor access point]

Each Contractor arriving at site for work must report to the Team Leaders Office or Reception and formally announce their arrival. They must:

- 'Sign in' using the automated system, recording the date and time, and nature of work and its location within the premises. Initial 'sign in' will require the need to watch the AWC short safety video.
- Anyone 'signing in' shall have a copy of their PTW and their WPP/RAMS for reference. **Access will be denied without these documents being presented.**

### 8.2 After signing in

Contractors will be given a short site-specific safety brief by the local AWC representative and may also be issued with information incorporating details of the briefing. For your own personal safety, it is important that you listen to the brief, read any safety information, and follow what it tells you. The safety briefing will detail:

- risks associated with overhead live equipment.
- risks from moving trains.
- risks from mobile plant and equipment
- accident reporting arrangements
- emergency evacuation of the premises
- access and egress arrangements for the worksite
- reminder about wearing identification.
- the whereabouts of any other Contractors
- security arrangements
- Fire Arrangements
- Asbestos
- Heritage matters for listed buildings.

AWC will confirm the work to be done and the areas in which the work will take place.

If the AWC site-based representative is **not satisfied** that the work can proceed safely or doubts the credentials of the Contractor, they have the authority to stop the Contractor from starting work.

## 9. Identification

Means of identification must be always carried when carrying out work. A railway officer or other authorised person may challenge you at any time. It is now a legal requirement that no one should be in a non-public area of a rail facility unless they are displaying their identification and can demonstrate a right to be there.

Contractors without identification will be told to stop work and sent from site, their supervisor being informed.

## **10. During the Work**

### ***Cordoning off the worksite***

Once the authority has been given for work to begin, the Contractor may then commence work. Where the work could affect the safety of passers-by, there must be adequate screening of the work site. This must be agreed with AWC as part of the method statement approval process. This is to confirm that any temporary barriers or hoarding do not affect operational procedures or sighting of signals.

When setting up scaffolding or hoarding, due cognisance must be taken of the proximity of the overhead power lines above your head and the potential 'fall radius' of equipment. For example, would a falling scaffold tower infringe the safe distance from the track or overhead live equipment? There may also be an issue about blocking public thoroughfares, some of which may be designated as escape routes in the event of an emergency.

### ***Access to the worksite***

Access to the worksite is to be strictly controlled. Only authorised personnel with correct identification are to be allowed onto the worksite. This will be the Contractors, any sub-Contractors, and where specially arranged, a member of AWC staff carrying out monitoring of safety arrangements for the worksite. In the event of an accident or incident, ORR Inspectorate may access the worksite for investigatory purposes.

### ***Work on a station platform***

Will the work involve platforms being dug up, will it cause dust and fumes: is there a risk to passengers: is there any use of mobile plant? If yes, arrangements must be made to segregate the areas off.

### ***Prohibitions on platform work***

You are not authorised to carry out any work within 1.25 metres (four feet) of any platform edge or within 2.75 metres (nine feet) of the OLE or any of its associated components and attachments. OLE risks must be properly understood and assessed as part of the method statement process drawing on the experience of Network Rail if in doubt. Such work requires the authority of the Infrastructure Controller, Network Rail, and West Coast will require evidence that this authority has been obtained. The potential 'fall radius' of any access equipment for both platform edge and OLE must be factored into the method statement assessment.

***Is the work above head height?***

If yes, the work may require an isolation of the overhead power lines which has to be formally agreed and arranged with the Infrastructure Controller, Network Rail, and AWC will require evidence that this authority has been obtained.

**If access equipment, MEWP (Mobile Elevated Working Platform) or any other form of access equipment is to be used then a robust risk assessed methodology shall be derived and presented as part of the permit to work application.**

HSE guidance shall be referred to and can be found at: <https://www.hse.gov.uk/construction/safetytopics/mewp.htm> in addition to the HSE guidance the following railway specific risks shall be considered:

1. Fall radius of any raised MEWP and the potential for the machine or persons in the basket to come within 3m of the OLE or 1.25m if the platform edge in the event of the MEWP toppling over. If this is the case, then a possession and isolation will be required.
2. Station platforms appear robust and solid, but the point loads imposed by a MEWP can find voids, hollows, ducts, and other weak spots. The Contractor shall take all reasonable steps to mitigate against such risks including seeking advice from Network Rail relating to platform loading limits or procuring structural or civil engineer advice. Spreader plates or MEWPS with outriggers may lessen the risk.
3. All aspects of OLE shall be considered live when assessing the use of a MEWP and the Contractor shall also consider return conductor wires. Where there is any doubt about safe working near to OLE then a specialist Possession and Isolation company or Network Rail Electrification Engineer shall be consulted.

Any emerging working practices shall be detailed in the Contractor Work Package plan and submitted as part of the AWC PTW process.

***Does the work involve working in the roof space above public areas?***

If yes, then suitable arrangements for protecting people below from falling debris must be implemented by the Contractor before work starts. Suitable crawling boards must be in place in roof spaces. Arrangements also must be made to ensure overhead live electrical equipment and associated connections do not pose a threat to safety.

***Does the work involve the isolation of electrical equipment?***

If yes, then the Contractor must determine which equipment at the location will be affected and ensure suitable arrangements are put in place during the isolation; these could be alternative arrangements if lifts are out of use. Suitable notices shall be displayed, and isolating procedures followed to prevent equipment from becoming re energised.

***Does the work affect the operation of lifts or escalators?***

If yes, then as above.

***Does the work involve the use of highly flammable substances?***

If yes, then suitable arrangements to be in place to protect people from the chemicals, and appropriate firefighting equipment must be on hand.

***Does the work involve the storage of materials or flammable substances?***

If yes, then arrangements must be in place to ensure they are correctly stored and not stacked near running lines. As well as posing a danger to trains through falling onto the line, there is the additional risk that vandals use unsecured material to endanger trains, as well as the risk to security posed by unattended items. West Coast do not permit any flammable substances to be stored on their leased stations.

***Does the work involve entering or working in a confined space?***

AWC stations are complex and include many spaces that are or could be classed as confined spaces, such spaces can create hazards relating to asphyxiation, flood, emergency evacuation etc. The Confined Spaces Regulations 1997 aim to encourage people to avoid entry into a confined space or implement safe systems of work.

HSE ACOP L101 (Third Edition) will help comply with the regulations and quick reference leaflet INDG258 can also be referenced.

Any emerging working practices shall be detailed in the Contractor Work Package plan and submitted as part of the AWC PTW process.

## **11. Floors**

Excavation and construction work can only be carried out with prior written agreement from AWC. If it is necessary to remove any type of floor section, then specific permission must be obtained from Avanti West Coast at the project review stage.

Substantial, secure barriers must be erected around any hole. Warning notices must be posted by day and suitable illumination displayed during hours of darkness.

Suitable precautions must be taken to prevent danger to persons at lower levels.

All floor sections must be replaced and secured as soon as practicable.

## **12. Barriers, guards, screens, and notices**

Wherever barriers, guards and screens are erected, suitable notices shall be displayed to denote the hazard within the restricted area. These shall conform to the Health and Safety (Safety Signs and Signals) Regulations (1996).

The Contractor must not move any barriers, guards, screens, or notices without the permission of AWC unless the barrier has been erected by his own employees or his Sub-Contractors during the contract work.

### 13. Electrical Safety

The Contractor shall ensure that all electrical equipment which includes portable hand tools, and their electrical connections are always in good repair and free from defect.

The Contractor will be responsible for ensuring that all electrical work is carried out in accordance with the Electricity at Work Regulations 1989, and BS 7671.

- Electrical safety on Site is very important and the following must be arranged by the Contractor prior to work commencing. The Contractor shall conduct a suitable and sufficient risk assessment to address electrical safety. The requirements to identify risks and to carry out risk assessment are set out in the Management of Health and Safety at Work Regulations 1999
- Electricity can flash over from overhead power lines. Do not work under them or allow any part of a machine (e.g., crane jib, tipper lorry, ladders, and scaffold bars) to come into contact with them. Special permits to work are required for work which is to take place near to or in the vicinity of Railway Overhead Electrified Lines. **Remember that 2.75 metres (9 feet) is the minimum safe distance from overhead electrical power lines or their associated connections. If there is any likelihood, the work or tools and equipment may come within that distance, authority must be obtained from the Infrastructure Controller, Network Rail who will agree with you the specific control arrangements.**
- Prior to any groundwork, digging etc, taking place, identify the location of buried live electricity cables (requesting buried cable surveys to be checked or undertaken) to ensure that they are not disturbed or broken into. Cat Scanning to be carried out in accordance with relevant industry standards.
- Electrical tools used outdoors or where there is a lot of earthed metalwork are best worked from a safety isolating transformer or connected through residual current circuit breakers which will cut off the power quickly in an emergency. Whenever possible, 110-volt dc equipment or battery-operated hand tools should be utilised on work sites.
- There must be a switch or isolator near to each fixed machine to cut off the power in an emergency.
- Electrical sockets must not be overloaded.
- Robust electrical plugs must always be fitted, and the flex must be firmly clamped to stop wires pulling out of the terminals - regular inspections of electrical connections must be carried out by a competent person.
- All electrical joints must be electrically and mechanically sound. Frayed and damaged cables must not be used.

- If the atmosphere is particularly dusty or likely to be flammable, dustproof explosion protected equipment must be used.
- Sufficient competent staff must have been identified to cover on site first aid emergency arrangements, which must include electric shock action.

## 14. Portable Hand Tools

Portable hand tools and equipment including chisels and hammers etc. must be kept in good condition and used properly by competent persons; they must not be left on the Site to be abused or stolen. All such tools must have a valid test certificate.

## 15. Environmental Requirements

**AWC operate an Environmental Management System (EMS).** This system has identified several environmental aspects of our activities that have a negative impact on the environment and those we interface with. The contractor will have appropriate environmental arrangements in place that support AWC's own EMS. The EMS aims to control environmental impacts through a process of specific objectives and ongoing continual improvement.

Contractors play a critical role in helping support our EMS and attention is drawn to the following key points:

- Comply with any specific requests from AWC to maintain the effectiveness of its EMS. These requests will be either detailed in your agreed method statement or briefed to you by the AWC representative when you 'sign in' at the location. Your compliance helps maintain any external AWC certification for its environmental management arrangements.
- Be aware of any significant environmental impacts your own activities bring to AWC - for example, large volume energy consumption or waste management. You should identify and implement arrangements that aim to control or reduce those impacts. Any waste produced by your activities on site should be removed by you/your company unless written agreement has been sought from AWC to utilise their waste management process. In the event of taking away any Avanti West Coast waste such as but not limited to; used light bulbs, old equipment, faulty equipment to be disposed of, a Waste Transfer Note (WTN) should be issued and handed to the Station Team- this is a legal obligation.
- Contractors are reminded that as well as helping AWC to maintain its own environmental programme and awards, compliance to AWC's environmental arrangements helps reduce the likelihood of legal prosecution from enforcing agencies. Contractors should report to the station or environment team any issues they come across such as but not limited to; leaks, malfunctioning equipment, spillages, litter and rodents to assist in the maintenance of environmental compliance.

- Specify the protection arrangements in the event of any accidental spillage. All spillages should be reported to the station team and if serious enough escalated to control.

Any concerns over adhering to the above should be directed to the AWC Environment team at: [environment@avantiwestcoast.co.uk](mailto:environment@avantiwestcoast.co.uk)

## 16. Substances hazardous to Health & Dangerous Substances

Contractors must take full account of the Control of Substances Hazardous to Health Regulations 2002 when working at West Coast locations. An inventory must be provided for all chemical substances that the Contractor intends to bring to Site and must state the arrangements for storage, use and disposal along with any assessments required by the Regulations. As previously stated, flammable materials will not be stored on stations. Account must be taken of any other relevant statutory requirements, such as Chemicals (Hazard Information and Packaging for Supply) 4: Regulations (2009).

## 17. Use of flammable Liquids and Gases

The Dangerous Substances and Explosive Atmosphere Regulations (2002) lay down directions regarding the storage and use of butane, propane, and similar substances. They place the responsibility for compliance under the regulations on the user rather than on the occupier of the premises. Accordingly, any Contractor intending to bring on site and to use such materials must ensure that adequate firefighting equipment is left adjacent to the work site where such materials are used. Such materials must not be stored anywhere when on AWC Sites. These requirements will apply to all flammable materials e.g., acetylene, hydrogen, petroleum, and diesel fuel. It is a AWC requirement that flashback arresters must be fitted to ALL flammable gas cylinders.

All gas bottles must be accommodated in suitably designed moveable wheeled carriers to facilitate removal in case of fire. Also, such bottles and carriers must not be left in the vicinity of operating plant following their use, or left overnight, but removed to a designated secure storage compound.

## 18. Accidents and Dangerous Occurrences

In addition to the statutory requirements under the Health and Safety at Work etc., Act 1974 and other statutory legislation, the Contractor must comply with the local management instructions in respect of accident and dangerous occurrences reporting.

All accidents or safety related incidents on AWC premises must be reported to the West Coast representative or a member of staff with full details of the occurrence given.

First aid facilities are normally available at the location and a member of staff should be sought in the event of requiring first aid treatment. All locations have a qualified First Aider to assist where required.

## 19. Emergency Plans



An emergency plan has been created for each location managed by AWC. In the event of an emergency, requiring evacuation of the station, the alarm will sound, or you will be advised by other pre agreed means. On being advised of an evacuation, you must go immediately to the specified evacuation point. The emergency plan identifies the evacuation point, and you will be reminded of this when receiving your safety brief prior to starting work.

Do not attempt to tackle a fire unless you can do so quickly and effectively: if in doubt, raise the alarm & leave the building immediately and report to the evacuation point

## **20. Personal Protective Equipment**

Personal protective equipment must be used correctly and be suitable to the task and location in which they are used. The Contractor is responsible for ensuring compliance with the Personal Protective Equipment at Work Regulations 1992 within the work site.

## **21. Noise**

In addition to the requirements of the Control of Noise at Work Regulations (2005) the Contractor shall ensure (as far as practicable) that all persons on Site are provided with suitable ear protection where daily noise exposure (LEP, d) is likely to exceed 85 db. (A).

Such ear protection when properly worn should be expected to keep the risk of damage to such persons' hearing below that arising from exposure to 'the first action level' or the 'peak level' both as defined in the Regulations.

## **22. Removal of dust, dirt, and fumes**

The Contractor is reminded of their duties under the Control of Substances Hazardous to Health Regulations 2002 when dealing with ventilation and the removal of dust, dirt and fumes arising from the work process or equipment in use.

Internal Combustion Engines and any other plant which gives off dangerous fumes shall not be permitted within buildings, including train sheds (covered stations) and subways unless their exhaust systems are suitably ducted to allow emission outside the building.

## **23. Fire**

The Contractor shall receive site specific instructions related to fire safety and familiarise themselves with the site fire procedures provided by the AWC Representative.

Care must be taken when using any equipment that employs naked flames, grinding, and similar ignition sources. Before any such equipment is used or any work is to take place that involves the use of naked flames or combustible conditions, the contractor must submit the proposed details of the work to AWC for consideration and approval.

The site must be kept clear of flammable waste. Fire points, access/egress points and roadways must always be kept clear of obstructions.

All contractors' staff & sub-contractors must be given the fire safety brief, advising how to raise the alarm, evacuation routes, and assembly points.

**Following the carrying out of any 'hot works' the Contractor shall implement a minimum 1-hour fire watch and inform the station Team Leader that this has been done when signing out from site.**

## **24. Waste Disposal**

Contractors must carry out any disposal of waste materials in accordance with local authority requirements, and the attendant Regulations such as the Control of Substances Hazardous to Health Regulations, 2002. The appointed AWC Representative must be consulted where doubt exists on the classification of any waste who will then advise on its classification and on the method of disposal. Under no circumstances must waste be placed into AWC rubbish skips without the express authority of AWC. This must be agreed as part of the method statement process. It is of particular importance that known toxic or noxious waste must be kept separate from general waste. Discharge of oil or other pollutants to any drains, gullies or soakaways is expressly forbidden and serious consequences will follow any such actions.

## **25. Safety whilst working on west coast premises and facilities.**

Work on AWC premises must be carried out in accordance with local rules, railway regulations and safety instructions issued by AWC.

## **26. Contractors working alone.**

Any contractor who requires to work unaccompanied at remote locations within the station or facilities area (i.e., places not routinely frequented by others –boiler rooms, redundant offices etc –must ensure they have properly agreed arrangements to ensure their safety should they need assistance whilst alone. Access to a mobile phone or radio is a common method but this should be backed up by a proper assessment of the location and specific circumstances of the work being undertaken. This must be set out in the appropriate method statement prior to work commencing. The importance of contractors 'signing in' with the station team is critical in this respect to ensure AWC staff are aware of your presence and where you are.

## **27. Security**

- Contractors are reminded of the need to give due consideration to security when working on or about the station. In this respect the following areas of security risk are drawn to your attention.

- Do not leave any items of equipment, bags, and toolboxes unattended on a station. They will start a security alert and could result in the evacuation of the station.
- Do not leave lockable doors unlocked at any time, and do not permit 'tailgating' (allowing people to follow you through a secure door after you have released it).
- Be aware of the presence of suspicious packages or articles e.g., bags or boxes 'concealed' behind stairwells or other places away from direct observation. If you do observe any item that looks suspicious, report the facts immediately to a member of AWC staff. This principle also applies to suspicious people: those observed in locations to which they have no right of access. During a potential bomb alert, do not use mobile phones.
- Contractors are also reminded of the need to ensure that their vehicles are correctly parked and identified, again to avoid the possibility of a security alert.

## 28. Safety of customers and employees

Always consider the safety of other people when working. Do not leave tripping hazards lying around, and refrain from blocking emergency access or egress points.

You must not block walkway areas for customers or employees without having agreed arrangements with the AWCs representative options alternative routes.

If you do create a hazard or become aware of something that may endanger staff or customers, restrict access to the area and inform a member of AWC staff.

All spillages must be promptly cleaned up to reduce the likelihood of slipping accidents.

## 29. Running lines and trains

On a station, under normal working conditions, there is no reason for you to ever go onto, or alongside a running line. To do so requires competence in personal track safety, **and** the authority of Network Rail.

When working on AWC' premises we ask that where possible, particular attention is paid to the following emergency situations:

- people trying to board or alight from moving trains.
- doors open on moving trains.
- fire or excessive smoke from trains
- defects or damage to overhead live wires
- damage or obstructions on track
- malicious people or suspect packages
- train accidents

In the event of you becoming aware of any of these situations, immediately inform a member of station staff. If the emergency warrants Fire, Ambulance, or Police response, and rail staff

are not immediately available to do this, or confirm it has been done, emergency services should be summoned using the 999 facilities.

### **30. Overhead Live Equipment**

Many of the trains operating on the rail network are electrically powered using power drawn from the overhead line equipment above the track. This equipment is always live and is charged to twenty-five thousand volts [25KV].

**People encountering this equipment rarely survive the severe burns or shock. Never interfere or come within 2.75 metres (nine feet) of any live wire or associated equipment. In practice, always stay as far away as possible. Never come into contact with anything that itself, is in contact with overhead live equipment.**

If you discover an obstruction on the overhead live equipment or any other safety related problem, you must immediately inform a member of local staff. Do not attempt to remove the obstruction, as it may itself, be charged to 25KV.

Dealing with a casualty of an electric shock requires special training: again, ensure that the local AWC representative is immediately informed, or emergency services are summoned.

Where ladders or other access equipment is to be used as part of the agreed method statement, always ensure they are used in the position agreed. The use of aluminium ladders is prohibited on railway stations. Never carry ladders or sections of access equipment vertically in the vicinity of overhead line equipment. The dangers of incorrect handling 25KV applies equally to any long implements, which again must always be carried horizontally using two people if necessary. The access route to the work site itself must be as defined and agreed in the method statement.

### **31. Asbestos and other hazardous materials on railway property**

- The Contractor's attention is drawn to the possibility that asbestos and other hazardous materials may exist within any property. Where its presence is known, AWC shall endeavour to confirm its existence to contractors. The contractor shall nevertheless refer to the property Asbestos Management Plan The Contractor is required to ensure that all precautions are taken when working near asbestos to comply with statutory provisions.
- If a contractor suspects they have located an asbestos type of substance or have any doubts about the nature of an unknown substance, they must immediately stop work, and seal the affected area off to prevent access by any other person. The AWC representative at the location must be advised of the circumstances immediately.
- It shall be noted that the Asbestos Management Survey for the property will not state whether buried or hidden asbestos is present and any works likely to disturb such materials should be undertaken only when it is known asbestos is not present or a Refurbishment or Demolition intrusive survey has been completed and its findings noted.

### **32. Lasers & Explosives and electrically conductive survey equipment**

No lasers or explosives may be used on AWC premises without prior authorisation from AWC and Network Rail.

Electrically conductive survey equipment shall not be used by the Contractor within 2.75 metres of any overhead line equipment nor within 2 metres of any rail without the express authority of Network Rail.

### **33. Monitoring of contractors**

**It is the responsibility of the contractor to ensure that all subcontractors are always supervised while on AWC premises.**

AWC may carry out periodic monitoring of your adherence to agreed safety standards during work including the integrity of site boundaries.

Any violation of safety standards will result in the person concerned or in some cases the whole team, being stopped from working and told to leave the site.

### **34. Signing out after completion of work**

Once work has finished for the day, you must report to the AWC local representative's office and sign out using the system provided.

Do not forget to sign out as contractors who forget to sign out can start a security alert. The AWC representative will assume you are injured somewhere and start a search of the premises.

**AVOID TIME WASTING SEARCH PROCEDURES: ALWAYS SIGN OUT BEFORE YOU LEAVE THE PREMISES**

Once you have signed out, you must not commence any work until you have again signed in.

### **35. Visitors**

A visitor to a station is defined as a person or a group:

Not performing installation/maintenance/repair work associated with the station infrastructure.

Examples of visitors may include exhibition firms, promotion companies, and agencies collecting for charity. All such visitors must obtain a PTW from AWC before any station-based activities take place. This will specify the following requirements:

- Agreed areas where activities can take place.
- Details of restricted areas of the station
- Timescales

- Signing in/out process and local safety briefing

For the purposes of station evacuation, visitors will be treated as members of the public and act on AWC staff instructions accordingly.

Without the requisite authority from AWC, visitors will not be permitted to operate/carry out any activity on the station.

### **36. HELP?**

If you are in any doubt over the safety of what you are doing, or before amending your agreed method statement, you must reach agreement with your appointed AWC local representative, who will, if necessary, take advice from the Property Management team or Safety team.