

SITE MANAGEMENT (INCL. SET-UP, DELIVERIES & COLLECTIONS, DEMOBILISATION)

SAF23

1 PURPOSE

The purpose of this procedure is to detail the specific HSQES requirements associated with the set up and demobilisation of sites.

The implementation of these arrangements will ensure that adequate controls are in place to minimise potential risks to the health, safety and welfare of VolkerRail (VR) employees, its subcontractors and the environment.

This procedure shall outline how VR will comply with all relevant legal requirements and client standards.

2 SCOPE

For the purpose of the application of the arrangements associated to this procedure VR sites / depots / offices will be classified as either 'Transient' or 'Non-Transient' sites.

| Term | Definition |
|--------------------|---|
| Transient Site | Workers are on site for short periods of time |
| Non-Transient Site | Worksite where workers are employed in one or more locations for long periods of time where fixed welfare facilities will be provided |

Please Note: While this VR procedure provides detailed scope on the requirements when undertaking a Principal Contractor role, SAF53 - Construction (Design & Management) Regulations 2015 has a checklist to assist with ensuring requirements are met.

3 REFERENCES (INPUTS) / RELATED DOCUMENTS

- Workplace (Health, Safety and Welfare) Regulations
- Construction (Design and Management) Regulations
- NR/L3/INI/CP0036 The Provision of Welfare Facilities
- NR/L2/ENV/015 Environment and Social Minimum Requirements for Projects – Design and Construction
- VWUK H48 Control of Substances Hazardous to Health
- VWUK E01 Environmental Aspects & Impacts
- CIV510 Management of Temporary Works
- CMS05 Site Access Controller
- ENG02 Production of Project Documentation INC. WPP, CPP & TBS
- ENV01 Corporate Environmental Manual
- ENV04 Project Management and the Environment
- E04 & ENV05 Waste Management
- ENV07 Pollution Prevention
- ENV09 Management of Protected Sites and Species
- H05 MSite Overview
- PE326 Vehicular Plant and Crane Operations
- PE350 Beaver Tamper Access Arrangements and Protection of the Infrastructure
- QUA20 Principal Tenant
- SAF27 Management of First Aid at Work
- SAF40 Emergency Response and Management
- SAF53 Construction (Design & Management) Regulations 2015
- 'What 3 Words' mobile application <https://what3words.com/how-to-use-the-what3words-app/>

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4 DEFINITIONS

| Term / Abbreviation | Meaning |
|---------------------------------|---|
| Local Facilities | Suitable private or public welfare facilities, which are used by prior arrangements with the owners e.g.: Stations, Client Depots, Public Toilets |
| Non-Transient Site | A worksite where workers are employed in one or more locations for long periods of time. Fixed welfare facilities will be provided |
| Route Crime | Phrase used by the British rail industry to denote trespass and vandalism on the railway. |
| SAC | Site Access Controller |
| VRCC | VolkerRail Control Centre |
| PIC | Person in Charge |
| SWL | Safe Work Leader |
| Project Plant Coordinator | A single point of contact appointed by the project manager to manage the coordination of plant with VR Plant |
| Plant Account Manager | A single point of contact appointed by VR Plant as the single point of contact for the coordination of plant for a project |
| Procurement Representative | A nominated point of contact for the project from the procurement team in Doncaster |
| Designated Material Coordinator | A point of contact appointed by the project manager to manage the coordination of material deliveries to site |
| PEA | Preliminary Ecological Appraisal – undertaken by a competent ecologist comprising a desktop study and site walkover survey |
| DIA | Diversity Impact Assessment is a legal obligation placed on the client, which may be delegated to the Principal Designer and/or Principal Contractor to assess the potential impact on people (e.g. passengers, employees, or lineside neighbours) throughout the duration of the project including temporary works, temporary conditions (e.g. temporary impact on public access, car parking etc.). |

5 PROCESS

5.1 Site Selection and Survey

During the planning stages, The **Project Manager** must ensure an assessment of possible locations for office, welfare and compound establishments are undertaken to determine suitability. This assessment must include the following;

- Land ownership and boundaries
- Previous land use (e.g.: contaminated land/fly tip)
- Accessibility / interface with the highway
- Boundary fencing condition
- Site clearance requirements
- Location of existing utilities
- Ground conditions
- Connectivity (e.g.: strength of mobile signal)
- Proximity to residential housing and local community amenities such as schools, place of worship and nurseries. Specific consideration should be given to the nature and out of hours working in the compound and potential impact to the local community. A Community Impact Assessment shall be undertaken.
- Lighting requirements

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- Temporary Works requirements in accordance with CIV510.
- Ecological constraints (Preliminary Ecological Appraisal)
- Environment constraints (Site Environmental Risk Screening)

During the site selection process, any land or office agreements must be processed and agreed by the **Facilitates Manager** in accordance with QUA20 - Principal tenant procedure.

Prior to any works commencing on a site, including facilitates establishment, the **Project Manager** must ensure that a site survey is undertaken. The purpose of the survey is to:

- Establish the relevant health, safety and environmental aspects
- Determine and record the condition of the site (dilapidation survey)
- Identify local stakeholder (e.g.: local business/resident) interfaces
- Confirm the information provided by the client

The details of the site survey including hazards/risk and mitigation measures will be recorded within the Construction Phase Plan (CPP).

Form ENV04F02 - Site Environmental Risk Screening shall be completed to provide an early indication of the potential environmental risks to be managed. ENV04F02 shall be returned to the project Environmental Specialist for review, who will advise on any additional survey requirements and ultimately the controls or opportunities to apply best practice. The outputs will be developed into the Environmental and Social Management Plan.

On all Network Rail sites a Preliminary Ecological Appraisal (PEA) shall be undertaken by a competent ecologist prior to mobilisation on site. The PEA shall include the proposed area to be used for non-transient site set-up and comprises desktop searches (may take 4 weeks) and walkover survey. Biodiversity accounting is also required to baseline and calculate the proposed post works biodiversity unit values. For further guidance refer to ENV09.

Where the client has confirmed that a Diversity Impact Assessment (DIA) is a project deliverable, VolkerRail is required to confirm that any alternative routes put in place for construction activities etc., do not negatively impact accessibility or use of infrastructure for the duration of the works. The DIA shall be reviewed and updated with this information either directly where responsibility has been delegated to VR or in consultation with the client.

The dilapidation survey (ENG01M007F01) must be agreed with the landowner prior to commencing works on the site.

Once the pack has been produced it will be reviewed on a 6 monthly basis or when there are significant changes to the site.

5.2 Project Facilities

The **Project Manager** will identify, during the planning stages, the required project facilities. These facilities may include:

- Welfare
- Office space
- Compounds
- Storage

Where practicable, site establishments must allow for 'Personal Adjustments' and therefore include a pray/reflection/quiet room.

In assessing the requirements for project facilitates, the **Project Manager** must consider the contractual/CDM arrangements and determine potential resourcing levels to ensure adequate provision, throughout the life of the project.

All VR project facilities including offices, compounds and sites must be branded using corporate signage which can be obtained via the procurement department.

For all Network Rail projects NR/L2/ENV/015 standard mandates the use of renewable energy power and energy efficient technologies for all equipment, including welfare facilities, lighting, and plant equipment. The **Project**

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Manager shall ensure that where available on the market (technologically and availability) and costs are recoverable, that the project is established using renewable power. Where that is not possible, the reason shall be documented and communicated to the Employer's Representative.

The hierarchy below shall be applied:

- Mains connection with 100% renewable energy contract (details of current broker available through procurement)
- Renewable powered plant and equipment
- Low carbon fuels – Hydrogenated Vegetable Oil (HVO) certified to the International Sustainability and Carbon Certification (ISCC) Scheme

If Network Rail are responsible for paying any utility company direct for ongoing services or supplies to project facilities then Standard NR/L3/ENV/305 will apply.

5.2.1 Welfare

The provision of site welfare facilities must be determined during the planning stage of the project and be detailed within the Construction Phase Plan and induction.

The scale of the welfare provision on a project is dependent on the number staff using the facilities, the nature and duration of the works. When appointed as Principal Contractor, VR **Project Manager** shall ensure that adequate welfare facilities are provided at strategic locations throughout the site and the level of provision should also consider other parties including subcontractors, client and third parties.

Principal Contractor responsibilities include:

- Ensuring the provision of the welfare facilities in accordance with this procedure
- Ensuring the regular maintenance and cleaning of welfare facilities
- Ensuring regular inspections of the provision of welfare facilities
- Ensuring all provided welfare facilities are adequately secured when not in use
- Site signage is displayed in prominent locations (Mandatory signage)

Client responsibilities include:

- Ensuring that a Welfare Assessment Guidance and Welfare Provision Form are available at the planning stage and is issued as part of the pre-tender health and safety documentation for completion by the contractor
- Ensuring the Welfare Provision Form is completed, and the facilities are provided as stated.
- Welfare Provision form completed and on site

Where VR are not providing the project facilities, the **Project Manager** will ensure adequate facilities have been provided by the Principal Contractor.

Project facilities, particularly welfare provision, must be established prior to the start of any construction activities. This document details the minimum requirements for provision of welfare facilities on VR transient and non-transient work sites.

It applies to all VR work sites and includes Client, Principal Contractors and sub-contractors employed by them. Sites will be categorised as either transient, non-transient or local facilities, defined as follows:

| Term | Definition | Category |
|--------------------|--|----------|
| Transient Site | Worksite where workers are on site for short periods of time as defined in Table A.1 of the Welfare assessment requirements (Category A or B) | A or B |
| Non-Transient Site | Worksite where workers are employed in one or more locations for long periods of time where fixed welfare facilities will be provided as defined in Table A.1 of the Welfare assessment requirements | C |
| Local Facilities | Suitable private or public welfare facilities that are used by prior arrangements with the owners, e.g. Network Rail stations, depots, public or shop toilets, garages | A |

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5.2.2 Assessment of Welfare

The **Project Manager** shall ensure that all works associated with VR worksites, either renewals or construction work is planned (except in an emergency) and that the provision of welfare facilities is included at the planning stage of the project.

The **Project Manager** shall ensure that a welfare assessment is completed using the assessment matrix table to determine the category of welfare facilities to be provided. The outcome shall be recorded on the Welfare Assessment Form (SAF23F07). This will be provided to client's representative for review.

Arrangements for welfare facilities also need to be considered during any emergency works.

Where identified through risk assessment, special welfare arrangements for high-risk activities e.g.: lead or asbestos works will be provided in addition to normal welfare facilities.

Guidelines for lone workers are not exhaustive and an assessment must be made to reflect each circumstance. There will be occasions where one person is temporarily based in one place for several weeks (for example where critical rail temperature watchmen are placed) then a non-transient site establishment may not be sufficient.

The following table shall be used to complete the Welfare Assessment Form SAF23F07.

| No. of persons | No. of work periods (consecutive shifts, days or nights) | | | | | | | | |
|----------------|--|---|---|---|---|---|--------|---------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1 week | 2 weeks | >2 weeks |
| 1 | A | A | B | B | B | B | B | B | B |
| 2 | A | A | B | B | B | B | B | C | C |
| 3 | A | A | B | B | B | B | C | C | C |
| 4 | A | B | B | C | C | C | C | C | C |
| 5 | A | B | B | C | C | C | C | C | C |
| 6 | A | B | B | C | C | C | C | C | C |
| 7 | A | B | C | C | C | C | C | C | C |
| 8 | A | B | C | C | C | C | C | C | C |
| 9 | B | B | C | C | C | C | C | C | C |
| 10 | B | C | C | C | C | C | C | C | C |
| 11+ | C | C | C | C | C | C | C | C | C |

KEY

Category A: Transient site. Arrange for sufficient and suitable local facilities to be used. These may be public or private facilities, e.g.: NR stations/depots/buildings/signal boxes, garages and shops.

Category B: Transient site. Arrange for suitable and sufficient temporary welfare facilities, e.g.: welfare vehicles.

Category C: Non-transient site. Establish a site cabin with fixed welfare facilities, car parking, traffic management, site access control, etc.

NOTE 1 The overall travel time to any toilet provision shall be not more than 20 min from the point of work, but ideally within 10 min.

NOTE 2 In certain circumstances local facilities, if suitable, permanently available and by agreement, may be preferable to temporary site welfare facilities.

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5.2.3 Toilet Units

Toilet units shall:

- a) have plumbed in WCs and washbasins complete with plugs;
- b) have doors and locks fitted to the cubicles;
- c) be provided with toilet consumables;
- d) be provided with sanitary disposal facilities;
- e) have adequate lighting, including in cubicles;
- f) be accessible, with non-slip steps;
- g) be well stocked;
- h) be maintained in a clean and hygienic condition;
- i) be installed, level and stable;
- j) have all waste contained and removed from site as required;
- k) be robust enough to withstand day to day use

5.2.3.1 Toilet facilities for mixed use

The following table shall be used for situations where men and women may be on site at the same time. Separate assessments shall be made using this table for total numbers of each group, i.e.: men and women.

| No. of persons (men or women) | No. of toilets | No. of washbasins |
|-------------------------------|----------------|-------------------|
| 1 – 5 | 1 | 1 |
| 6 – 25 | 3 | 3 |
| 26 – 50 | 5 | 5 |
| 51 – 75 | 7 | 7 |
| 76 – 100 | 9 | 9 |

5.2.3.2 Toilet facilities for men only

The following shall be used for establishing the toilet facilities for men only on site.

| No. of men | No. of Toilets | No. of Urinals | No. of Washbasins |
|------------|----------------|----------------|-------------------|
| 1 – 15 | 1 | 1 | 1 |
| 16 - 30 | 3 | 3 | 3 |
| 31 - 45 | 3 | 3 | 3 |
| 46 - 60 | 5 | 5 | 5 |
| 61 - 75 | 5 | 5 | 5 |
| 76 - 90 | 7 | 7 | 7 |
| 91 - 100 | 7 | 7 | 7 |

5.2.4 Washing Facilities, including washing facilities provided in WC units

The washing facilities shall:

- a) be provided with a plumbed-in washbasin, complete with plug;
- b) have hot / warm and cold running water;
- c) be provided with soap and/or other hand cleaning material;
- d) be provided with a nailbrush or other suitable equipment to assist in cleaning;
- e) have provision for drying hands and forearm;
- f) have sinks large enough to adequately wash an entire forearm;
- g) have adequate heating, lighting and ventilation;
- h) be robust enough to withstand day-to-day use;
- i) have waste suitably contained and removed from site as required;
- j) be provided with a waste bin;
- k) be provided with a mirror.

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5.2.5 Facilities for storage and drying of workwear

Facilities for the storage and drying of work wear shall be provided for non-transient work sites as follows:

- a) Storage for work wear shall be secure, clean, dry, provided with seating and segregated from personal items of clothing to avoid cross-contamination.
- b) Means of drying work wear, so that it is usable by the start of the next shift, shall be provided.
- c) The facilities shall be ventilated to prevent overheating and the potential risk of fires.
- d) Separate changing facilities for men and women shall be provided.
- e) Work wear storage and drying facilities shall not be used for the storage of plant, equipment or materials.
- f) The facilities shall have the ability to be secured and locked.

5.2.6 Rest Facilities

Rest facilities shall:

- a) be available with enough resources for the largest group of persons on site;
- b) be provided with mains electricity as first chosen option for sites indicated as non-transient work sites. Silent generators may be used as an alternative where mains electricity cannot be provided.
- c) have enough seating with backs, tables, heating and lighting;
- d) be provided with facilities for heating and preparing food, and the means of boiling water;
- e) not be used for the storage of plant, equipment or materials;
- f) not allow smoking; NOTE Suitable smoking areas will be identified on site.
- g) include, where necessary, suitable facilities for pregnant women or nursing mothers to rest lying down.

Where welfare facilities are limited for the total number of personnel on site, breaks shall be staggered so that the facilities are not overcrowded.

5.2.7 Drinking Water

Drinking water shall be provided as follows:

- a) A supply of fresh drinking water shall be provided and can be mains sourced or bottled as appropriate and clearly marked.
- b) If supplied in a container, the container shall be clearly labelled, and the water changed often enough to prevent it becoming stale or contaminated.
- c) An adequate supply of cups shall be available.

5.2.8 Maintenance and Cleaning

Facilities shall be regularly maintained / cleaned as follows:

- a) Systems shall be in place to maintain all welfare facilities, site access cabins, offices, etc. in a clean and tidy condition and fit for purpose.
- b) All consumables shall be replenished as and when required.
- c) Facilities shall be well ventilated and suitably cleaned so that offensive odours do not linger.
- d) A suitable number of waste bins shall be provided and regularly emptied

The cleaning and maintenance regime should account for the volume of staff using the facilities and nature of the works.

5.3 Welfare Vehicles

Where welfare vehicles are used, they shall supplement relevant and suitable facilities as specified in section 5.2 and its associated sub sections above.

Client approval is often sought for the use of welfare vehicles.

5.4 Premises and Properties

The leasing of premises and property may be required for the establishment of the Project Facilities. The roles and responsibilities involved in the 'Life Cycle' management of premises and property, which is either owned or leased by VR are detailed within procedure QUA20 - Principal Tenants.

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When selecting a premises, the **Project Manager** must ensure the connectivity of the location is checked. This includes checking mobile signal strength and available data connections (ICT will provide advice on the latter).

5.5 Security

Site security requirement must be assessed during the planning stages and measures implemented to safeguard staff, site teams, working areas and the protection of other third parties.

This pre-works assessment should identify areas prone to crime and must include a survey of the existing site boundary fencing to ascertain the condition and remedial works which may be required to secure the site.

Security arrangements and measures must be documented in the Construction Phase Plan.

The following is a non-exhaustive list of possible measures to manage the risks from unauthorized access to the worksite:

- Static or mobile Security Guards
- Fencing, appropriate to the location
- Barriers
- Lockable access gates
- Lockable containers
- CCTV and intrusion detection systems
- Secure materials and plant storage
- Site Lighting

All temporary structures, including fencing, barriers and gates must be assessed, installed and monitored in accordance with VR procedure CIV510 – Management of Temporary Works.

Wherever reasonably practicable, all items should be removed from the worksite to a secure location, before staff leave. If it is necessary for items to remain on site adequate security measure must be taken as above.

Where the site is in a known vandalism or trespass hotspot area the Site Access Controllers briefing must include specific references to known security risks and response procedure.

Information providing contact details should be posted on the perimeter fence line / boundary, should visitors wish to enter and for members of the public who may wish to report any suspicious activity.

All employees have a responsibility to ensure that access gates are closed and locked after use.

Any breaches of security, damage to access gates or other suspected malicious acts should be reported to VRCC and the PIC/Site Manager/SAC. These will be escalated to the British Transport Police, Local Authority or Client to ensure appropriate action can be taken.

5.6 Traffic Management

It is essential that the risks involved in the movement of mobile plant and vehicles around the site and the interface with site personnel are identified and controlled as far as reasonably practicable. This would include risks associated with the interface with the public highway.

The **Project Manager** must ensure every area of the site, likely to involve vehicle or plant movements, including car parks and compounds, is assessed and recorded in the ‘Traffic Management Plan’ (See SAF23F09).

For larger sites, numerous traffic management plans may be required. The **Project Manager** must ensure the traffic management plans are communicated to the relevant staff.

The pedestrian and vehicle routes, as far as reasonably practicable should be segregated. The individual routes will need to be suitable for the persons or vehicles using them, ensure they are in suitable positions and enough in number and size.

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Any works (including for example: delivery of materials) on or near the public highway will require local highways approved traffic management plans. These plans must be produced by a qualified traffic management subcontractor. The implementation of traffic management on the public highway must be by a qualified traffic management team.

5.7 Site Lighting

It is essential that the requirements for temporary site lighting are planned and implemented correctly.

The **Project Manager** is responsible for ensuring a lighting plan is prepared for each area of work, including worksites/access points/compounds/car parks that require access or works in the hours of darkness.

Figure 1 describes the process to be followed in determining the requirements for, and requirements of, a lighting plan. Preferably, where possible, works will be carried out in daylight. However, if this is not possible, lighting must be planned in advance of the works and recorded within the lighting plan. The lighting plan would include external lighting on offices, welfare cabins or other buildings.

The development of a lighting plan must be supported by a site survey to determine where and how lighting and associated equipment will be placed. Refer to the Lighting Specification Plan and Monitoring Report Form (SAF23F08).

The lighting assessment and supporting survey must consider and address the following issues:

- Type of work being carried out and the plant and equipment that will be in use (scope of works).
- Type of lighting system proposed
- Suitable locations for the lighting system to avoid contact with people plant and machinery
- The risk of vandalism at this location
- Existing utilities that have been identified within searches
- Evidence of cables or services on site not identified during the services search
- Impact of site factors such as cuttings, embankments, structures, cess width which will affect the lighting requirements.
- Use of LED lights to emit minimal ultra-violet light, use of hooded lights or flat cut-off lanterns or accessories should be used to shield or direct light to minimis disturbance to foraging bats.
- Impact of OHLE, if present. Will this affect the erection, height and spacing of the lighting?
- Uniformity of illuminance (avoid dark and bright spots)
- Avoidance of glare to the users of illuminated areas and to occupants of nearby areas.
- Available Power sources – generators need to be provided if the lights do not come with their own source of power. As a rule, generators are 3kVa or 5kVa. If mains electricity is available, remember it must always be transformed down to 110v.

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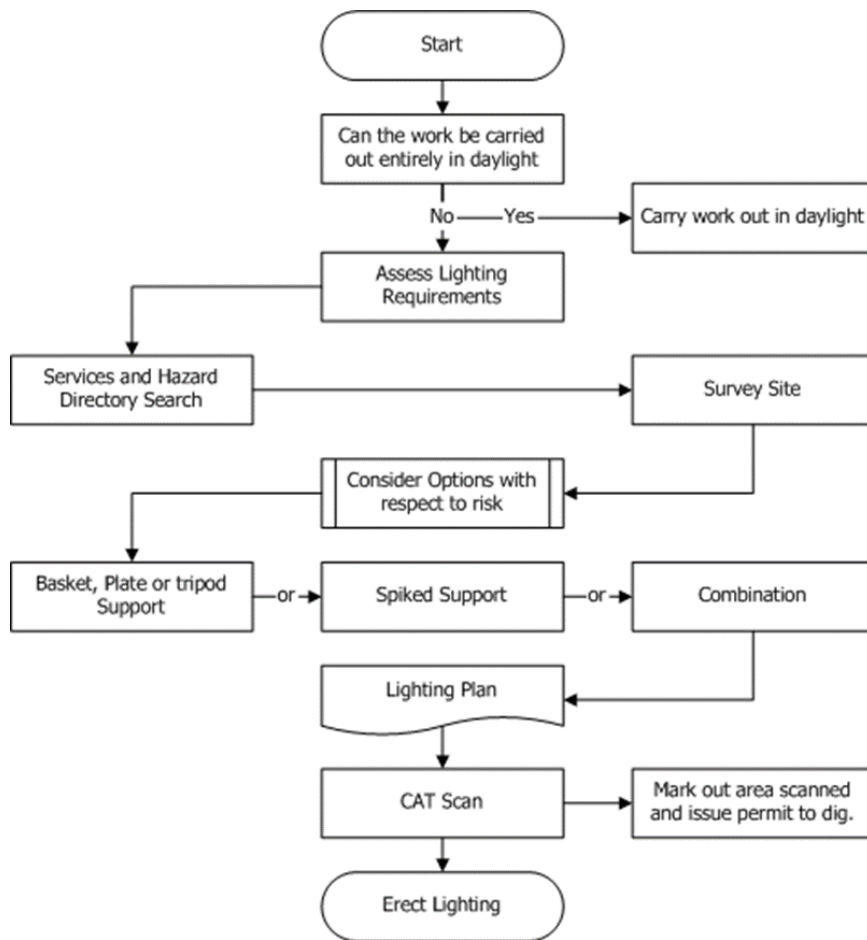


Figure 1

The **Project Manager** must ensure a services and hazard search is carried out and recorded in line with VR procedure CIV508 – Permit to Dig. This information is to be used to ensure that lighting activities will not affect services that may be present. The absence of service data or other information should not lead to the assumption that none are present.

Lighting should be installed and tested in daylight in advance of the works, where possible.

The purpose of the lighting plan is to meet the following guideline for the minimum lighting requirements for VR site activities.

| Activity | Typical locations and types of work | Average illuminance (lux)lx | Minimum measured illuminance (lux)lx |
|--|--|-----------------------------|--------------------------------------|
| Movement of people, machines and vehicles in hazardous areas; rough work not requiring perception of detail. | Construction site, clearance, excavation and soil work. e.g.: Track Renewal | 50 | 20 |
| Work requiring limited perception to detail. | Assembling components. Inspection. | 100 | 50 |

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| Activity | Typical locations and types of work | Average illuminance (lux)lx | Minimum measured illuminance (lux)lx |
|--------------------------------------|-------------------------------------|-----------------------------|--------------------------------------|
| Work requiring perception to detail. | e.g.: work in location boxes. | 200 | 100 |

The preferred lighting level will be the highest of the above. Project Managers are required to ensure the minimum level is achieved on their sites. This will be achieved through the undertaking of checks with Lux meters and building a body of knowledge.

Glare is most commonly experienced when lamps are directly visible close to the line of sight. Consideration on how best to avoid glare should be made at the planning stage

5.7.1. Site Lighting Options

The following table describes the most common types of lighting encountered on the Railway.

| Type | Description |
|------------------------|---|
| Linear Lighting | Where the lamp is 3.5 to 5m above rail level and has two adjustable lamps on a mast. |
| Area Lighting | Where the lamp height is; i) 5 to 6 m above rail level and has two adjustable lamps on a mast or ii) Where the lamp height is 15 to 20m above rail level and has 4 adjustable lamps on a tower. |
| Festoon Lighting | Individual lamps on a cable |
| Mobile Lighting | Trolley or trailer mounted lamps. |
| Hand Lamps | Self-explanatory |
| Wagon Mounted Lighting | Temporary or permanent lighting on a wagon. |

It is more than likely when lighting a site this will involve a combination of the common lighting types. The table below details guidance on type of lighting to be used in specific situations.

| Task | Desirable | Notes |
|---------------------------|--|--|
| Site Access points | Four head towers – covers up to a 50m x 100m area | Lighting towers are preferred option where light spread to surrounding property is not an issue. |
| Access lighting trackside | Link lights at 10m centers | |
| Localised work | Trolley | Trolley lights enable lighting of access route as well as site. |
| Stressing | Link lights at 8m spacing with trolley lights 1 per team and 1 at stress point | Trolley light only situations only to be considered for small yardages – up to 200m and then work up to 4m from trolley. |
| Welding | Link lights at 8m spacing in each cess staggered 4m. | |
| S&T | K9 | |

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| Task | Desirable | Notes |
|--------------------------------|---|--|
| Off Loading Rail | Hand lamps + train lighting | |
| Offloading sleepers and smalls | Trolley lights + machine lights | If offloading from train place halogen light + generator in wagon. If offloading to stockpile consider local halogen lighting at stockpile – 1 or 2 tripods. |
| Core Renewal – relay, trax | Link lights at 8m spacing in each cess staggered 4m | |

An important element to consider is the ground conditions and how the lighting will be supported on site.

The preferred system for temporary linear site lighting support is baskets, plate, tripod support or a system that avoids the risks associated with breaking the ground. This solution is most appropriate for firm and level ground.

If the baskets are to be filled with, or the plates covered with ballast it must be determined where this material will come from. The baskets must be suitably weighted to reduce the likelihood of overturning.

However, using this approach on embankments and cuttings may involve breaking the ground to create a firm and level surface. The risks associated with this activity must be considered including utilities and slope stability.

The use of baskets and plates will present manual handling risks, especially on uneven ground or cuttings and embankments.

Baskets and plates in some circumstances could present vandal ammunition. If used, therefore, they should be installed and removed as soon as possible, within the usual open line working constraints.

Baskets and plates and some other methods such as rail attachments can present tripping hazards. Staff and possibly others will need to be briefed of this hazard. This could be particularly important in the event of a detrainment.

Positioning of generators should be considered with respect to neighbours and refueling.

5.7.2. Monitoring Lighting

The illumination levels on sites will be measured and the results recorded on the Lighting Specification Plan and Monitoring Report SAF23F08.

These reports will be reviewed by the **HSQES Director** and **Engineering Director** every six months to determine and address the following:

- Is level of illuminance acceptable
- Is best practice being applied across the business
- Are there areas for improvement
- Are advantages and disadvantages of equipment used being determined?

5.8 HSQES Noticeboards

Health and safety information and statutory notices must be displayed in the site office along with emergency procedures and the identity of persons in charge.

All sites where VR is the Principal Contractor must display a VR HSQES noticeboard which includes a 'how safe is my site' tracker. Noticeboards can be obtained from the **Corporate Document Controller**.

The template for the noticeboards has been included as Appendix A.

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As a minimum the noticeboard must include:

- HSE Law Poster
- First Aid and Fire Arrangements
- H&S, Q, E&S Policy Statements
- VRCC Reporting Requirements
- HSQES / Engineering Alerts
- VR Insurance certificate

Depending on contract requirements and nature of the works, the spare sections may be used for:

- HSE F10 certificate
- Network Rail Principal Contractor License
- Site specific risk (e.g.: Excavation poster, ecological constraints)

The **Project Manager** shall nominate a responsible person for maintaining and updating the noticeboards including the 'how safe is my site' section with accident information including number of accident free days for the site/project.

5.9 First Aid

The **H&S Manager/Advisor** must, for each site, determine the First Aid requirements in accordance with procedure SAF27 – Management of First Aid at Work.

5.10 Waste Segregation

Where it is necessary to remove waste (e.g.: scrap, accumulated waste) all such waste must be removed in line with procedure E04 – Waste Management and ENV05 - Waste Management (Rail Specific).

As a minimum, this will ensure that:

- a) Waste is segregated and stored appropriately;
- b) Waste is only removed by licensed waste carriers;
- c) Waste is managed by licensed waste management facilities or via exemption or permit to achieve the client's contracted diversion from landfill and waste reuse targets;
- d) All Duty of Care checks have been completed.

All site / depot staff (and contractors) must be made aware of the local waste management arrangements.

5.11 Site Scrap

Items left by other contractors or members of the public prior to the commencement of work must be removed as soon as possible. This will include items that have been brought onto the worksite either with or without authority.

Items which may affect the safety of the movement of plant or equipment must be removed from site as quickly as possible.

Where defined by the client, VR should have due regard to all considerations imposed when clearing scrap. For example:

- Time permitted, considering the risk to train operations from misuse by vandals and risk to persons with and/or without authorised access to the railway;
- The potential for misuse of the scrap by vandals to endanger the safety of the train operations as determined by the accessibility of the scrap, the maneuverability of the scrap, the capacity of the scrap to derail trains or initiate any other hazardous event when misused and by the type, frequency and speed of rail traffic adjacent to the scrap and;
- The potential for the scrap to provide a tripping or other hazard to persons on or about the track as determined by the likelihood of persons being exposed to the hazards and the likely injury to such persons.

Licensed waste carriers must be used to dispose of any scrap. Copies of the contractors' waste carrier's license(s) must be obtained prior to the removal of the scrap and retained with copies of the transfer notes for the removal

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of the scrap. Advice on appropriate waste removal contractors can be obtained on request from the **Project Environmental Specialist**.

All instances of 'fly tipping' should be reported to VRCC who will liaise with the infrastructure manager or local authorities to arrange removal. Where possible, upon discovery of 'fly tipped' materials specific details of the waste should be gathered along with photographic evidence.

5.12 Scrap Metal

In order to ensure that VR complies with environmental and HMRC legislation, the following process must be applied to any redundant (scrap) metal materials found on site which must be disposed of and/or can be sold.

It is VAT fraud if unregistered income is accepted for scrap material which does not go through a controlled auditable process.

In England and Wales all scrap metal dealers are required to register with their local authority in accordance with the Scrap Metal Dealers Act 2013. The definition of a scrap metal dealer not only covers 'scrap metal yards', but also to a wide range of activities where scrap metal is stored and to persons who collect and transport scrap metal as part of a business.

In Scotland metal dealers require a license under the terms of Section 28 of the Civic Government (Scotland) Act 1982, for any premises which would be used for dealing in or processing metal.

The first principle of this policy is to establish a zero-tolerance philosophy with regard to a project or individual receiving a cash payment for site scrap material. Secondly, sites must ensure appropriate waste transfer notes are in place for scrap material movements off site. Thirdly, we must ensure that a VAT invoice is raised for all scrap material transactions, and that cheques are issued to our finance team.

The following criteria are required when considering scrap metal materials:

- If scrap metal / cable is to be stored on site, VR must ensure that where possible a lockable skip is sourced.
- Scrap will only be taken away / disposed of with an approved 'Scrap Metal Dealer' with the associated waste carrier / management licenses. The details of the waste carrier and the receptor will be entered into the Site Waste Management Plan and managed in accordance with the duty of care for waste.
- Cheques or registered bank e-payments are the only acceptable method of payment. All receipts are to be made to the respective business unit. The cheque or remittance must be attached to a copy of the waste transfer note by the site personnel, along with a copy of the written agreement, and then posted to finance team.
- The finance team will create a sales invoice to the scrap company, and (if not already done by registered e-payment) bank the monies received. Receipt will be cross referenced with the log maintained by the procurement team.

5.13 Site Information Pack

A site information pack (SAF23F10) may be used depending on size and duration of project. The **Project Manager** will determine the need for this document during the mobilisation period. The site pack will contain relevant information detailed in the Construction Phase Plan (CPP) and site induction.

As a minimum the pack will contain:

- Brief Description of Works
- Project Rules (with Life Saving Rules)
- Location of Welfare Facilities (incl. diagram of site compound)
- Access Points (with maps and site hazards)
- VRCC Information
- Key Contacts

The pack is to be owned and produced by the Project **H&S Manager/Advisor** and is to be passed over to site personnel after the site induction.

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5.14 Site Induction

When VR are acting in the Principal Contractor role, a site-specific induction shall be developed based the requirements of SAF53 - Construction (Design and Management) Regulations and the project. The induction should be site specific and be relevant to the size and scope of the work and level of risk involved.

It is the responsibility of the **Project Manager** and the **H&S Manager/Advisor** to develop the site induction presentation and the responsibility of the **Project Manager** or appointed **Msite Administrator** to upload the site induction to MSite, where available.

This site induction will be based on the template format included within SAF23F01b.

As a minimum the induction will include;

- Project overview (in brief/outline)
- Key members of the team
- Site Rules
- PPE requirements
- Site specific risks and control measures
- Emergency arrangements
- Accident and incident reporting arrangements
- Arrangement for consulting the workforce on health and safety
- Close Call reporting process

Other items which may be considered, depending on the site-specific requirements are (not an exhaustive list) detailed below:

- VR AIM Initiative
- Health and Safety Law
- Management of working hours
- Worksafe procedure
- Returning the SWP pack

When developing the induction, consideration should be given to audience receiving the induction and its length and complexity of the information communicated. The induction duration should be kept to a minimum and not duplicate subjects from the Industry Common Induction unless there are further specific project requirements.

As part of the mobilisation process, Site rules should be developed by the **Project Manager** and **H&S Manager /Advisor** and included within the induction.

Electronic methods for delivering Site inductions are available (for example MSite or similar) and, where possible, these should be used. Any electronic method for delivery of site inductions must be approved by the **HSQES Director** prior to use.

Where inductions are delivered electronically, in advance of the person attending site, the project must ensure a process is implemented for onsite familiarisation prior to that person starting works.

In the case that inductions are being delivered using traditional methods a Site induction briefing register (SAF23F02) must be held on site.

The **Project Manager** is responsible for ensuring that all employees and subcontractors, including site visitors and delivery drivers, receive a project site induction prior to commencing on site. The induction should be proportionate to the nature of the works being undertaken and therefore in the case of non-working escorted site visitors or delivery drivers a shorter visitor induction' may be appropriate. The visitor induction should be based on form SAF23F02b.

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Where VR are not acting as Principal Contractor, the **Project Manager** will ensure all VR staff attend the relevant Principal Contractors site induction.

5.15 Site Access Control

Site access control arrangements must be established at each worksite. Such arrangements must provide access control for authorised persons, briefings on the general activities on site and the associated hazards, verification of certification and permits required to access client infrastructure where appropriate and confirmation that the correct standard of PPE is being worn.

The site access control briefing must include the following information:

- Site activities
- Site hazards
- First aid and welfare arrangements
- Key contacts on site
- General site emergency procedures
- Known security risks and response procedure.

The **Project Manager** is responsible for ensuring the briefing contains updated and relevant information.

Normally, a separate **Site Access Controller (SAC)** will be appointed, however dependent on the volume of site resource, location and nature of the works, the SAC duties may be carried by a nominated **site supervisor**. The SAC arrangements at each worksite will be agreed during the Project planning process.

The site access shall always be manned by a named **SAC** or where applicable, nominated **Site supervisor**.

The location of the SAC facilities should, where possible, be located adjacent to access points. The facilities should be well lit, tidy, clean and have notice boards.

5.15.1 Site Access Controller (SAC)

SACs will be trained and deemed competent in line with VR procedure CMS05 - Site Access Controller.

The **SAC** should complete a SAF23F03 - Site Access Facilities and Noticeboard checklist which will contain the minimum information required for them to undertake their duties.

5.15.2 Site Access Control Briefing

The **Project Manager** will designate a person responsible for ensuring the information required for the site access briefing is updated through the shift as required. This designated person will generally be **site supervisor, site manager, SWL** or equivalent

The **SAC** is responsible for delivering the content of a site access briefing to persons accessing the site. The minimum content for the brief has been provided as detailed in SAF23F04 – Site Specific Briefing checklist.

A record of the briefing should be recorded on SAF03F01 – Briefing Cascade Record form.

5.15.3 Site Access Register (Signing In and Out)

It is the responsibility of all individuals to sign into the site access register when entering and leaving site.

The **SAC** must record the details of all individuals accessing site within the site access register SAF23F05. This includes checking that the individual has the minimum certification required to access the site, that it is in date, the correct person appears on the photo identification and that there are no restrictions on their sentinel card. All Sentinel cards must be swiped in/out either by the **SAC** or **SWL/Team Leader** if working on Network Rail infrastructure

5.15.4 Records / Site Diaries

Where identified by the Project, the **SAC** may be required to maintain a site diary to record the progress of the work and any significant issues. The specific contents of the site diary, reporting arrangements and escalation

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process will be provided to the SAC by the **site manager** or equivalent. An outline SAC site diary template is provided as SAF23F06.

5.15.5 MSite

Wherever possible, MSite will be used to record access to site induction records.

Various roles exist within MSite and each has a different function. Guidance for each role is provided in Appendix B.

5.16 Site Collections and Deliveries

VR are responsible for ensuring that each project is set up such that Health, Safety and Environmental risks are adequately controlled. This includes the safe delivery and collection of plant and materials.

The process for the management of delivery and collection activities is mandatory and is shown in Figure 2: Overview process for management of deliveries and collections, below.



Figure 2

All VR projects must be delivered in compliance with the respective VR procedures unless explicit written authority is received from the relevant **Business Director** and specified in the Project Management Plan (PMS01M002F001).

VR are encouraging the use of the ‘What 3 Words’ mobile app, to accurately locate site delivery addresses and assist with deliveries and collections to the correct location.

5.16.1 Planning phase

Safe and effective management of deliveries on site must commence during the pre-construction or site set-up stage; safe and effective management of VolkerRail sites is not confined to the construction phase.

As with all site activities, deliveries and collections must be pre-planned to reduce the risk of exposure to our employees, subcontractors, stakeholders and neighbours.

All VR/supplier/haulage company drivers are to have read and understood the VR Delivery Driver Site Rules.

The form SAF23F12 – Delivery Driver Site Rules is to be signed and returned to VR before the delivery and/or collection takes place. It is acceptable to have multiple registration numbers on a single form for each driver to sign.

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The following items shall form the basis for the effective management of all delivery and collection activities. The parties identified in **bold** are responsible for ensuring the action is completed.

- Identification of key suppliers (through VR Procurement and VR Plant) – **Project Manager** or their delegated deputy
- Key points of contact (Ref: 5.16.4 below) must be identified within both the project and supply chains – **Project Manager** or their delegated deputy and **VR Plant Business Manager** and **Suppliers**
- Site rules and requirements must be agreed and communicated with both Plant and Procurement teams to ensure these are shared with all suppliers and added to/or referenced within all orders – **Project Manager** or their delegated deputy, **VR Procurement rep**, **VR Plant Account Manager**
- The project team must come to a clear agreement, record and communicate with the supplier undertaking the delivery, for all aspects of any delivery and collection. In the case of plant delivery and collection, this agreement shall be initially between **Project Plant Coordinator** and **Plant Account Manager**.
- Delivery/collection risk assessments must be prepared, recorded and communicated for all deliveries prior to execution, on SAF23F13. Risk assessments must consider both the SITE layout and arrangements and the ACTIVITY related to the proposed delivery/collection and shall define the respective control measures. Suppliers are required to provide input into the risk assessment process - **Project Manager** or their delegated deputy.
- The Plant Account Manager or procurement lead shall ensure that any sub supplier is aware of and compliant with these defined requirements – **Plant Account Manager / Procurement Lead**.

5.16.2 Pre-execution Phase

Prior to delivery or collection, a checklist and risk assessment (SAF23F13) must be completed to ensure readiness and identify suitable control measures for the location of the delivery and/or collection.

The **Project Manager** or their delegated deputy will:

- Ensure that SAF23F12 (Delivery Driver site rules) are signed and in place.
- Ensure that SAF23F13 (Delivery and Collection Checklist and Site Location risk assessment) is confirmed to be in-place (appropriately recorded and communicated) to cover all instances of delivery and collection to every VR project.
- To allow the required management of risk, orders that require delivery and collection of materials or plant should be placed as early as is reasonably practicable and no later than T-7 days.
Use SAF23F14 (Delivery and Collection Booking Schedule form) to record this.
- Ensure that any required 'Meet & Greet' arrangement is pre-agreed with names and contact details communicated to all relevant parties. Ensure that no last minute roster changes affect this arrangement.

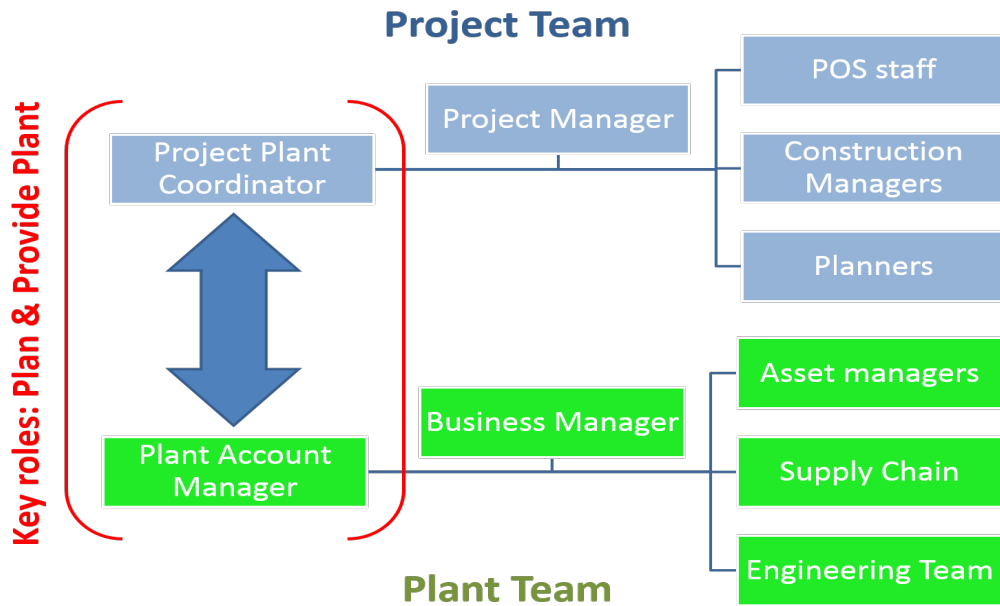
5.16.3 Execution Phase

The **Project Manager** or their delegated deputy will:

- Ensure that all deliveries and collections have a VR representative present.
- Ensure the VR representative has been briefed on the delivery and collections process including the risks identified in the assessment (SAF23F13) and is available to carry out the 'Meet & Greet' function.
- The VR representative must give the delivery drivers a Visitors induction including any relevant information from the risk assessment. The VR representative must ensure the Visitors induction form (SAF23F02b) is completed and signed.
- During the execution phase all delivery and collection methods should be fully aligned to the relevant planned agreements, unless changes are risk assessed and authorised.

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5.16.4 Plant / Project Roles and Responsibilities



5.17 Biological Hazards

Biological hazards refer to biological substances that pose a threat to the health of humans. This can include medical waste or samples of a microorganism, virus or toxin (from a biological source) that can impact human health.

The main exposure to biological hazards is through fly tipping and discarded needles which may cause needle stick injuries.

The following actions should be taken upon identification of hypodermic needles (sharps) during initial site walkout or during works:

- Immediately identified the affected area and sharps using spray paint or a physical barrier place around the affected area
- Brief all personnel in the vicinity of the discovered sharps.
- Contact the SAC who will record the discovery in the site diary and complete a Close Call report card.
- Contact VRCC who will in turn contact the Infrastructure Manager to notify them of the finding and arrange safe collection and disposal.

Only trained and competent VR employees can attempt to remove or dispose of sharps. This must be done in accordance with VR Risk Assessment *CRA043 – Discovery of Sharps*.

The disposal of sharps must be undertaken by an approved contractor who is responsible for the disposal of sharps as clinical waste. This may also be arranged with the local authority or hospital by prior agreement.

5.18 Storage and Handling of Hazardous Substances

5.18.1 Fuels and Oils

The storage of fuels and oils is to be strictly in compliance with VR procedure ENV07 – Pollution Prevention.

5.18.2 Other Hazardous Substances

Where hazardous substances are stored within depots or sites, copies of the safety data sheets and COSHH assessments must be available for each substance stored.

If a new substance is introduced or the supplier has changed (i.e.: makes the current safety data information incorrect) a new assessment must be requested as detailed within VWUK procedure H48 - Control of Substances Hazardous to Health.

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All staff must be briefed on substances held on site and any other substance they are likely to have contact with whilst undertaking their duties.

Segregation of hazardous substances must be in accordance with ENV07 – Pollution Prevention and manufacturer’s instructions (Safety Data Sheets)/COSHH assessments.

5.19 Emergency Arrangements

In order to minimise the impact of an emergency or major incident, a Local Emergency Plan shall be prepared using the template and guidance provided within procedure SAF40 - Emergency Response and Management.

5.20 Demobilisation

The **Project Manager** must ensure a Demobilisation Plan (SAF23F15) is developed early in the project, considering eventual demobilisation of the project.

The Demobilisation Plan should account for client requirements and agreements with landowners. The dilapidation survey (see section 5.1 above) should provide an aid in the site handback process and avoid any unnecessary dispute.

Throughout the project, focus should be given to project close out and the demobilisation process, including the avoidance of the accumulation of material and waste on site.

During the demobilisation of a site, consideration should be taken of the following items:

- Removal of waste (by licensed waste carrier)
- All walkways and access routes are free from obstruction
- All plant and equipment is off hired and removed from site or immobilised in a safe place. If immobilized, necessary steps should be taken to ensure that items cannot be removed by unauthorised personnel
- Any fences/barriers that had been removed have been replaced
- Access points/gates are secured with the correct padlocks
- Replacement of damaged infrastructure (e.g.: kerbs and road surfaces) as agreed with the land owner.
- Disconnection of mains supply for water, electricity or gas (including taking of final meter readings)
- Forecast and plan the removal of site cabins (ensure traffic routes will not become congested from local activities such as shows, concerts, fetes etc.)
- Removal of office furniture to another project, scrapped or storage
- Transfer of any project folders for archive (refer to VR procedure QUA10)
- Cancel contract cleaners – check lead times in contracts
- Cancel security/site access control – check lead times in contracts

The **Environmental Manager/Advisor** and **Project Manager** will ensure that all relevant permits, permissions and consents (e.g.: discharge consents, access agreement and temporary land leases) are closed out/handed back and records are retained within the Project environmental files in line with legal requirements.

The **Project Manager** must ensure that all relevant documents (e.g.: waste transfer notes, consignment notes) are retained within the Project Environmental Files in line with legal requirements.

5.21 Site Establishment and Operational Paperwork

A record of the paperwork required when setting up a compound should be recorded on SAF23F17 - Site Establishment and Operational Paperwork Checklist.

5.22 Targeted Assurance

The assurance checklist (form SAF23F16) has been produced to provide evidence of compliance with this procedure.

The frequency of checks will be mandated by the HSQESLG members and communicated through to the project/delivery/HSQES teams.

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Checklists can be completed directly onto the EcoOnline system or completed on paper then transferred onto the EcoOnline system. If assistance is required, please contact a member of your HSQES team.

6 ASSOCIATED GUIDANCE & INFORMATION

- Appendix A - HSQES Noticeboard Template
- Appendix B - MSite user guidance

7 DOCUMENTATION (OUTPUTS)

- SAF23F01a – VR Company Induction Template (PowerPoint)
- SAF23F01b – VR Project/Site Induction Template (PowerPoint)
- SAF23F02 - Project/Site Induction Register
- SAF23F02b - Visitor Induction and Declaration
- SAF23F03 - Site Access Facilities and Noticeboard Checklist
- SAF23F04 - Site Specific Briefing Checklist
- SAF23F05 - Site Access Register
- SAF23F06 - SAC Site Diary
- SAF23F07 - Welfare Assessment Form
- SAF23F08 - Lighting Specification Plan and Monitoring Report
- SAF23F09 - Traffic Management Plan
- SAF23F10 - Site Information Pack
- SAF23F11 - Information Required to set up a site in MSite
- SAF23F12 - Delivery Driver Site Rules
- SAF23F13 - Delivery and Collection Checklist and Site Access Risk Assessment
- SAF23F14 - Delivery and Collection Booking Schedule form
- SAF23F15 - Demobilisation plan template
- SAF23F16 - Targeted Assurance Checklist – Deliveries and Collections
- SAF23F17 - Site Establishment and Operational Paperwork Checklist
- ENV04F02 - Site Environmental Risk Screening Form
- SAF03F01 - Briefing Cascade Record form
- PE350F01 - Beaver Site Visit Inspection form
- ENG01M007F01 - Dilapidation Survey form
- PMS01M002F01 - Project Management Plan
- Preliminary Ecological Appraisal Report (Network Rail requirement)

8 ISSUE RECORD

| Issue | Date | Comments |
|-------|------------|--|
| 1 | 23/03/2018 | Previously SQE23 |
| 2 | 05/07/2022 | Complete review of site management procedure, appendices and associated forms. New demobilisation plan template. Incorporation of SAF23M001 – Site Deliveries and Collections into SAF23 |

9 WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

The SAF23 procedure has undergone a complete review.

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Appendix A – Provision of Welfare Facilities has been withdrawn and replaced with Appendix A - HSQES Noticeboard template (previously Appendix C)
 Appendix B – Temporary site lighting has been withdrawn and replaced with Appendix B – MSite user guidance
 Appendix C – HSQES Noticeboard template has been renamed as Appendix A
 Appendix D – Sentinel card check has been withdrawn.

References to SAC training that are detailed in CMS05 have been withdrawn from this procedure.

SAF23M001 – Site Deliveries and Collections has been incorporated into this procedure. SAF23M001 will be withdrawn on publication of this issue of SAF23.

New and amended forms:

- SAF23F01a – MSite VolkerRail Company Induction template
- SAF23F01b – MSite VolkerRail Site Specific induction template.
- SAF23F02b – Visitor Induction and Declaration
- SAF23F11 – Information required to set up a site in MSite.
- SAF23F12 – Delivery Driver Site rules. Previously SAF23M001F01.
- SAF23F13 – Delivery and Collection Checklist and Site Location Risk Assessment. Previously SAF23M001F02.
- SAF23F14 – Delivery and Collection Booking Schedule form. Previously SAF23M001F03.
- SAF23F15 – Site Demobilisation Plan
- SAF23F16 – Targeted Assurance Checklist – Deliveries and Collections
- SAF23F17 - Site Establishment and Operational Paperwork Checklist

Briefing Requirements RACI has been updated and includes roles previously detailed in SAF23M001.

10 BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the ‘Record of Revisions’ each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the ‘RACI’ principle. Those roles identified as ‘Responsible’ and ‘Accountable’ should receive a formal awareness briefing facilitated by the Document Owner.

| Discipline | Role | RACI | Type of briefing |
|--------------------|---------------------------------------|-------------|------------------|
| Senior Management | Plant Business Manager | Responsible | Detailed |
| Senior Management | Engineering Director | Responsible | Detailed |
| Senior Management | HSQES Director | Responsible | Detailed |
| Project Management | Senior / Project Manager | Responsible | Detailed |
| Project Management | Senior / Operations Manager | Informed | Awareness |
| Project Management | Senior / Assistant / Project Engineer | Informed | Awareness |
| Delivery | Senior / Construction Manager | Informed | Awareness |
| Delivery | Site Access Controller (SAC) | Responsible | Detailed |
| Delivery | Delivery Manager - Plant | Responsible | Detailed |
| Delivery | Plant Coordination Manager | Responsible | Detailed |
| Delivery | OLE Materials Coordinator | Responsible | Detailed |

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SITE MANAGEMENT (INCL. SET-UP, DELIVERIES & COLLECTIONS, DEMOBILISATION)

SAF23

| Discipline | Role | RACI | Type of briefing |
|----------------------|---------------------------------|-------------|------------------|
| Delivery | POM Delivery Manager | Informed | Awareness |
| Delivery | Installation Manager | Informed | Awareness |
| Delivery | Senior / Stores Controller | Informed | Awareness |
| Delivery | Site Manager | Responsible | Detailed |
| Delivery | SP&E Asset Manager | Informed | Awareness |
| Delivery | Field Delivery Manager | Informed | Awareness |
| Engineering | Senior / Junior / Engineer | Informed | Awareness |
| Engineering | Engineering Apprentice | Informed | Awareness |
| Engineering | Engineering Manager | Informed | Awareness |
| Engineering | Field Support Engineer | Informed | Awareness |
| Facilities | Facilities Manager | Responsible | Detailed |
| HSQES | H&S Manager / Advisor | Responsible | Detailed |
| HSQES | Environmental Manager / Advisor | Responsible | Detailed |
| HSQES | VRCC Duty Controller | Informed | Awareness |
| HSQES | Corporate Document Controller | Informed | Awareness |
| Planning & Rostering | Materials & Plant Coordinator | Responsible | Detailed |
| Planning & Rostering | Operations Planning Manager | Responsible | Detailed |
| Administration | Internal / Hire Clerk | Responsible | Detailed |
| Administration | Small Plant Coordinator | Responsible | Detailed |
| Administration | Small Plant Supervisor | Responsible | Detailed |
| Procurement | Head of Procurement | Informed | Awareness |
| Procurement | Procurement Administrator | Responsible | Detailed |
| Procurement | Procurement Assistant | Responsible | Detailed |
| Procurement | Procurement Manager | Responsible | Detailed |
| Procurement | Senior Buyer | Informed | Awareness |
| Procurement | Supplier Assurance Manager | Responsible | Detailed |
| Commercial | Quantity Surveyor | Informed | Awareness |
| Supervisory | Senior / Supervisor | Informed | Awareness |
| Supervisory | OLE Materials Manager | Informed | Awareness |
| Supervisory | OLE Plant Operations Manager | Informed | Awareness |
| Supervisory | OLE Supervisor | Informed | Awareness |

| Competence | RACI | Type of briefing |
|------------------------|-------------|------------------|
| Site Access Controller | Responsible | Detailed |
| Machine Controller | Responsible | Detailed |
| Crane Controller | Responsible | Detailed |

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| Assurance | RACI | Type of briefing |
|-----------------------------------|-------------|-------------------------|
| Operational Director | Accountable | Detailed |
| Director of Major Projects | Responsible | Detailed |
| Director of Specialist Businesses | Responsible | Detailed |
| Regional Director LNW | Responsible | Detailed |
| Regional Director LNE | Responsible | Detailed |
| Plant Director | Responsible | Detailed |
| General Manager | Responsible | Detailed |

11 IMS AUTHORISATION

Document owner approval:

Stuart Webster-Spriggs, HSQES Director, 27/10/2022

Document author:

James Goldsby, Regional Director LNW, 27/10/2022

Approval for IMS:

Paula Roberts, IMS Coordinator, 27/10/2022

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HSQE Notice Board

How safe is my site?

AIM

- Accident Free
- Minor Accident
- RIDDOR

Number of days accident free

A3

A3

FIRE ACTION

- Decide the correct fire alarm.
- Call the fire service for the site, including the contact information and address (if not known).

When the fire alarm sounds:

- Leave the building by the nearest exit.
- Move away from the building and stand in the fire assembly point.

Your Fire Warden are:

The fire alarm is tested on:

Do not be tempted to re-enter the building to retrieve belongings.

FIRST AID

IN THE EVENT OF AN ACCIDENT / INJURY

- Call a First Aider (your first aider) if available.
- First Aider (First Aider) to be treated at:
- For use of this log:
 - Date:
 - Location:
- TO CALL AN AMBULANCE

Site:

A4

A4

A4

A4

A4

A4

A4

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This appendix provides the requirements for a project getting set up on MSite as well as some links to relevant guidance and information.

MSITE End to End Process flow – See VWUK Procedure H05-PM01
[H05-PM01 MSite End to End Process Flow](#)

1 Super User duties (Nominated Super Users)

Project Manager requests that project be added to MSite.

Project Manager completes form SAF23F11 – Information Required to Set Up a Site in MSite. Ensure that 'Mobile Access' is specified if MSite Mobile is required. This is at an additional cost.

Once complete, send the form to **nominated Super Users** so that they have the information required to add the site to MSite.

Nominated Super-Users (Charlotte Fearn-Walker, Paula Roberts,) will add the site to MSite and add the VR Company induction to the new site.

[System Management - Adding a New Site - Human Recognition Systems VIDEO](#)

Creating an online course (Induction) in MSite (Super Users)

The Super Users (identified above) are responsible for adding the VR Company Induction to the new site.

[Inductions - Creating a new Online Course - Human Recognition Systems GUIDE](#)
[Inductions - Modifying an existing Online Course - Human Recognition Systems GUIDE](#)

2 Super User duties (Site based Super Users)

Once the site has been set up and the VR Company Induction added, the Site based Super Users are responsible for:

- adding the site specific induction slides
- setting up site orientation calendar (this is a calendar that determines the date and time that operatives can access site to complete their induction)
- creating/adding site users, in line with user permission matrix (next page)
- sending training material to site users as required

A list of current VR Super Users are:

Abigail Randall

Alan Fallows

Araiz Iturrate

Charlotte Fearn-Walker

Darren Jones

Jasmin Wright

Kimberley Booth

Matt Holmes

Paula Roberts

Pete Broomhead

Simon Hughes

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User Permission Matrix

| Persona | VWUK Persons | Permission Roles, Responsibilities & Duties | Permissions to allocate |
|--|----------------------|--|--|
| MSite | | All Permissions and all Hard Coding | n/a |
| Site User (Main) | PMs Site Managers | Upload Inductions (Project) Update site orientation calendar Add Subcontractor users Check Employee record at site – full read / write permissions Send Inductions (invites) Mark inductees as inducted RTW checks and upload documents using QR code on MSite Mobile App Clock in / out using MSite Mobile App (T&A) Roll Call (Mobile) | <ul style="list-style-type: none"> Dashboard (VolkerRail sites that use T&A) Worker – Add/Edit Sensitive Data Worker – View Sensitive Data Critical Access Reports Reports ID Checks ID Checks - Approver Mobile - Scan QR Code Mobile - Time and Attendance (VolkerRail Only) System (Basic) System Subcontractors Training Manager |
| Site User (Basic) | Assistant PM | Check Employee record at site - full read / write permissions (unable to see next of kin restricted details) Similar permissions as Site User Main, but restricted field view | <ul style="list-style-type: none"> Dashboard (VolkerRail or sites that use T&A) Worker – Add/Edit Sensitive Data Worker - View Reports Critical Access Reports System Subcontractors Training Manager |
| Mobile User (i) Mobile Time and Attendance Module (ii) Roll Call Module | Supervisors | Clock in / out using MSite Mobile App (T&A) Running Roll Call using Mobile App (T&A) | <ul style="list-style-type: none"> Mobile - Time and Attendance Mobile - Roll Call |

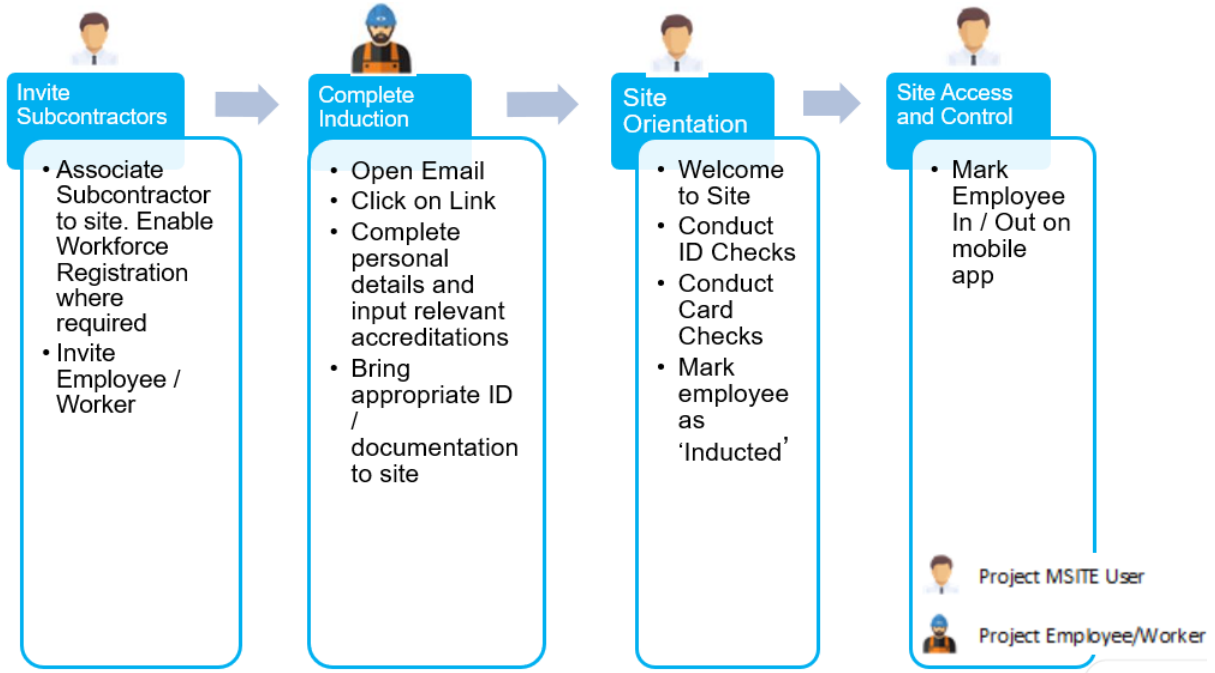
3 Site User / MSite administrator duties

- allocate and manage sub-contract users [Workforce Registration - Human Recognition Systems VIDEO](#)
- check operative competence cards, right to work status
- provide site orientation and mark induction complete in MSite

MSite combines worker pre-registration, with identity checking, online inductions to seamlessly transition workers from **unknown** to being **trusted, inducted** and **working on site**.

| Main benefits to your site: | |
|--|---|
| Online Inductions | Right to Work Checks |
| Reduce admin time on site by getting workers to pre-register their details and complete an induction online, all before they come to site. | Automates and validates worker identification checks to prove employees and workers are who they say they are and have a Right to Work in the UK. |
| Helps to ensure that workers receive the correct and consistent induction. | Helps to prevent against Modern Day Slavery. |
| You know exactly when operatives will be attending site and have some control over these dates. | This helps prevent the risk of civil penalties or reputational damage to VW UK, associated with illegal workers being found on site. |

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4 Additional learning and guidance

[iLearn](#)

[H05 MSite Overview](#)

[H05-01 VW UK MSite Set-Up Options Cost Calculator Tool](#)

[H05-G01 MSite User Permission Matrix](#)

[H05-G02 MSite Report Description Matrix](#)

[H05-G03 VW UK MSite Overview and Pricing v1.2](#)

[H05-G04 MSite User or Technical Query Resolution](#)

[MSite Help & Learning Home Page](#)

[DOWNLOAD - Delivery Management - Site Team Guide – Human Recognition Systems](#)

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