

Site Operating Procedures – Close Proximity Working Arrangements

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Site Operating Procedures Close Proximity Working

RAIL-PRO-0008

Note: Please read in conjunction with SPL RAIL-PRO-007 “Site Operating Procedures COVID-19” prior to undertaking works and other SPL advice provided separately.

This document will be regularly updated to align with Government advice and feedback from the workforce to maintain safe working practices.

	Position	Name	Date
<i>Prepared by:</i>	Head of HSQE	Andrew Adams	13/05/2020
<i>Approved by:</i>	Safety & Services Director	Chris Hext	13/05/2020
<i>Authorised by:</i>	Managing Director	Martin Hawley	13/05/2020
<i>Authorised by:</i>	Managing Director	Guenter Kielmayer	13/052020

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Amendment Record

Review Record			
Date	Purpose and details of amendments	Issue	Reviewed by:
07/05/20	First Issue	1.0	Andrew Adams
13/05/20	First Issue – Minor Update to include reference to editable Close Proximity Work Permit	1.1	Andrew Adams

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Introduction

The following arrangements are necessary to control the risk of exposure to COVID19 when working on SPL Powerlines UK worksites within the current 2m social distancing rules.

The management arrangements are specified to allow certain work activities (essential work) to take place and are deemed to be working in close proximity. These activities cannot be carried out by one person in a safe manner therefore these arrangements are necessary.

Worksafe Procedure

The health and safety requirements of any work activity must also not be compromised at this time.

If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or incorrect PPE etc it should not take place and the company Worksafe procedure implemented.

You can implement the Worksafe procedure at any time by speaking with your manager/supervisor. Your supervisor will try to satisfy your concerns or escalate to managers and ultimately to the Project Director or the Safety & Services Director.

Ideas/Suggestions

We really do care about our work colleagues and given the gravity of the circumstances which none of us have ever experienced if you have ideas and suggestions to improve this process, we are interested to hear it. Please direct any ideas / suggestions to: Andrew.Adams@powerlines-group.com.

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1 – Essential Work Activities (Close Proximity)

Following a review, it is recognised that some activities deemed essential to the delivery of contracted works may require close proximity working with an enhanced safe system of work to be in place and maintained, primarily:

- Task cannot physically be done with 2m Social Distancing Rules in place.
- Task could be done with 2m Social Distancing Rules in place but could not be completed within the established possession/planning times to allow safe hand back of the line.

The following table shows examples of work activities which may fall under this category along with the actual roles who carry out these activities. This list is '**not exhaustive**' and other activities may require close proximity working arrangements. Any close proximity works that are required will be planned in advance and will require approval by the relevant Project Director after review on a case by case basis.

Even if listed below, each case must be assessed on a task by task basis and justification provided why this task cannot be undertaken with 2m Social Distancing Rules in place.

Activity	Labour Required	Plant Required	Type of Mask
Installing section insulator	Operator linesman and linesman	MEWP	FFP2
Running catenary and contact	Operator linesman and linesman	MEWP and Drum Carrier	FFP2
Splicing conductors	Operator linesman and linesman	MEWP	FFP2
Installing cantilever	Operator linesman and linesman	MEWP	FFP2
Installation and Modifying switching	Operator linesman and linesman	MEWP	FFP2
Cross track feeds	Operator linesman and linesman	MEWP	FFP2
HV cable installation	Multiple (dependant on length of pull)	RRV/Delivery vehicles	Surgical
Cable Recoveries	Multiple (dependant on size of recoveries)	RRV/Delivery vehicles	Surgical
Fencing installation	3 operatives	Delivery Vehicles	Surgical
OLE E+B – Rail Drilling	2	Rail Drills /Track Trolleys/Delivery vehicles	Surgical
OLE E+B – Cable install	2 minimum	RRV/Delivery vehicles	Surgical
OLE E+B – Track Trolley joint lift	2 minimum	Track Trolleys/Delivery vehicles	Surgical
P+D Bonding – Cable Install	Multiple (dependant on length of pull)	Rail Trolley/Cable Jacks	Surgical
P+D Bonding – cable route works	2 minimum	Hand Tools	Surgical

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2 – Risk Assessment

The current risk assessment to address social distancing and prevention of COVID19 contraction details the arrangements for managing the current 2m social distancing rules remains in place for normal activities.

In addition to this the specific risks of working in close proximity (less than 2m) are included in a Risk Assessment included in Appendix 1 of this procedure.

3 – Operational Arrangements (Close Proximity Working)

The operational arrangements relating to close proximity working are in addition to the current arrangements for managing social distancing and only apply to the identified essential works identified above and only to those actually undertaking those activities.

All works within close proximity will be the subject of a 'Permit to Work'.

The planned works will be agreed in advance and the Project Director will sign off the permit to work.

The permit will be split into 2 parts, Part A - Sign off by the Project Director (or in exceptional circumstances the Safety & Services Director). Part B will be required to be completed on site, checklist completed and signed accordingly.

The site supervisor will brief the planned works and permit to the required staff undertaking the close proximity tasks. Records must be maintained of compliance with the arrangements.

Daily assurance checks must be carried out, recorded and sent to the Project Directors and Safety & Services Director.

Undertaking the activities in accordance with normal arrangements and individual competencies remains a requirement.

The following **PPE** will be issued to those undertaking the specified essential activities which require work to be carried out at a distance of less than 2m.

Specified Employees only – (all existing PPE for the general workforce is already specified)

- FFP2 Mask to be worn when undertaking work in a MEWP basket.
- Surgical Face Mask to be worn for a max of one shift where they remain effective (not wet, dirty etc.) and disposed of immediately after work is complete.
- Latex gloves (to be worn against the skin with cut 5 gloves on top) and disposed of immediately after work is complete.

Additional Notes

- FFP2 and Surgical face masks - All staff will be briefed and shown a video on how to wear the surgical mask - names will be logged on a register.

If you are not briefed, then you will not be permitted to undertake close proximity working.

Additional considerations must be made of the ability to establish clear communications when wearing a face mask. (Pre-user test / checks to be carried out prior to commencing works on site)

- PPE & Harness cleaning - Other outer layer PPE should be removed, double bagged and sealed for 72hours or washed as normal after use.

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Harnesses will be cleaned as per manufacturers guidance and left in the depot overnight ready for the next shift.

- Waste - All waste PPE must be placed in the appointed bins on site. The bins will be left in situ for 72hrs and then transferred to the site skip for collection by the waste provider.

We are exploring additional PPE requirements in line with these working arrangements and latest official guidance.

4 – Assurance Arrangements

The enhanced arrangements in place to address working in close proximity must be the subject of assurance checks to ensure strict compliance with both normal and enhanced working arrangements.

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Appendix 1 – Risk Assessment

Hazard	Persons in danger	Risk rating			Control measures	Final risk rating
		Severity	Likelihood	Rating		
Illness caused by exposure to COVID19.	All staff in activities where 2m Social Distancing cannot be achieved.	H	H	H	Task to be assessed and justification provided to demonstrate task cannot be achieved with 2m Social Distancing Rules in place. Close Working Permit to be prepared and approved and briefed to those involved in the task. Do not report for work if you or any one you live with have any virus symptoms. Wear additional PPE when undertaking work within 2m of another person: <ul style="list-style-type: none"> • FFP2 mask for work in a MEWP basket • Surgical face mask • Latex/nitrile (allergy risk) gloves under task gloves. Don't share PPE. Wash hands with soap and water for at least 20 seconds after task completion and use hand sanitiser.	L
Cross contamination from PPE, plant & equipment.	All staff in activities where 2m Social Distancing cannot be achieved.	M	M	M	Masks and latex/nitrile gloves to be disposed of upon completion of task. General PPE outer garments to be double bagged and sealed for 72 hours or machine washed at the end of each shift. Harnesses should be returned to stores for cleaning. Tools and plant to be subject to established COVID-19 cleaning arrangements.	L

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Mental health and morale	All staff	M	L	M	<p>Staff briefed on procedure prior to implementation of process and a reminder of the Worksafe Procedure.</p> <p>All personnel encouraged to ask any questions and answers to be provided promptly.</p> <p>Staff to be involved in planning and decision making.</p> <p>If a colleague appears to be struggling, please report this. Staff may be worried about the health of others.</p> <p>Reporting of observations to be encouraged, along with prompt action.</p>	L
Prepared by:	Andrew Adams	Reviewed by:		Chris Hext	Valid until:	Weekly Review

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Appendix 2 – Close Proximity Work Permit

(Editable Version available in SPL IMS – RAIL-FRM-0024)

The 2m Social Distancing Rule reduces the likelihood of infection with Coronavirus. This permit describes planned arrangements where staff may work less than 2m apart. Maintain all other controls, including those for Work at Height, Possessions and Isolations.

Part A – To be completed by the Requesting Manager.			
Requesting Manager		Date:	
Location of work			
Description of task			
Justification for work within 2m distance: Refer to list of tasks published in: Management Arrangements for Working in Close Proximity – COVID19			
Mask to be utilised (delete as applicable)	FFP2 / Surgical		
Permit to Work Date and Time			
Start Date and Time:		End Date and Time:	
Authorisation by Project Director			
Name:			Signature:
Date:			
Unique Close Work Permit Number:			

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Part B – Site Checks – To be completed by the responsible site supervisor				
	Yes	No	N/A	Details
Confirm staff are physically capable, free of Covid-19 symptoms and not self-isolating.				
Safe Access and Egress Identified.				
Non-essential staff excluded from work area.				
Confirm Safe Work Pack checks as applicable.				
Confirm that correct PPE is issued, fits correctly, is worn correctly and is undamaged. <ul style="list-style-type: none"> • Mask • Latex/nitrile gloves and task gloves. 				
Test communications when in full PPE.				
Are first aid arrangements in place including briefing of first aider and additional equipment (defibrillator, mouth shield, disposal bag)?				
Is Rescue Equipment available and has a Close Work rescue drill taken place?				
Does weather such as heavy rain add any additional risk?				
Are disposal bags available for: <ul style="list-style-type: none"> • used PPE? • transport of harnesses for quarantine? 				

Any remaining hazard?	Control Measure Required	Person responsible for controls

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Responsible Site Supervisor confirmation that all controls are in place.	
Name:	Signature:
Staff briefed on the permit arrangements and agreeing to comply with them.	
Name:	Signature:

Responsible Site Supervisor completing the permit.	
Confirm:	
All PPE listed above bagged and removed from site for quarantine, disposal or cleaning.	
Thorough handwashing after PPE removed.	
Name:	Signature:
Date:	Time: