



**RW2019
Project Plan**

Version: 1

Waterway Recovery Group (WRG)

in conjunction with

River Waveney Trust (RWT)

WRG 2019 SITE SPECIFIC PROJECT PLAN

Site: Geldeston (Shipmeadow) Lock

Version: 1

Camp Date: **19 May 2019**

Name: [REDACTED]

Position: **Camp Leader**

Site	Geldeston Lock	MS Title	Site Specific Project Plan for River Waveney Canal Camp	Ref	WRG RW 2019
Work Area	West end of lock chamber's south wall.				
Assessor	David Evans		Date Assessed	20 Mar 2019	
Review	M Bradley 26/03/2019		Forecast Retirement Date	26 May 2019	

SITE DESCRIPTION

Site Location

Adjacent to Locks Inn, Locks Lane, Geldeston, Norfolk, NR34 0HW.



Site Details

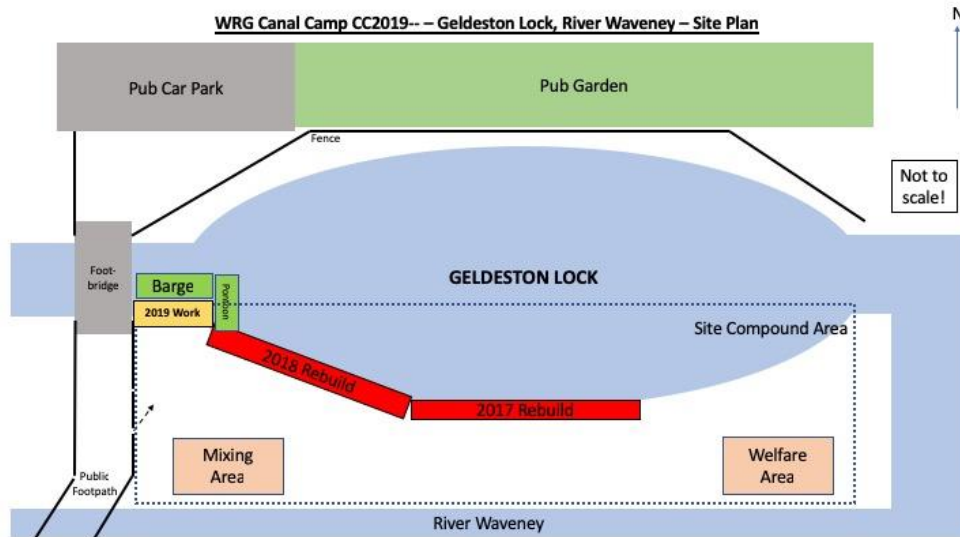
The lock (and its eastern approach cut) forms the southern edge of the Locks Inn pub garden.



There is a long narrow track (Locks Lane) from Geldeston Road to the pub and our site which is at the end of the car park. There is also a public footpath which passes the western perimeter of the site, a footpath we shall also use for access to site of volunteers and materials.

Access routes are hardened, if uneven in places, surfaces. The site itself is not hardened. The area can flood in periods of very heavy rain but this is highly unlikely in summer. The site and lock are fenced to discourage members of the public getting too close.

Site Set-Up



After unloading volunteers, tools and / or materials vehicles will be parked in the large space on the approach track about 400m from site.

Materials

Bricks are stored lock-side. Dry materials, such as lime, and water will be brought to site as required and will not be stored on site. Additional bricks will be recovered from the demolition of the damaged section of the lock chamber wall and will be prepared on site.

Tasks

The work for the camp is to dismantle and rebuild the length of chamber's southern wall between the section restored last year and the better condition brickwork towards the footbridge / west gate area of the lock.



The sequence of tasks:

- 1) Remove the vegetation and bricks from the chamber wall of the lock between the work done last year and the better condition brickwork towards the west gate area of the lock; down as far as necessary to find firm brickwork which will probably be just below the high-water mark. Recycling the better bricks. At the same time, dig back sufficiently to allow the replacement of four leaves of bricks to form the next section of the lock wall.
- 2) Rebuild the length of wall with four leaves of brickwork.
- 3) Back-fill the space dug out behind the (new) length of lock wall.

KEY SITE WIDE HAZARDS	
Key site hazards will be:	
<ol style="list-style-type: none"> 1) Working above a tidal lock – there will be varied depths of water. 2) Public – members of the public will be just across the lock in the pub and also using the footpath alongside the site. 3) Working near water – either at the top of the chamber wall or from the work barge and / or pontoon. 4) Slips, trips and falls – on the unhardened ground lock-side. 5) Manual handling issues – no plant or machinery available so there will be a lot of carrying of tools and materials. 	
Mitigations	
<ol style="list-style-type: none"> 1) Working on a tidal lock – weather forecast and tide times to be checked; throw lines to be placed appropriately. 2) Public – public to be separated from work site by fencing; construction site warning signs to be deployed; site to be secured each night and all tools and materials removed. If public enter the site, then work will stop immediately. 3) Working near water – all volunteers to be told about Weil’s Disease; throw lines and life jackets to be available. 4) Slips, trips and falls – volunteers to be told about unhardened surface; need for continued work to be considered in the event of precipitation. 5) Manual handling issues – volunteers to receive toolbox talk on manual handling; heavy lifting tasks to be shared. 	

WRG LOGISTICS	
Site Leader(s)	Leader: <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
WRG Duty Director	<div style="background-color: black; width: 100%; height: 15px;"></div>
WRG Head Office	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
Local Contact	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
CRT Contact (if nec)	
Site First Aiders	<div style="background-color: black; width: 100%; height: 15px;"></div>
Number of Volunteers on site	<ul style="list-style-type: none"> • 7 (max) WRG volunteers plus some RWT volunteers (numbers will vary each day). • All visitors and irregular volunteers will check in with the Canal Camp Leader to ensure they are given a basic site induction before going on site.

CDM CONSIDERATIONS

CDM 2015 is the main set of regulations for managing health, safety and welfare on all small or large construction projects and applies to all construction work as well as maintenance. CDM regulations will apply to most, if not all Canal Camps.

Client: River Waveney Trust

Designer: River Waveney Trust

Contractor: Waterway Recovery Group

Are there any other contractors (or volunteer groups) on site? No

Is your project 'Notifiable'?

Please answer yes or no to the following question: Is your project expected to last MORE than 30 working days and have MORE than 20 workers working on site at any one time, OR involve MORE than 500 person days? **No**

- If you answered NO your project is not notifiable.
- If you answered YES your project is notifiable and will require the submission of a F10 and further role appointments. **Please contact WRG HO for more details ASAP.**

ACCESS ARRANGEMENTS

- 1) The site is located on an island between the river and the lock, next to and immediately south of the pub.
- 2) Access is via a long narrow lane / track which ends at the pub car park (not very large). There is a large overflow car park about 400m short of the pub where camp vehicles will be parked.
- 3) Entry to the site is by following the footpath over the bridge over the lock and using the gate on the left soon after crossing the bridge.
- 4) Departure from site each evening may be problematic if coinciding with a large number of visitors to the pub.
- 5) Keys will be provided by local society, the only gate problem may be the pub car park one.
- 6) We will try to be off site prior to the pub's main evening business.
- 7) Supplier delivery of materials will probably be to the overflow car park with volunteers moving materials to site as required. Delivery to the pub car park may be possible at certain times with prior agreement of the pub landlord.

WELFARE ARRANGEMENTS

- The welfare facilities will be on the WRG site (gazebo, burco, food and drink (hot and cold) and handwashing facilities provided by WRG).
- Toilets in the pub.
- Additional shelter, food and drink available in the pub in extremis.
- Accommodation is only fifteen minutes away from site.

EMERGENCY INFORMATION

Nearest Hospitals:

- Norfolk and Norwich University Hospital in Norwich, NR4 7UY – 01603 286286
- The James Paget University Hospital in Gorleston, NR31 6LA – 01493 452452

The directions to both will be held in the vans, flight case and the accommodation.

Mobile phone signal at site – Good Signal

ACCIDENTS AND INCIDENT REPORTING	
<p>All accidents, incidents or near misses should be reported via the accident book or on a near-miss postcard located in the first aid box. These should be sent into head office at the end of the camp.</p> <p>Serious accidents / incidents or any damage to WRG vehicles / plant to be reported to the Duty Director and Head Office immediately.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
BURIED OR OVERHEAD SERVICES	
None expected.	
GROUND CONDITIONS	
<ul style="list-style-type: none"> • No plant expected to be used. • Ground conditions will be acceptable for foot use. • If weather conditions deteriorate, working arrangements will be reassessed by the site leader. 	
PERMISSIONS	
<ul style="list-style-type: none"> • Broads Authority 17/08 and the regulations for the issue of works licences. • Environment Agency XB3959PK. 	
ENVIRONMENTAL FACTORS	
<p><i>Waste disposal</i></p> <ul style="list-style-type: none"> • Waste to be disposed of on tarpaulin area located in compound. • Wash out water to be poured into waste barrel located on ground away from the canal side. • All to be removed at the end of day for disposal at local disposal site. <p><i>Working near water</i></p> <ul style="list-style-type: none"> • Waste and materials to be kept as far away as practical from the water's edge. • Work area to be kept tidy and clean to minimise material dropped into lock. <p><i>Refuelling</i></p> <ul style="list-style-type: none"> • To be undertaken away from the water's edge using suitable tools and equipment. • Spill kit to be in the refuelling area. 	
SITE MATERIALS	
Fuel – Petrol	For generators, chainsaws, etc – Camp COSHH Assessment 001.
Fuel – Propane Gas	For Burco – Camp COSHH Assessment 005.
Material – Cement	For mortar – Camp COSHH Assessment 004.
Material – Lime	For mortar – Camp COSHH Assessment 003.
Material – Builder's Sand (soft)	For mortar – Camp COSHH Assessment 006.
Material – Sharp Sand (rough)	For mortar – Camp COSHH Assessment 007.
Material – Mixed Mortar	For bricklaying – Camp COSHH Assessment 010.
Material – bricks	For bricklaying – Camp COSHH Assessment 012.
Other	Hessian roll, mortar boards (for bricklayers), tarpaulins, waste material receptacles.
PLANT / EQUIPMENT ON SITE	
Mixer / Generator	Yes
Bricksaw	Yes

RISK ASSESSMENT		
In addition to this you will need to complete a risk register which will incorporate full risk assessments.		
Site Specific Risks	For the following sub headings (and other site specific risks you come across) consider the following – What could go wrong? What effect will this have? How serious are the consequences? How will you mitigate the risk? Add full details to separate risk assessment.	Risk Register (This is your risk assessment that covers the risks in more detail)
Public	The public will be able to walk besides the compound and also be able to observe workings from opposite bank. The wooden fence erected around site will act as a deterrent to site entry and all equipment will be removed from site each day.	2
Volunteers	All to receive health and safety briefing. Shelter to be provided in the event of excessive hot or wet weather.	1 to 13
Plant	Not being used.	Not Applicable
Materials	Use of lime and lime mortar– correct PPE to be worn at all times when using lime. Training to be given to all volunteers.	11, 12,
Working from Barge and Pontoon	Throw lines, life jackets and life rings will be to hand in case a volunteer falls in the water. Securing lines not to be across walkways and work areas.	7
Working near Water	Volunteers to be made aware of the potential for contact with water and the possibility of resulting illness, particularly in respect of Weil’s Disease. Volunteers to be advised to wash hands before eating and other activities risking infection.	7
Working on Tidal Lock	There will be variable water depths depending on the tidal state. The risk of falling in will be low due to barriers in place on the barge and pontoon. Throw lines, life jackets and life rings will be to hand in case a volunteer falls in the water.	7, 9
Slips and Trips	All volunteers to wear safety boots with good ankle support. Site may be muddy and / or slippery with possible trip hazards. Tidy site to be kept. If weather conditions deteriorate work plans to be reconsidered.	2, 9, 10, 13, 14
Working at Height	To be avoided by removing bricks, etc from the barge / pontoon rather than leaning over at the top of the wall.	8

PPE (TO BE WORN ON SITE) <i>(Other task specific PPE will be detailed in the individual MS)</i>			COMPETENCY		
Safety helmet	Y	At all times	Volunteers to be instructed in working methods and equipment as appropriate. All volunteers will be given a standard induction before starting work and Toolbox Talks given as the camp progresses as seen fit by the Camp Leader.		
Hi-viz vest	Y	At all times			
Safety footwear	Y	At all times			
Gloves	Y	Recommended at all times and mandatory when handling lime mortar	SUPERVISION		
Long sleeve clothing	R	Recommended when mixing / using lime mortar.	Camp Leader: [REDACTED] Task Supervisors: Identified as required by Leader for the task based on level of expertise.		
Safety goggles	Y	At all times			
Face mask	Y	When handling dry lime mixing lime mortar	SCHEDULING		
Ear Defenders	Y	Recommended when mixing mortar (using mixer and generator).	First tasks: dismantling of chamber wall. Later tasks: brick cleaning, rebuilding lock wall and backfilling / landscaping.		
Life Jackets		When instructed by leader.			
SPECIFIC SITE WIDE RULES					
<p>All WRG volunteers on site to have had the WRG induction procedure and assembled their PPE kits.</p> <p>Minimum PPE of steel toe-capped boots, hi-vis vest, hard hats and eye protectors to be worn when accessing and working on site.</p> <p>Site leader to provide daily briefings to ensure all workers know the plan.</p> <p>WRG volunteers not to enter specified areas of the work site (eg: work barge, pontoon, etc) without permission.</p> <p>Volunteers must take instructions from WRG leader and task leaders only. There will be no non-WRG-led activities on this site during the camp because of the limited space available.</p> <p>The pub car park will be generally out of bounds.</p>					
Approved by	M Bradley	Signed	M Bradley	Date	26 March 2019
Retired by		Signed		Date	
Date	Nature of Review	Changes Required		Reviewer	
	Internal Review				
	Trust Review				
	Approved by Insurers/ HO				