


Task Risk Control Sheet

Delivery, Collection and Safe Storage of OTP and Transit from storage point to the ON/Off Tracking point

RCS No: NR/L3/MTC/RCS0216/MP02
Issue: 3

	<ul style="list-style-type: none"> Underfoot conditions Obstructing the line Communication Collision Lifting Operations 	Personnel Involved	E&P	✓
			S&T	✓
			Track	✓
			Off Track	✓
			Property	✓

Tools / Equipment	None
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Plant	OTP + trailer/attachment
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Key Risks	Controls	Implemented By
Key Use & Control of OTP Risks	<ul style="list-style-type: none"> Due to the specialist nature of the work being undertaken, staff shall read and familiarise themselves with NR/L3/MTC/RCS/0216/MP01 <i>Use and Control of On Track Plant (OTP)</i>, specifically sections 1,3,4,5, & 12 	
Danger to public Vandalism	<ul style="list-style-type: none"> Conduct risk assessment of the storage place. Do not store in known High Vandalism areas Conduct visual/physical check of locks etc of storage area and plant prior to leaving storage area 	Work owner Planning Operator
Injury to Staff	<ul style="list-style-type: none"> Due to the specialist nature of the work being undertaken, staff shall read and familiarise themselves with NR/L3/MTC/RCS0216/GH01 <i>Manual Handling</i> Only essential staff shall be permitted to enter storage area Safe system of work for movement from storage area shall be planned and briefed to staff. 	Machine controller Team Leader
Delivery/ Collection - Collision	<ul style="list-style-type: none"> Vicinity of the delivery/storage/collection point shall be assessed for suitability of the vehicle, including immediate route and haulier provided with details of hazards. All deliveries/collection of OTP and associated equipment shall be undertaken using the meet and greet delivery process (guidance can be found in the Infrastructure Plant Manual Guidance Note) Individuals shall not work alone unless a suitable risk assessment / SSoW is in place for the activity. All OTP & associated equipment deliveries / collection shall be documented. 	Work originator. Team Leader
Delivery / collection– All risks	<ul style="list-style-type: none"> Exclusion zone shall be created to keep delivery vehicle and OTP separated from public and private vehicles All risks shall be identified by site visit and suitably mitigated or removed within planning timeframe prior to work commencement. Delivery is made on Network Rail land only as identified via a suitable risk assessment taking into account the interface with 3rd parties and neighbours regarding noise and potential damage to property. 	Machine Controller.
Personal injury	<ul style="list-style-type: none"> Off loading of OTP from delivery vehicle shall be undertaken by qualified personnel competent to use the equipment provided 	OTP supplier
Lifting operations	<ul style="list-style-type: none"> Due to the specialist nature of the work being undertaken, staff shall read and familiarise themselves with NR/L3/MTC/RCS0216/MP04 <i>Load/Unloading Materials and People onto OTP</i> A lift plan shall be utilised when off loading / loading equipment. 	MC CC OTP Supplier

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	<ul style="list-style-type: none"> Lifting operations shall not be undertaken by an individual working alone. See Risk Control Sheet NR/L3/MTC/RCS0216/MP04 <i>Load / Unloading Materials and People onto OTP</i> 	
Obstructing the line	<ul style="list-style-type: none"> Plan the move so as not to encroach 'on or near the line'. An Any Line Open assessment shall be undertaken if the equipment being unloaded can encroach "on or near the line" Store OTP in a secure position away from the line. Position any stillage correctly 	Planning
Personnel injury	<ul style="list-style-type: none"> Whilst On/Off tracking all staff shall be clear of the OTP – Except if the MO is required to drive the OTP on/off track. Personnel aboard the machine shall be in accommodation specifically provided for this purpose; i.e. either approved seats or a suitable standing position with handrails, and this is detailed in the certificate of engineering acceptance 	MC MO

Key Risks	Controls	Implemented By
All risks	<ul style="list-style-type: none"> Authority to commence the movement shall be obtained from the team leader Check that the operator has the required emergency equipment Use correct tools and equipment Check that the communication between the machine operator and MC at the termination point of the movement authority works. Personnel and equipment shall remain in their correct position during the movement 	MC MO Team Leader

PPE Required by NR / Maintenance Policy

				<p>If safety glasses introduce a risk (ie weather conditions) then the Team Leader shall assess the risk. The outcome of the assessment shall be recorded on the SSOWPS pack and safety glasses may be removed.</p> <p>This does not supersede the requirements for eye protection detailed on relevant Task Risk Control Sheets.</p>
Wear Head Protection	Wear Foot Protection	Wear Hi Visibility Clothing	Wear Safety glasses to BS EN 166.F	

Additional PPE Required by Task Risk Control Sheet

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