

# 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"> <li>Underfoot conditions</li> <li>Obstructing the line</li> <li>Communication</li> <li>Collision</li> <li>Lifting Operations</li> </ul>	<b>Personnel Involved</b>	E&P	✓
			S&T	✓
			Track	✓
			Off Track	✓
			Property	✓
Tools / Equipment	None			
Plant	OTP + trailer/attachment			

Key Risks	Controls	Implemented By
<b>Key Use &amp; Control of OTP Risks</b>	<ul style="list-style-type: none"> <li>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, &amp; 12</li> </ul>	
<b>Danger to public Vandalism</b>	<ul style="list-style-type: none"> <li>Conduct risk assessment of the storage place.</li> <li>Do not store in known High Vandalism areas</li> <li>Conduct visual/physical check of locks etc of storage area and plant prior to leaving storage area</li> </ul>	Work owner Planning Operator
<b>Injury to Staff</b>	<ul style="list-style-type: none"> <li>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></li> <li>Only essential staff shall be permitted to enter storage area</li> <li>Safe system of work for movement from storage area shall be planned and briefed to staff.</li> </ul>	Machine controller Team Leader
<b>Delivery/ Collection - Collision</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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)</li> <li>Individuals shall not work alone unless a suitable risk assessment / SSoW is in place for the activity.</li> <li>All OTP &amp; associated equipment deliveries / collection shall be documented.</li> </ul>	Work originator. Team Leader
<b>Delivery / collection- All risks</b>	<ul style="list-style-type: none"> <li>Exclusion zone shall be created to keep delivery vehicle and OTP separated from public and private vehicles</li> <li>All risks shall be identified by site visit and suitably mitigated or removed within planning timeframe prior to work commencement.</li> <li>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.</li> </ul>	Machine Controller.
<b>Personal injury</b>	<ul style="list-style-type: none"> <li>Off loading of OTP from delivery vehicle shall be undertaken by qualified personnel competent to use the equipment provided</li> </ul>	OTP supplier
<b>Lifting operations</b>	<ul style="list-style-type: none"> <li>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></li> <li>A lift plan shall be utilised when off loading / loading equipment.</li> </ul>	MC CC OTP Supplier

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	<ul style="list-style-type: none"> <li>Lifting operations shall not be undertaken by an individual working alone.</li> <li>See Risk Control Sheet NR/L3/MTC/RCS0216/MP04 <i>Load / Unloading Materials and People onto OTP</i></li> </ul>	
Obstructing the line	<ul style="list-style-type: none"> <li>Plan the move so as not to encroach 'on or near the line'.</li> <li>An Any Line Open assessment shall be undertaken if the equipment being unloaded can encroach "on or near the line"</li> <li>Store OTP in a secure position away from the line.</li> <li>Position any stillage correctly</li> </ul>	Planning
Personnel injury	<ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>	MC MO

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

PPE Required by NR / Maintenance Policy				
				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. <b>This does not supersede the requirements for eye protection detailed on relevant Task Risk Control Sheets.</b>
Additional PPE Required by Task Risk Control Sheet				