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Waterway Recovery Group is committed to achieving excellence in safety management. As part of this commitment Waterway Recovery Group will endeavor to produce and instigate effective and accurate Safe Systems of Work for all works to be undertaken.

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**If you require any guidance or assistance whilst producing this Safe System of Work then please contact your Line Manager or Safety Advisor.**

*Specific British Waterways Procedures, Standards and Guidance documents are available in both Electronic formats via Gateway or Hard Copy via Safety Documentation File (Yellow File).*

**All work will be conducted in accordance with the Practical Restoration Handbook**

**PROPOSED WORKS:** Clearance of infill / spoil from the Lock By-washes on the  
Tewitfield flight of Locks  
Lancaster Canal - Northern Reaches

**WORK ORDER:** WRG Tewitfield **SUB ORDER:** August 2004

**LOCATION:** Tewitfield Locks **CHAINAGE:**  
Lancaster Canal

**DURATION:** 2 Weeks (7<sup>th</sup> – 21<sup>st</sup> August 2004) **CDM APPLICABLE YES**

Where the CDM regulations **do not** apply then the principles will still be adopted.

**HSE NOTIFICATION REQUIRED: No**

**DATE NOTIFIED:**

**No. OF OPERATIVES LIKELY TO BE INVOLVED:** 20 people approx.

**SUPERVISOR/RESPONSIBLE PERSON:** Rick Barnes (Waterway Recovery Group)

**ON SITE SUPERVISOR:** Lou Kellet / Izzy Gascoigne (Waterway Recovery Group)

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**BRIEF DESCRIPTION OF THE WORKS**

Works Order. WRG Tewitfield - August 2004  
Ver 3 : 29/03/2005

1. Removal of infill and debris from the By-wash channels and the remaining by-wash structure to enable restoration. (Note – No attempt will be made to clear or repair any sections of a by-wash that is contained within a culvert)
2. Removal of all remaining scrub / trees and general vegetation within the by-washes such that the by-washes can be re-built / restored sympathetically and with a sound finish.
3. Remove sufficient surrounding vegetation as to ensure that the restoration work can be conducted in a safe manner and that any potential future damage to the structure caused by growth of vegetation will be minimized.

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## **SEQUENCE OF OPERATIONS**

- (1) Progressively remove vegetation, infill and debris from the lock By-washes.
- (2) All infill and debris is to be either removed from site and deposited in the provided skips for disposal by British Waterways or to be dispersed and compacted adjacent to the by-wash in such a way that it may not be washed back into the channel by rainwater.
- (3) The site is to be left in a safe and tidy manner at the end of each working day and at the end of the project.
- (4) A number of the locks with by-washes incorporating the use of a culvert have been temporarily blocked with piles of stones to prevent livestock ingress. Such blocking stones will be removed to enable pointing of the masonry and will be stored and replaced on completion of the task if no other suitable permanent barrier / grille has been supplied by British Waterways.
- (5) Where material is to be dispersed on the ground adjacent to the by-wash and falls inside the surrounding farm land, surface stones will, within reason be removed in order to prevent damage to agricultural machinery and any potential subsequent hazards to traffic on the surrounding roads.

## **Risk Assessments Completed and Attached Yes**

### List of Assessments

WRG/LANC 02	Use of Hand Tools
WRG/LANC 04	Confined Spaces
WRG/LANC 05	Sharp Drops
WRG/LANC 07	Removal of silt and debris from derelict By-wash
WRG/LANC 08	Operation of Plant and Vehicles on or close to site
WRG/LANC 09	Working with machinery / plant on site (Including cement mixers, brush cutters and low powered generators)
WRG/LANC 11	Manual Handling
WRG/LANC 12	Working adjacent to a watercourse and farm land (illness)

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## **SITE ACCESS AND STORAGE**

For any remedial work to lock 1 will either be from the car park adjacent to the BW, crossing over the canal culvert at the bottom of the flight and following the offside bank up to the lock. A second route will be via the farmyard across the field to the by-wash. Agreement will be sought from Roger Mason (land owner) by Lancaster Canal trust. Vehicular access to the Lock 1 by-wash will also be across the field.

For Locks 4, 5, 6 and 7, pedestrian access will either be along the towpath (from either top or bottom) and across pedestrian bridges provided at those locks. No access will be made across the metal footbridges over locks 1 and 8. No wheeled vehicle access to locks 4, 5, 6 and 7 will be possible along the towpath, if desired, access is possible along the green lane leading to locks 4 and 5. Whilst moving along the towpath and the green lane, WRG volunteers will take all reasonable care to minimize hazards posed by their presence to members of the public.

All tools will be removed from site at the end of each working day – there will be no storage at each of the By-wash work sites.

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## **WELFARE ARRANGEMENTS**

There is a BW Sanitary facility at the bottom of the flight. It is proposed this will be used for site welfare. Dependent on availability, it may be desirable to utilize the BW mobile welfare facility that used to be located at Tewitfield, located at the top of the flight.

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## **PROTECTIVE EQUIPMENT REQUIRED BY ALL PERSONNEL ON SITE**

e.g. Hard Hat, Safety Boots, Hi-Vis clothing

Safety helmets conforming to BS5240 are compulsory on all WRG operated sites. Whilst safety boots are highly recommended and worn by many volunteers, it is not compulsory and it is made clear to volunteers that without such footwear they will be unable to conduct certain tasks. Wearing High Visibility clothing is not essential unless working on public roads or being involved in the operation of plant.

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## **ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR SPECIFIC OPERATIONS**

e.g., Dust Mask, Eye protection, Ear protection etc.

All volunteers are highly recommended to wearing suitable gloves and though using only hand tools the following individual protective equipment will be available if required.

- Eye protection to BS2092
- Hearing protection to BS 5108
- Disposable respiratory protection to EN149

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## **NOTICES /SIGNAGE (In accordance with the Code of Practice for Third Party Works)**

NAVIGATION NOTICE: N/A  
SITE SIGNAGE: Hard Hats to be worn on this site  
Location of First Aid point

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## **IMPLICATIONS TO THIRD PARTIES / GENERAL PUBLIC**

Pedestrian access will not be impeded; the towpath will remain open at all times. Care will be taken at all times when operating plant to ensure that no hazard is posed to members of the public.

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## **TRAFFIC MANAGEMENT - ROAD / PEDESTRIAN, ETC**

Pedestrian access will not be impeded; the towpath will remain open at all times.

No road traffic management will be required.

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## **TEMPORARY WORKS**

None

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## **COSHH SUBSTANCES - (Attach assessment sheets)**

Diesel fuel  
Petrol fuel  
Butane / Propane Gas

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## **EMERGENCY SERVICES LOCAL CONTACT No's:**

<b>Name</b>	<b>Telephone</b>	<b>Location</b>
1. Fire.	999	Lancaster
2. Police.	999	Lancaster / Carnforth
3. Ambulance/Hospital	999 or	
4. Doctors Surgery		N/A
5. Site First Aider		To be agreed on site

**If the situation is an emergency then DIAL 999 and request the service required**

In the event of a major accident or incident, contact the British Waterways Emergency Contact Line:

**0800 4799947**

British Waterways will inform the duty Waterways Engineer and other necessary parties and will also contact the HSE.

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**SERVICES: N/A**

<b>Name</b>	<b>Location</b>	<b>Telephone</b>
1. Electricity	N/A	
2. Gas Service	N/A	
3. Water Board	N/A	
4. Others ( BT, ipsaris, etc)	N/A	

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**B W PLANT FITTING CONTRACTOR:**

<b>Name</b>	<b>Location</b>	<b>Telephone</b>
N/A	N/A	N/A

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**SITE SPECIFIC EMERGENCY PROCEDURES ATTACHED** No

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**ENVIRONMENTAL CONSIDERATIONS**

BW to complete an ECP appraisal form for this work, conducting soil analysis as required.

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**ADDITIONAL ITEMS FOR CONSIDERATION**

None

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**REVIEW DATE 01/05/05**

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**STATEMENT PREPARED BY: R J C Barnes**

**DATE: 17/07/2004**

**POSITION : WRG Sites Group**

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**Date of last update : 17/07/04**

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