

# **Uttoxeter Canal Camp Destination Froghall Project (25<sup>th</sup> March – 1<sup>st</sup> April 2005)**

## **Planning Document**

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## **1 Introduction**

### **1.1 Background**

The Waterway Recovery Group is a voluntary organisation, helping to restore derelict canals in Britain. Wrg runs weekend working parties and week-long work camps every year.

At Froghall Basin, the Caldon Canal ends in a picturesque canal basin surrounded by old limekilns. However, the canal didn't always end at Froghall. The Uttoxeter Canal used to carry on down the attractive Churnet Valley, running through the heart of the Staffordshire Moorlands. And for the past two years, volunteers have been working to restore the first lock and canal basin on this long-disused route. This will make Froghall an even more interesting place to visit, and provide useful moorings for visiting boaters – and eventually form the first stage in reopening the rest of the canal towards Uttoxeter. The project at Froghall is almost complete. The work for this year's Canal Camp will include laying new paths around the lock and basin, completing the restoration of an old stone-sided cutting that used to carry a narrow-gauge railway track, and mortaring-in the coping stones that form the top of the canal wall around the basin.

### **1.2 Purpose of This Document**

The document has several purposes. It aims to:

- Confirm with each Canal Camp host in writing, the work to be done, facilities and accommodation (This document contains what we loosely refer to as our "Camp Contract". This is not in any sense a legal document, merely an attempt to set down what we think we have agreed, and to allocate responsibilities for any necessary arrangements. If you or your committee feel we are in error in any of these points, or that you cannot agree to them, then please contact the the author)
- Confirm the proposed method statement(s) and initial risk assessment(s) for the planned works. These will have been completed following a site visit and the information currently available.
- Act as a "management tool" for the Canal Camp leader and assistant(s) and also provide a point of reference (along with the PRH and HSG150) for volunteers attending the camp.

Assuming you are happy with the dates, proposals and conditions, please sign and return where indicated (or e-mail a copy to the author confirming your acceptance).

## **2 Description of Works**

### **2.1 Primary Work**

The primary work site is known as Froghall Wharf (OS ref 027 477). Work identified at the time of writing includes:

- Erect lamp irons & caution tape/netlon at the limit of the site & around the siding to identify any sharp drops.
- Repair & make secure/point the walls of the siding using stone identified by the BW engineer.
- Clear undergrowth from the site area & construct wild life habitats using available dead branches. Undergrowth to be piled with other brushwood on-site. NO BONFIRES ARE ALLOWED.
- Erect post & rail fence in the locations identified by the BW Landscape Designer.
- Create a stumpery /stumperies from stumps & logs already on site.
- Construct pathway/steps from tail end of lock to south end of siding
- Install seating with concrete base & cobble surround
- Surface dress & roll pathways. In some areas we may have to lay sub- base
- Plant trees & shrubs in designated areas
- Spread top soil & seed in designated areas
- Construct stone edge surround to wild life pond

### **2.2 Additional (Overflow) Work**

Assuming suitable progress on the primary work sites, or in the event of a surplus of volunteers, additional work may be required. Any overflow works will need to be fully agreed with both Caldon & Uttoxeter Canals Trust and British Waterways . Any such work must be assessed by the Canal Camp Leader/Assistant or their deputy prior to work commencing.

### 3 Key Contacts & Responsibilities

Name	Role	Phone Number(s)	E-Mail Address
Canal Camp Mobile	First Point of Contact	07850 422156	N/A
Gavin Moor	WRG Leader	07970 989245	<a href="mailto:Gavin.moor@wrg.org.uk">Gavin.moor@wrg.org.uk</a>
Phillip Rodwell	WRG Assistant	07742 678653	<a href="mailto:Phillip.Rodwell@ntlworld.com">Phillip.Rodwell@ntlworld.com</a>
Mike Palmer	WRG Chairman	07764 354893	<a href="mailto:Mike.palmer@wrg.org.uk">Mike.palmer@wrg.org.uk</a>
Neil Edwards	IWA Executive Officer	01923 711114	<a href="mailto:Neil@waterways.org.uk">Neil@waterways.org.uk</a>
Jenny Black	IWA/WRG Head Office	01923 711114	<a href="mailto:Jenny.Black@waterways.org.uk">Jenny.Black@waterways.org.uk</a>
John Rider	WPO - Caldon & Uttoxeter Canals Trust	07814 245552	<a href="mailto:John@riderjohn.fsnet.co.uk">John@riderjohn.fsnet.co.uk</a>
Julie Arnold	Secretary - Caldon & Uttoxeter Canals Trust	07712 897075	<a href="mailto:Julie@waterwayimages.com">Julie@waterwayimages.com</a>
Simon Jackson	British Waterways	01606 723837 07889 151471	<a href="mailto:Simon.Jackson@britishwaterways.co.uk">Simon.Jackson@britishwaterways.co.uk</a>
2 <sup>nd</sup> point of contact	British Waterways		
? ? ?	Galliford Try		

## 4 Accommodation & Showers

Clean, dry accommodation should be provided for the duration of the canal camp. The accommodation should be available from the morning of Friday 25<sup>th</sup> March to afternoon of Friday 1<sup>st</sup> April. As a minimum, the accommodation should contain the following:

- Suitable sleeping area for circa 25 people.
- Sufficient tables & chairs to provide a separate eating area.
- Separate male & female toilet and washing facilities with hot & cold water supply.
- A kitchen, with hot & cold water, a working cooker and space for a large fridge freezer.
- Suitably rated power supply to allow connection of additional fridges, water boilers etc.

Accommodation has been confirmed at Consall Scout Camp, Blakeley Lane, Dilhorne, Stoke on Trent, ST10 2PS (OSRef SJ 979474). Additional bookings or sharing of the accommodation must be notified and agreed with the Camp Leaders prior to the start of the Canal Camp.

If not available at the accommodation, access to and use of showers must be arranged. Opening times must be appropriate to the work taking place (i.e. Access usually required early evening) and must be available every day.

Consall Scout Camp has it's own shower block, and this will be available for use by the Canal Camp. Keys will be provided to the Canal Camp leader to allow 24x7 access.

## 5 Finance

Accommodation and Showers (as detailed in Section 4) will be paid by the Caldon & Uttoxeter Canals Trust. The Caldon & Uttoxeter Canals Trust are also to cover reasonable fuel bills consumed both on-site and in delivering/collecting vans and equipment on provision of appropriate receipts. Likely items are identified below, but this list may not be exhaustive:

- Fuel and transportation of for vehicles (delivery to, during, and transport from the camp).
- Fuel for plant and mechanical tools used on site (excavators, mixers etc).
- Phone calls and postage associated with the running of the camp.
- Additional safety equipment deemed necessary by the Leader.
- Additional material not available on account (Sections 7 & 8)

Costs for Other Plant and Material (detailed in sections 7 & 8) will be paid for by British Waterways (or their contractor Galliford Try). It is assumed that these items will be paid for via Purchase Order but appropriate receipts should be provided if these items are purchased directly.

**IMPORTANT NOTE:** Dependant on the equipment in use on site, identification of a suitable supply of "red" diesel will help to reduce costs. If appropriate, details should be provided to the Canal Camp leaders at the start of the Camp.

## 6 WRG Tools & Vehicles

WRG will provide hand tools, additional catering equipment and at least one van or minibus. Particular requests (e.g. for additional cookers) should be sent to Head Office at least four weeks in advance of the camp.

Arrangements have been made for the following to be present for the duration of the Canal Camps:

- WRG 15 or 17 seater minibus
- WRG Panel van
- WRG tool trailer (hand tools and catering equipment)
- WRG 2-stroke cut-off saw
- WRG radios
- Stone Masonry Kit
- Brick Kit

## 7 Other Plant & Equipment

The host society/authority will provide additional plant and equipment as agreed with the Camp Leaders. We would remind you of the necessity to locate of book plant, particularly unusual items, well in advance of the camp.

The following have been agreed as additional plant & equipment required for the duration of the Canal Camps:

- Petrol engined cement mixer
- Compactor (Vibrating Plate)
- Single Drum walk-behind vibrating roller
- Fuel for the above items.

**IMPORTANT NOTE:** Accounts useable by the Canal Camp Leaders should be opened with local plant/tool hire companies in case of unforeseen circumstances (e.g. extra pumps required after heavy rainfall.)

## 8 Materials

Following agreement of the design, the host society/authority will be responsible for ensuring that adequate supplies of materials (e.g. aggregates, fencing etc) are provided.

The following have been agreed as materials required to be delivered to site during the duration of the Canal Camp:

- Top soil
- Grass Seed
- Trees & Shrubs (Compost?)
- Fixing posts, Ties, Rabbit/weather protection for trees.
- Materials for lime mortar mix as being used by contractors.
- Cement, sand, sand gravel mix (for concrete seat bases)
- Graded limestone for path substrate & filling round fence posts.
- Terram if (reqd)
- Path topping material.
- Cobbles for seating & steps
- Posts,rails,nails. (Postmix if reqd in any areas)
- Seats & fixing equipment
- Wheelbarrows (at least 3)
- Tamper
- Orange netlon & Hazard Tape
- Lamp irons.

**IMPORTANT NOTE:** Details of all materials ordered, the suppliers, order numbers and delivery schedule should be provided to the Canal Camp Leaders. This is to allow delivery dates or quantities to be amended as work progresses and estimates become firm requirements. Similarly, accounts useable by the Canal Camp Leaders should be opened with a local builders' merchant to ensure the supply of any additional materials identified as work progresses.



## 9 Site Safety & Volunteer Welfare

WRG will supply their standard PPE (Personal Protective Equipment) kits to all volunteers. This will contain:

- Safety helmet to EN 397
- Work gloves to EN 388
- Eye protection to EN 166
- Hearing protection to EN 352-2
- Disposable respiration to EN 149

Further details concerning site safety and PPE can be found in Appendix A of this document.

The host society will be responsible for any additional safety/welfare equipment deemed appropriate by the Canal Camp Leaders. WRG will also supply a 50-person First Aid kit for use on site and at the accommodation.

The following have been agreed as safety/welfare items specifically required for the duration of the Canal Camps:

- Toilet and washing down facilities (suitable for 25+ people)
- Portacabin or similar to enable volunteers to shelter from extremes of weather.

Both of the above are available at the Principal Contractor's canteen facility to which access has been arranged for the duration of the Canal Camp.

## 10 Risks

In producing this document, and planning for the Canal Camp, the Camp Leader has identified the following project risks:

- Progress of work by Galliford Try may impact the work possible during the Canal Camp.

## 11 Issues

In producing this document, and planning for the Canal Camp, the Camp Leader has identified the following issues:

- No Design or Specifications for the planned work (eg. Design for seating areas, planting schedule etc) have been provided to the Canal Camp leader. This must happen before the start of the Canal Camp.

## 12 Assumptions

In producing this document, and planning for the Canal Camp, the Camp Leaders have made the following assumptions:

- Appropriate Design and Specifications for the planned work will have been supplied to the Canal Camp leader prior to the start of the Canal Camp.
- BW's contractor (Galliford Try) will have completed their work in the areas that this Canal Camp is intending to carry out the works described by this document.
- Access to the Site Welfare facilities referenced in Section 9 will have been agreed (and communicated locally) with Galliford Try.
- Caldon & Uttoxeter Canals Trust and British Waterways have gained all relevant permissions, permits etc from the appropriate land-owners, local authorities etc prior to the start of the Canal Camp.
- Arrangements for use of the accommodation and showers will have been booked and confirmed by Caldon & Uttoxeter Canals Trust prior to the start of the Canal Camp.
- All hired plant and equipment (Section 7) will be delivered to site at the start of the Canal Camp and collected from site at the end of the Camp. Accounts will have been opened for use by the Camp Leaders.
- All materials required (Section 8) will have been pre-ordered and an initial delivery schedule proposed. Delivery details will be supplied to the Camp Leaders, along with information to enable amendment of orders or supply of additional materials if required.

## 13 Constraints

No specific constraints have been identified in planning this Canal Camp. However, the following may have an impact on progress:

- Extremes of weather.
- Timely availability and quantity of plant, equipment and materials (see Sections 8 and 9).
- Experience of volunteers - As a wholly voluntary organisation WRG cannot guarantee the availability of volunteers with specific skills and training may be required.

If changes are necessary to the work at very short notice, we will always try to agree them on the principle that the Camp should, if at all possible, proceed. However, we must reserve the right to move the Camp to another location at any time before or during the Camp it should be desirable in our opinion to do so.

## 14 Appendix A - Method Statement

### Site Details

Site Location: Froghall Wharf  
Foxt Road  
Froghall  
Stoke-on-Trent  
ST10 2HJ  
OS Grid Reference: SK 027 477  
Site Mobile Phone: 07850 422156

Location Map:



Area of Works / Site Layout:

As shown on briefing map (CAD drawing - not included electronically) but in principle:

The area to the west of the lock, the areas to the south of the basin where we are given designated access, the areas of the SCC site where tree planting is to take place. The areas will be marked on the BW Froghall Basin plan when confirmed at the pre-camp site meeting.

## General

The proposed work will take place in several areas around the Froghall site, including some planting on the SCC site. The main area of work will be to the west of the site in the area between the lock, the Ipstones Brook & the culvert. Other areas will be identified prior to the project subject to the progress made by the Principal Contractor. Areas we are not allowed to enter will be fenced out by the PC using heras fencing including the lock.

The work proposed is:

- Erect lamp irons & caution tape/netlon at the limit of the site & around the siding to identify any sharp drops.
- Repair & make secure/point the walls of the siding using stone identified by the BW engineer.
- Clear undergrowth from the site area & construct wild life habitats using available dead branches. Undergrowth to be piled with other brushwood on-site. NO BONFIRES ARE ALLOWED.
- Erect post & rail fence in the locations identified by the BW Landscape Designer.
- Create a stumpery /stumperies from stumps & logs already on site.
- Construct pathway/steps from tail end of lock to south end of siding
- Install seating with concrete base & cobble surround
- Surface dress & roll pathways. In some areas we may have to lay sub- base
- Plant trees & shrubs in designated areas
- Spread top soil & seed in designated areas
- Construct stone edge surround to wild life pond

The works are to take place: Saturday 26<sup>th</sup> to Thursday 31<sup>st</sup> March 2005.

No. of volunteers expected: 20-25

Canal Camp Leader: Gavin Moor, Waterway Recovery Group (07970 989245)

## **Principles for Health and Safety**

This Plan has been produced based upon WRG Canal Camp Project Plans which are prepared in conjunction with the WRG Practical Restoration Handbook (PRH), HSG150 and the British Waterways Code of Practice 2002 (rev2003) for Works Affecting BW (aka their green book) and should be read alongside them.

All work will be conducted in accordance with the WRG Practical Restoration Handbook and the procedures recommended for WRG Canal Camps safety management. All WRG H&S documentation is available on the WRG web site ([www.wrg.org.uk](http://www.wrg.org.uk)). A copy of the Practical Restoration Handbook will be available on site.

In addition to the points made below each task will be detailed separately, with a separate risk assessment and a resulting method statement to be followed. Particular care must be paid to any comments regarding the timing of other associated works. If in doubt the Site Leader must be consulted.

All the design criteria in BW's document CDM 2.3 "Design Risk Assessment" have been incorporated into WRG Canal Camp Project Plans upon which this document is based (including in the individual method statements).

It is the policy of the Inland Waterways Association, the Waterway Recovery Group and the Caldon & Uttoxeter Canals Trust when engaged on or associated with any restoration work or other projects connected with waterways to ensure that all reasonable and practicable safeguards are taken for the safety and welfare of all employees, volunteer workers, and visitors who are likely to be involved. This is not only for the benefit of such employees, volunteer workers and visitors but also to minimise pollution of the environment where possible. Accident prevention has to have priority in all aspects of the works. The IWA, WRG and C&UCT therefore ensure that so far as they possibly can, all conditions in which their members and any others are involved are both healthy and safe.

## **Neighbourhood Risks**

The site is located in a 'honey pot location' and receives visits from the public, waterways users and employees of BW and Local Authorities. To reduce the risk to these visitors all works must be contained within the perimeter fencing. If working on/near the towpath then lamp irons & caution tape must be used to identify the hazard.

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 Canal Camp.

## Management Responsibilities

For the purposes of CDM the defined roles are filled by:

- **Client/Promoter:** British Waterways Wales & Border Counties, Navigation Road, Northwich, Cheshire, CW8 1BH. Tel: 01606 723800 (Simon Jackson 01606 723837)
- **Planning Supervisor:** Mott MacDonald, Spring Bank House, 33 Stamford Street, Altrincham, Cheshire. WA14 1ES. Tel: 0161 926 4000
- **Principal Contractor:** GallifordTry, Cowley Business Park, Cowley, Uxbridge, Middlesex. Tel: 0113 281 6800. (Adam Gregson 01538 260041 - site)
- **Contractor / Volunteer Organisations working as agreed with BW:** Waterway Recovery Group Gavin Moor (07970 989245) WRG, 3 Norfolk Court, Norfolk Road, Rickmanworth, WD3 1LT (01923 711114)

## Subcontractors

GallifordTry are the Principal Contractor and no subcontractors are expected to be onsite. WRG is the volunteer organisation leading the works being undertaken by volunteers, previously referred to as Contractors.

## **Standards for Health and Safety**

### **Essentials for construction safety**

The Principal Contractor is responsible for HSE Form F10 together with any other safety signage to be displayed on the site. Additional signage arising from the Method Statements will be displayed at the entrance to work areas if appropriate.

All work will be carried out to the standards described in the method statements.

The Canal Camp Leader (or their appointed deputy) shall assess any volunteer's competence before assigning them to a job. Careful attention will be paid to the ratio of volunteers to supervisor for each task.

A register of volunteers competent to inspect or assess various items will be kept with the Project Plan.

Volunteers will only be allowed to commence work on site once they have completed an induction comprising of:

- Reading of the WRG "Volunteers Health and Safety Guide".
- A site specific talk from the Site Leader (or appointed deputy) and/or a representative of BW outlining the management structure, on site hazards, emergency procedures to be followed and any other information required to work safely.
- Signing a form saying they agree to abide by the site leaders instructions at all times.

Where appropriate "toolbox talks" will also be given to improve the safe operation of the site.

All documents (Project Plan, Method Statements and Risk Assessments, Register of Competencies, etc.) shall be freely available on site at all times.

### **Relevant BW standards**

The BW document "Volunteers Working Safely" has been referred to when writing this Project Plan and will be available with it.

### **Additional standards**

For the second part of the project period (29<sup>th</sup>-31<sup>st</sup> March) work will be in progress by the Principal Contractor. Their Site Forman (Adam Gregson) or representative will give an on site brief to ensure a clear demarcation of areas & access points to the locations where volunteers are working.

All persons will receive a copy of the Principal Contractor's information regarding Leptospirosis.

## **Selection Procedures**

### **Subcontractors**

No subcontractors are expected.

### **Hazardous materials**

Specific training will be given to all volunteers before they come into contact with any hazardous materials. All COSHH data sheets will be available in the PRH and only materials specified in the Project Plan can be used. All appropriate PPE will be available.

Materials will be stored in an area allocated by the Principal Contractor. Petrol for the mixer will be stored at a safe location identified by the Principal Contractor.

### **Plant and machinery**

A mechanical mixer, pedestrian roller & plate compactor will be used on site.



## **Site Organisation**

### **Traffic**

Clear ways for pedestrians will be maintained at all times. Various underground services do exist in the car park and main road but no vehicles should overload these as the surfaces are rated for coaches and similar heavy vehicles. No fences should be moved or removed without consulting the Site Leader. An emergency WRG vehicle will be available in the car park at all times while work is undertaken.

### **Loading and unloading**

Areas of unloading - at all times the highway must be kept clear therefore any unloading will take place in the small car park. Any unloading will either be done manually or by the transports lifting equipment. This must be supervised by a competent person.

### **Layout and storage areas**

Materials will be stored in the area allocated by the Principal Contractor. Tools will be allocated for each task & returned to the WRG vehicle at the end of the day. At all times the site will be kept tidy.

### **Electrical distribution, shared plant.**

Not applicable.

### **Scaffolds and formwork**

No scaffolds or formwork required

### **Trenching and excavations**

There will be no trenching or excavations.

### **Permits to work**

Permits to work will not be required.

### **Site security**

The site will be fenced to prevent public access by use of heras fencing.

### **Welfare facilities**

Welfare facilities will comprise: the public toilet block and the Principal Contractor's toilets & canteen facility which will be available for rest, shelter, refreshments and washing down. Both of these will be kept clean. Additionally hand wipes will be available on site. Drinking water will be taken on site everyday (and is also available from the BW point by the canal).

### **Disposal of waste**

Domestic waste will be taken away from site and disposed of at the accommodation. Disposal of excavated spoil is dealt with in each method statement. Brushwood will be placed on an existing pile. NO BONFIRES ARE ALLOWED.

## **Operational Requirements**

### **Use of BW premises**

BW premises are not to be used. Public access to the BW Sanitary Station is not to be blocked.

### **Use of navigation**

There is no requirement for use of navigation. It will not be blocked by any of our works.

## Site Rules

To be communicated to all persons on site and read in conjunction with the Method Statements

## Emergency procedures

An 'on site' register will be kept with the project plan for both volunteers and visitors.

In the event of an accident or emergency the Canal Camp Leader should be informed immediately. All work on site should be stopped and all volunteers should assemble at the Picnic Benches near the Warehouse Shop. If necessary emergency services and/or British Waterways and/or the Principal Contractor should be summoned. Only once the situation has been inspected and agreed safe by the Site Leader should work recommence.

## Local emergency contacts:

Name	Location	Telephone
Fire	Leek/Cheadle	999
Police	Leek/Cheadle	999
Ambulance/Hospital	North Staffordshire Royal Infirmary – Accident & Emergency Unit, Princes Road, Hartshill, Stoke-on-Trent	01782 554455 or 999
Minor Injuries Unit	Leek Moorlands Hospital - Minor Injuries only	01538 487100
Site First Aider	Register to kept on site	

First Aid First Aid provision on site will include:

- One HSE First Aid Kit for up to 20 employees
- Additional eyewash facilities
- Welfare kit.

Particular care will be given to affects of adverse weather conditions, sunburn and dehydration.

## Accident reporting

The HSE accident book and the WRG RIDDOR form should be completed for any appropriate accident or incident. These will be made available to BW.

### **Permits to work**

No activities will require a permit to work. All activities will be continually supervised by the Task Leader appointed by the Site Leader.

### **General Site Rules**

PPE: The entire site will be designated a “hard hat” site. Other PPE will be determined by the Risk Assessment/Method Statement for each task.

Each volunteer will be issued with appropriate PPE comprising:

- a safety helmet to BS 5240
- a high-viz waistcoat
- a 'WRG standard PPE pack' comprising:
  - eye protection to BS2092
  - hearing protection to BS 5108
  - disposable respiration to EN149
  - suitable gloves

Other/additional supplies will be available on site

### Access/site conditions:

No solo work is permitted.

No fences should be moved or removed without consulting the Site Leader.

Beware access to and from the road and car park - see comments in “Specific Hazards” below.

In the event of a major change in site conditions due to weather all jobs will be reassessed by the Canal Camp Leader.

All vehicles must be parked in the car park, not on site.

The public route across the head of the lock is to be kept clear at all times and present no hazard to the public.

### Chamber work:

No work will be carried out in the lock chamber during this period. The lock chamber will be fenced off and no volunteer should enter the lock chamber.

### Lifting and handling:

This is dealt with in each job specification. However care should be taken to ensure the repetitive effects of handling on contiguous jobs does not build up to be a problem.

### **Specific site rules/Hazards**

- Main road alongside the site running between the main site and the car park, although the traffic is not fast it should be regarded as a significant hazard. This road should not be obstructed. All manoeuvres involving the highway should be supervised by a competent person and all personnel involved should wear hi-vis jackets.
- Head of water above Lock 1 – This is now contained by stop-planks & clay infill on the canal side, monitored by BW / Principal Contractor. Volunteers will be instructed not to enter the lock or the immediate area. Public access via the temporary bridge at the head of the lock to be kept clear at all times.
- There is an overhead power supply line alongside the canal - although this will be outside the area of works and no plant operations will take place during this week.
- Poor quality masonry - almost all of the walls are poor quality and there is a very significant risk from falling de-laminated, damaged masonry. Because of this steel toe caps, hard hats and gloves are mandatory for many tasks as outlined in the Method Statements.
- The area by the canal and the entrance to the lock is in use by the visiting public. All volunteers must be aware of this and ensure that they contain all works within the fencing and that no hazard is presented to the public.
- Weak edges/steep drops - these exist in several places on site particularly at the lock chambers, the railway area and the embankment along the west edge of the basin. All volunteers should be specifically warned to be aware of edges and edges to be clearly marked with lamp irons and hazard tape.
- Weak bank on the basin (west edge by the culvert). Outside of the proposed volunteer work area; Site Leader to report to the Principal Contractor any observed signs of deterioration.
- The basin contains deep mud. It is outside of, but adjacent to the proposed volunteer work area; all volunteers are to be made aware of the danger of deep mud.
- All volunteers to be made aware of the dangers of working close to water. One person to act as banksman & flotation device (eg. Life-ring) to be available when working on the tow-path.

### **Communications**

#### **Consultation with people on site**

All communications with the Principal Contractor are to be undertaken by the Canal Camp Leader wherever possible. All communications with local landowners, etc, are to be undertaken via Caldon & Uttoxeter Canals Trust wherever possible.

#### **Information, training and management initiatives**

No person will be allowed to work on site without having had a full induction as described in "Standards for Health & Safety" earlier in this appendix. All volunteers will read the relevant Method Statements before undertaking a task. Additionally toolbox talks will be given on an as required basis. Regular liaison with BW staff, and any representatives of the Principal Contractor present, will occur.

#### **Design work during construction phases**

Any incomplete design work will be identified in the relevant Method Statement. This design work will only be implemented once it has been communicated to, and agreed by, the planning supervisor and the design leader. No other design work will occur.

### **Monitoring and Liaison**

### **Reactive**

Work will be continually supervised by a task leader, regularly reviewed by the Site Leader and inspected by BW prior to completion of the camp. The Project Engineer, Simon Jackson, will be contactable by phone (07889 151471) throughout the period.

### **Routine monitoring**

This project plan together with an electronic photo record of the works undertaken will be made available to BW after the Canal Camp. A photographer will be appointed and all volunteers will be encouraged to record any significant events and discoveries.

### **Health and Safety File**

All health and safety information referred to in this Project Plan, along with the Project Plan and WRG Practical Restoration Handbook, will be available on site at all times.

### **Project review**

The project will be reviewed on a daily basis.

## Register of Competencies

Name	First Aid	WRG vehicle driver auth.	Experience of WRG C'Camp Full Induction	
Gavin Moor	YES	YES	YES	
Phillip Rodwell		YES	YES	
Marcus Jones	YES	YES	YES	
Brian Edwards	YES	YES	YES	
Nina Whiteman		YES	YES	
Steve Johnson		YES	YES	
John Rider			Yes	

**Additional Contact Details:**

Incident Contact Centre

This will deal with any reportable H&S incident and direct your report to all the relevant authorities:

0845 3009923

British Waterways National Emergency Number

0800 4799947

Weekend BW engineering cover: Graham Lea 07748 658032 (provisional)

Local Authorities

- Staffordshire County Council  
County Buildings  
Martin Street  
STAFFORD  
ST16 2LH
- Highways: 01785 276519
- Landownership: mix BW and SCC; all contact via BW to date (Ranger on the day in emergency)
- General SCC numbers:
- Countryside Services 01785 277264
- Property & Estates 01785 277537
- SCC Ranger: Kate Holden 07773 792356 (works Saturdays and Sundays but not necessarily at Froghall)
- John Jervis (volunteer ranger) at Froghall on Saturdays and Sundays.

Planning and Conservation issues:

- Staffordshire Moorlands District Council (SMDC)  
Moorlands House  
Stockwell Street  
LEEK  
ST13 6HQ  
Main No. 01538 483483. Conservation Officer: Chris Drage
- English Nature - Colin Hayes, telephone 01782 723620

Caldon & Uttoxeter Canals Trust

- Julie Arnold: Secretary, Caldon & Uttoxeter Canals Trust  
10 Cheadle Road, Cheddleton, LEEK ST13 7HL  
Tel: 01538 361138 or 07712 897075
- Rupert Smedley: Vice-Chairman, Caldon & Uttoxeter Canals Trust  
Hazelhurst Cottage, Denford, LEEK ST13 7JT  
Tel: 01538 385388 or 07973538690
- John Rider, Work Party Organiser, Caldon & Uttoxeter Canals Trust  
1 Daintry Close LEEK ST13 5PX  
Tel: 01538 386790 or 07814 245552



## Job Ref.1

**Job Description:** Prepare site by: (a) Erect lamp irons & caution tape to separate the area to be worked in from the rest of the site. (b) Erect netlon fencing around the siding. (c) erect lamp irons & caution tape to warn of the drop into the Ipstones Brook. (d) identify any sharp drops or hazards in areas given access to later in the week

**Location:** a) As identified by GallifordTry on Thursday 24th March.  
b) Next to the railway siding  
c) On top of the bank alongside the brook.

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance):  
Refer to Risk Assessment at Appendix B on: use of hand tools "FrogWRG1-hand" and drops (FROGWRG2-Drops)

**Mandatory PPE:** Safety Footwear, Gloves, Safety Helmet, High-Viz Waistcoat

**Schedule/Timing:** a-c)1<sup>st</sup> thing Saturday 26<sup>th</sup> March prior to any work commencing on site. d) as applicable-site leader to assess.

**Personnel requirements:** Site leader + AS required..

**Equipment needed:** Lump hammer

**Materials:** Lamp irons & caution tape/netlon

**Details:**

**Work in progress notes:**

## Job Ref.2

**Job Description:** Prepare site by: (a) Erect lamp irons & caution tape to separate the area to be worked in from the rest of the site. (b) Erect netlon fencing around the siding. (c) erect lamp irons & caution tape to warn of the drop into the Ipstones Brook. (d) identify any sharp drops or hazards in areas given access to later in the week

**Location:** a) As identified by GallifordTry on Thursday 24th March.  
b) Next to the railway siding  
c) On top of the bank alongside the brook.

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): Refer to Risk Assessment at Appendix B on: use of hand tools "FrogWRG1-hand" and drops (FROGWRG2-Drops)

**Mandatory PPE:** Safety Footwear, Gloves, Safety Helmet, High-Viz Waistcoat

**Schedule/Timing:** a-c)1<sup>st</sup> thing Saturday 26<sup>th</sup> March prior to any work commencing on site. d) as applicable-site leader to assess.

**Personnel requirements:** Site leader + AS required..

**Equipment needed:** Lump hammer

**Materials:** Lamp irons & caution tape/netlon

**Details:**

**Work in progress notes:**

## Job Ref. 3

**Job Description:** a) Remove undergrowth to the existing pile on site. b) Create wild life habitats using existing dead branches

**Location:** West of the siding where the new footpath will be located

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance) Refer to Risk Assessments at Appendix B on use of hand tools "FrogWRG1-hand", lifting "FrogWRG7-lift" & drops "FrogWRG2-Drops"

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat.

**Schedule/Timing:** Once the edge of the site has been identified & caution tape erected .

**Personnel requirements:** As required.

**Equipment needed:**Hand-tools including bowsaws, loppers, slashers and rakes

**Materials:**

**Details:**

Vegetation to be put on the brushwood pile already on site. N.B. NO BONFIRES. Dead branches to be cut into 60cms lengths & piled in criss-cross formation. Height & location to be confirmed by BW Landscape Designer

**Work in progress notes:**

## Job Ref. 4

**Job Description:** Erect new post & rail fencing adjoining existing fencing

**Location:** 1) On the western edge of the site from where the new fence currently finishes on a line identified by the BW Landscape Designer 2) At any other locations identified on the landscape plan that are available for us to work in

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1—Use of hand tools; FROGWRG2- Drops; FROGWRG7 – Lift;

**Mandatory PPE:** Gloves, safety helmet, safety footwear, high-viz waistcoat

**Schedule/Timing:** Anytime after area cleared of any fallen branches

**Personnel requirements:** As required, but a minimum of 4 suggested

**Equipment needed:** Spades, pick-axe, building line, spirit level(wrap round post level), hammer, tape measure, tamper (requested from BW), battery drill

**Materials:** Posts, rails, nails, limestone infill or post mix if stipulated for certain areas

**Details:**

- a) 100mm square posts with 3 rails. Hole size, post centres & rail positions have been confirmed by BW.
- b) Rails to be pilot drilled before nailing
- c) Posts to be temporarily spragged from behind before nailing
- d) The paling fencing is to remain in situ as it does not cross the line of the new fence.
- e) The fence holes are to be filled with graded limestone which is to be firmly tamped, or post mix where stipulated

**Work in progress notes:** Contractor to remove/relocate Heras fencing to allow this job to proceed.

## Job Ref. 5

**Job Description:** Construct stumperies

**Location:** Area adjacent to new footpath west of the siding, or other locations identified

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1-Use of hand tools; FROGWRG4 – stack; FROGWRG5-winch; FROGWRG7-lift. The Tirfor may be used to position some of the stumps which are already pulled out of the ground. If used, a small team under the leadership of one experienced person, will complete the task. All other people on site will be warned if the Tirfor is being used. Care must be taken that stumps or logs cannot topple over. Stumpery must be left in a secure & stable condition.

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat

**Schedule/Timing:** Anytime

**Personnel requirements:** As required, but a minimum of 3

**Equipment needed:** Tirfor winch, crow-bar, spades

**Materials:** Stumps & logs on site.

**Details:** Construction & location as discussed with BW Landscape Designer

**Work in progress notes:** Remove any small branches & soil from the stumps

## Job Ref. 6

**Job Description:** Construct steps / pathway

**Location:** Adjoining pathway from bridge at tail of lock to siding. To be identified by BW

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1-Use of hand tools; FROGWRG2-drops, FROGWRG7-lift. FROGWRG8-use of lime/cement. FROGWRG14-use of rollers & compactors

Prior to work commencing, Site leader to determine what hazard fencing is required based on exact location & construction method.

Tool box talk to be given by suitably qualified person on use of compactors & operatives to receive training prior to use.

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat, eye protection, ear protection when compactor in use.

**Schedule/Timing:** Anytime

**Personnel requirements:** As required, but a minimum of 3

**Equipment needed:** Building tools, plate compactor.

**Materials:** Substrate, top dress, cobbles,

**Details:** Construction & location as discussed with BW Engineer & Landscape Designer

**Work in progress notes:** Terram may be required if stipulated on plan

## Job Ref. 7

**Job Description:** Install seating

**Location:** Area adjacent to new footpath west of the siding, or other locations identified

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1-Use of hand tools; FROGWRG7-lift. FROGWRG8- lime & cement. FROGWRG14- rollers & compactors.

Tool box talk to be given by suitably qualified person on use of compactors & operatives to receive training prior to use.

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat, eye protection, ear protection when using compactor

**Schedule/Timing:** Anytime

**Personnel requirements:** As required, but a minimum of 3

**Equipment needed:** General building equipment

**Materials:** Concrete, cobbles, mortar, path topping material .

**Details:** Construction & location as discussed with BW Engineer & Landscape Designer. Locations to be marked on the ground.

**Work in progress notes:** Detailed drawing of construction & method of securing the seat to be supplied by BW.

## Job Ref. 8

**Job Description:** Surface dress & roll pathways.

**Location:** Throughout the site in areas we are given specific access to.

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1-Use of hand tools; FROGWRG14-rollers & compactors

Banksmen to be used to warn the public if /when this equipment is moved to areas of the site using public access routes.

Operatives to receive instruction from suitably qualified person prior to using the roller.

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat, ear protection

**Schedule/Timing:** Anytime

**Personnel requirements:** As required, but a minimum of 5

**Equipment needed:** Wheelbarrows, shovels, roller.

**Materials:** Top dressing material as supplied.

**Details:** Paths will have been marked & substrate laid. Depth of top dressing to be advised by BW

**Work in progress notes:** In some places it may be necessary to lay substrate. This will be advised & specified by BW at the pre camp meeting.



## Job Ref. 9

**Job Description:** Planting trees & shrubs

**Location:** Designated areas around the site & the SCC Froghall Wharf site

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1-Use of hand tools;

When planting in area with public access (SCC site) caution tape/lamp irons should be used to warn the public.

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat

**Schedule/Timing:** Anytime

**Personnel requirements:** As required, but a minimum of 2

**Equipment needed:** Crow-bar, spades

**Materials:** Trees & shrubs

**Details:** Location as discussed with BW Landscape Designer & to be marked on ground prior to camp. Tree stock should be labelled by type.

**Work in progress notes:** BW to advise which trees to be staked & to supply ties. They are to advise if bark protectors & compost are to be used. Delivery schedule from nursery to be agreed as stock is bare rooted & must not dry out. May have to be stored in temporary trench.

## Job Ref. 10

**Job Description:** Top soil & seed

**Location:** On earth mounds identified by BW

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1-Use of hand tools Site leader to confirm mounds are firm enough to walk on. Use youngman boards to make wheelbarrow way over the mound.

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat

**Schedule/Timing:** Anytime, but take care not to damage when completed

**Personnel requirements:** As required, but a minimum of 3

**Equipment needed:** Wheelbarrows, rakes, spades

**Materials:** Top soil, grass seed

**Details:** Soil depth, spreading rate & method of spreading to be confirmed with BW Landscape Designer

**Work in progress notes:** Mounds should already be smoothed over prior to us going on site. Suggest working from centre outwards.

## Job Ref. 11

**Job Description:** Construct stone edge to wild-life pond.

**Location:** Wild-life pond to south of site

**Risk Assessment/Safety measures to be taken** (see also Section 7 in the Project Plan and consult the Practical Restoration Handbook for further guidance): See Appendix B risk assessments: FROGWRG1-Use of hand tools; FROGWRG8- lime/cement mortar. Site leader to decide if any water that has collected in the pond constitutes a hazard & to supply life ring if a risk exists. All people on site will have received information re leptospirosis

**Mandatory PPE:** Safety footwear, gloves, safety helmet, high-viz waistcoat, eye protection

**Schedule/Timing:** Anytime (this work may need to be done when principal contractor not working on site)

**Personnel requirements:** As required, but a minimum of 3

**Equipment needed:** Brick kits

**Materials:** Stone (on site) , mortar

**Details:** Mortar mix & stone availability to be confirmed with BW Engineer & Landscape Designer

**Work in progress notes:** Do not damage pond lining that will have already been laid

## 15 Appendix B - Risk Assessment

<b><u>Region</u></b> BW Wales & Border Counties		<b><u>Canal / Waterway</u></b> Caldon/Uttoxeter Canals	
<b><u>Planned Operation</u></b> Clearance & Restoration of canal basin, Froghall			
<b><u>Planned Task / Activity</u></b> Use of Hand Tools			
<b><u>Exposed Groups / Individual</u></b> Volunteers - Waterway Recovery Group			
<b>Hazardous Event &amp; Potential Causes</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1. Use of non-powered hand tools causing striking, cutting, ejection of material, dust inhalation, crushing and trapping due to poor equipment maintenance, operator error or poor housekeeping	Unlikely	First Aid to Major Injury	Medium
<b>Control Measures</b>			<b>Action</b>
1. The use of hand tools by WRG volunteers is to be in accordance with the guidelines laid out in the Practical Restoration Handbook. 2. Personal Protective Equipment suitable to the specified task is to be worn and will be made available as required and appropriate equipment safety guards will be supplied. 3. Equipment is to be well maintained and inspected by user prior to use - any damaged equipment is to be put beyond use whilst awaiting repair and the work party leader informed. 4. All equipment will be stored in a safe and proper manner when not in use. 5. If harmful substances are required to enable use of hand tools, appropriate COSHH assessments will be completed.			wrg Leader  Team Leader All Volunteers All Volunteers wrg Leader
<b>Future Measures to be Considered For Evaluation</b> (to be completed during or after the task / activity)			
<b>Conclusion - Task Ok to Proceed</b>			
Risk considered acceptable - task OK to proceed.			
<b>Reference No</b> FROGWRG1 - hand	<b>Assessment Date</b> 21/03/2005	<b>Issue No.</b> 1	<b>Review Date</b> Ongoing
<b>Assessed By:</b> Gavin Moor			

<b><u>Region</u></b> BW Wales & Border Counties	<b><u>Canal / Waterway</u></b> Caldon/Uttoxeter Canals		
<b><u>Planned Operation</u></b> Clearance & Restoration of canal basin, Froghall			
<b><u>Planned Task / Activity</u></b> Embankments & Sharp Drops			
<b><u>Exposed Groups / Individual</u></b> Volunteers - Waterway Recovery Group			
<b>Hazardous Event &amp; Potential Causes</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
There is a drop of upto 1.5m into the railway siding. There is also a large drop into the lock chamber which borders onto the eastern edge of the work site. There is a steep bank to the Ipstones Brook	Unlikely	Major Injury to Fatality	High
<b>Control Measures</b>			<b>Action</b>
1. WRG volunteers will be instructed during the site safety brief to work in accordance with the guidelines & practices defined in the Practical Restoration Handbook, & to be aware of the drop into the siding & the proximity of the lock chamber. 2. The fencing around the lock chamber will be checked with BW/ GallifordTry site staff prior to 25th March to ensure there is no means of accidental entry. 3. Netlon fencing & posts will be erected around the edge of the railway siding 4. Caution tape & posts will be put along the Ipstones Brook bank			wrg Leader / Volunteers  wrg Leader / BW  wrg Leader / volunteers  wrg Leader / volunteers
<b>Future Measures to be Considered For Evaluation</b> (to be completed during or after the task / activity)			
<b>Conclusion - Task Ok to Proceed</b>			
Risk considered acceptable - task OK to proceed.			
<b>Reference No</b> FROGWRG2 - drops	<b>Assessment Date</b> 21/03/2005	<b>Issue No.</b> 1	<b>Review Date</b> Ongoing
<b>Assessed By:</b> Gavin Moor			

<b><u>Region</u></b> BW Wales & Border Counties		<b><u>Canal / Waterway</u></b> Caldon/Utttoxeter Canals	
<b><u>Planned Operation</u></b> Clearance of basin at Froghall			
<b><u>Planned Task / Activity</u></b> Stacking Timber for wild life habitats & stumperies			
<b><u>Exposed Groups / Individual</u></b> Waterway Recovery Group volunteers			
<b>Hazardous Event &amp; Potential Causes</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1. Logs falling onto volunteers caused by collapse of pile of stacked timber	Unlikely	Moderate Injury	Low
2. Risk of back injury / strain	Unlikely	Moderate Injury	Low
<b>Control Measures</b>			<b>Action</b>
1. WRG volunteers will be instructed during the site safety brief to work in accordance with the guidelines and practices defined in the Practical Restoration Handbook			wrg Leader / Volunteers
2. Log piles to be restricted to waist height, and supported at ends.			wrg Leader / Volunteers
<b>Future Measures to be Considered For Evaluation</b> (to be completed during or after the task / activity)			
<b>Conclusion - Task Ok to Proceed</b>			
Risk considered acceptable - task OK to proceed.			
<b>Reference No</b> FROGWRG4 - stack	<b>Assessment Date</b> 21/03/2005	<b>Issue No.</b> 1	<b>Review Date</b> Ongoing
<b>Assessed By:</b> Gavin Moor			

<b><u>Region</u></b> BW Wales & Border Counties		<b><u>Canal / Waterway</u></b> Caldon/Utttoxeter Canals	
<b><u>Planned Operation</u></b> Construction of stumperies			
<b><u>Planned Task / Activity</u></b> Use of Winching Apparatus			
<b><u>Exposed Groups / Individual</u></b> Waterway Recovery Group volunteers			
<b>Hazardous Event &amp; Potential Causes</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1. Damage to winch and cable leading to failure because of incorrect use	Unlikely	Major Injury	Medium
2. Winch fails because equipment defective	Unlikely	Major Injury	Medium
3. Winch fails because overloaded.	Unlikely	Major Injury	Medium
4. Trip hazard to other workers, caused by cable crossing site	Unlikely	Moderate Injury	Medium
5. Injury caused by broken or slipping cable / strop / chains.	Unlikely	Major Injury	Medium
6. Injury to personnel caused by sudden release of tree root	Possible	Minor Injury	Medium
<b>Control Measures</b>			<b>Action</b>
1. Activity undertaken by volunteers experienced in use of such winches; WRG volunteers will be instructed during the site safety brief to work in accordance with the guidelines and practices defined in the Practical Restoration Handbook			wrg Leader / Volunteers
2. Winch tested and lift certified. Regular cleaning and maintenance of equipment			wrg Leader / Volunteers
3. Appropriately rated shear pin in place.			wrg Leader / Volunteers
4. Volunteers posted both sides of cable whilst line stretched out to alert others to cable.			wrg Leader / Volunteers
5. All site personnel warned of hazards of cables under tension.			wrg Leader / Volunteers
<b>Future Measures to be Considered For Evaluation</b> (to be completed during or after the task / activity)			
<b>Conclusion - Task Ok to Proceed</b>			
Risk considered acceptable - task OK to proceed.			
<b>Reference No</b> FROGWRG5 - winch	<b>Assessment Date</b> 21/03/2005	<b>Issue No.</b> 1	<b>Review Date</b> Ongoing
<b>Assessed By:</b> Gavin Moor			

<b><u>Region</u></b> BW Wales & Border Counties		<b><u>Canal / Waterway</u></b> Caldon/Uttoxeter Canals	
<b><u>Planned Operation</u></b> Clearance & Restoration of canal basin, Froghall			
<b><u>Planned Task / Activity</u></b> Lifting & moving materials around the site.			
<b><u>Exposed Groups / Individual</u></b> Volunteers - Waterway Recovery Group			
<b>Hazardous Event &amp; Potential Causes</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1. Poor Manual handling caused by lifting and handling of materials or loads	Unlikely	Injury	Medium
<b>Future Measures to be Considered For Evaluation</b> (to be completed during or after the task / activity)			
1. Individual assessment of manual handling. Limit manual handling to 25kg.			
<b>Conclusion - Task Ok to Proceed</b>			
Risk considered acceptable - task OK to proceed.			
<b>Reference No</b> FROGWRG7 - lift	<b>Assessment Date</b> 21/03/2005	<b>Issue No.</b> 1	<b>Review Date</b> Ongoing
<b>Assessed By:</b> Gavin Moor			



<b><u>Region</u></b> BW Wales & Border Counties	<b><u>Canal / Waterway</u></b> Caldon/Uttoxeter Canals		
<b><u>Planned Operation</u></b> Renovation of Railway siding. Construction of concrete bases for seats			
<b><u>Planned Task / Activity</u></b> Rebuilding walls, pointing & installing concrete bases			
<b><u>Exposed Groups / Individual</u></b> Volunteers - Waterway Recovery Group			
<b>Hazardous Event &amp; Potential Causes</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1. Use of lime or cement mortar/concrete which is a strong alkaline substance with limited risk of contact with skin or eyes which can cause severe burns/ulceration.	Possible	Minor	Medium
2. Repeated prolonged contact can cause irritant, contact dermatitis.	Unlikely	Major	Medium
<b>Future Measures to be Considered For Evaluation</b> (to be completed during or after the task / activity)			
1. Volunteers to use gloves, disposable respiration masks and goggles when mixing the mortar. Volunteers using the mortar to wear gloves and goggles at all times. In case of any contact with skin, wash with water immediately and apply a moisturising cream. Eyes should be washed with copious (large) amounts of water for at least 10 minutes.			
2. Volunteers to be made aware of long term risks			
<b>Conclusion - Task Ok to Proceed</b>			
Risk considered acceptable - task OK to proceed.			
<b>Reference No</b> FROGWRG8 - lime / cement	<b>Assessment Date</b> 21/03/2005	<b>Issue No.</b> 1	<b>Review Date</b> Ongoing
<b>Assessed By:</b> Gavin Moor			

<b><u>Region</u></b> BW Wales & Border Counties	<b><u>Canal / Waterway</u></b> Caldon/Uttoxeter Canals		
<b><u>Planned Operation</u></b> Any operation taking place close to water			
<b><u>Planned Task / Activity</u></b> Constructing stone edge to wild-life pond			
<b><u>Exposed Groups / Individual</u></b> Volunteers - Waterway Recovery Group			
<b><u>Hazardous Event &amp; Potential Causes</u></b>	<b><u>Likelihood</u></b>	<b><u>Severity</u></b>	<b><u>Risk</u></b>
1. Immersion of volunteer in water - effects of cold/hypothermia	Possible	Minor	Medium
2 Volunteer unable to get out of water	Unlikely	Fatality	Medium
3. WRG Volunteers suffering the effects of contamination from water	Unlikely	3 day injury	Low
<b><u>Control Measures</u></b>			<b><u>Action</u></b>
1. Volunteers will be made aware of the danger of water in the canal & pond during the site safety talk.			wrg Leader / Volunteer
2. Volunteers given overview of whole site during induction, and advised of specific water-side work areas.			wrg Leader / Volunteer
3. All volunteers will receive a copy of Principal Contractor's information regarding Leptospirosis			wrg Leader / BW
4. Volunteers not to work alone; to work in groups of min. 4 including 'banks-man' to watch for volunteers falling in. Life ring or similar with rope to be available on-site.			wrg Leader / Volunteer
<b><u>Conclusion - Task Ok to Proceed</u></b>			
Risk considered acceptable - task OK to proceed.			
<b><u>Reference No</u></b> FROGWRG12 - Water	<b><u>Assessment Date</u></b> 21/03/2005	<b><u>Issue No.</u></b> 1	<b><u>Review Date</u></b> Ongoing
<b><u>Assessed By:</u></b> Gavin Moor			

<b><u>Region</u></b> BW Wales & Border Counties	<b><u>Canal / Waterway</u></b> Caldon & Uttoxeter Canals		
<b><u>Planned Operation</u></b> Use of mechanised rollers & plate compactors			
<b><u>Planned Task / Activity</u></b> Compacting pathways & seating areas			
<b><u>Exposed Groups / Individual</u></b> Waterway Recovery Group volunteers			
<b>Hazardous Event &amp; Potential Causes</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1. Injury to operative by noise, vibration or impact	Possible	Moderate	Medium
2. Injury to other volunteers by noise or impact	Unlikely	Moderate	Medium
3. Injury to members of the public whilst using public rights of way to gain access to the site	Unlikely	Moderate	Medium
<b>Control Measures</b>			<b>Action</b>
1. Operatives to receive instruction & training before commencing. Fuel to be stored in the compound identified by the Principal Contractor			wrg Leader / Volunteers
2. Operatives to wear appropriate PPE plus Ear Protection			wrg Leader / Volunteers
3. Operatives to rotated from job regularly to avoid excess exposure to vibration.			wrg Leader / Volunteers
4. Other volunteers on site to be advised when & where this plant is being used. Hazard tape to be erected at the Site Leader's discretion			wrg Leader / Volunteers
5. When plant is being moved along public rights of way to gain access to the site, banksman deployed to warn members of the public			wrg Leader / Volunteers
<b>Conclusion - Task Ok to Proceed</b>			
Risk considered acceptable - task OK to proceed.			
<b>Reference No</b> FROGWRG14 Roller/compactor	<b>Assessment Date</b> 21/03/2005	<b>Issue No.</b> 1	<b>Review Date</b> Ongoing
<b>Assessed By:</b> Gavin Moor			

## 16 Appendix C - Location Directions

### Consall Scout Camp to Froghall

- At top of track turn left on A52
- Stay on A52 signposted Ashbourne. (NB. There is a left turn at garage at Kingsley Moor)
- Follow A52 through Kingsley village & down bank to Froghall
- Pass Boltons Copper & take second road on left signed Foxt & Froghall Wharf
- Car park 400yards on right at wharf

### Froghall to Leek Moorlands Hospital Small Injuries Unit (open 8am-8pm Hospital phone no 01538 487100)

- Return to A52 & turn right.
- In a short distance turn right signed B5053 Ipstones
- Follow B5053 through village until junction with A523 Leek-Ashbourne road
- Turn left to Leek
- The hospital is on the right as you enter the town (Flying Horse pub on left)
- Turn right up Kniveden Lane immediately after the hospital & right again into the hospital

### Froghall & Consall to North Staffs Hospital Accident/Emergency (S-o-T)

The North Staffs Hospital is a large complex over several sites. The Emergency Unit is at Hartshill between Stoke & Newcastle.(phone 01782 554455)

- From Froghall return towards camp on A52
- From Consall Camp turn right at top of track & follow A52 to Stoke-on-Trent.
- Pass through Cellarhead, Werrington, Bucknall
- At major lights at junction with Leek to Stoke Road keep straight on signed for Hanley. This is up a steep bank ( Bucknall/Bucknall New Road)
- At major lights junction with Potteries Way turn right signed A50 Warrington
- At roundabout bear right & at top of hill turn left signed A53 Newcastle
- Keep on A53 over the flyover & over the A500
- After crossing A500 proceed up the bank through the lights & take the second left Victoria Street. (This is a narrow street entrance)
- Go through the lights & at the T junction at the end turn left into Hartshill Road
- Go through several sets of pedestrian lights & at top of hill where the road starts to bear left, turn right into Princes Road (bollards in junction) & follow the road round to the accident unit.

### Consall Camp to Leek Moorlands Hospital Small Injuries Unit (8am-8pm)

- At top of track turn right & in a short distance turn right signed to Leek (A522)
- Join A520 at Wetley Rocks & continue to Leek
- Pass Britannia BS on both sides of road & proceed to the top of the bank
- Turn right along Southbank Street ( All Saint's Church on corner)
- At end of Southbank St (which has now become Moorhouse St) turn right into Ashbourne Rd.
- Proceed up Ashbourne Rd until the hospital sign can be seen on left
- Turn left up Kniveden Lane & right into the hospital

## 17. Document details

**Filename –** CC0501~Uttoxeter Canal Planning Document~V0.1

**Document references -** IWA Practical Restoration Handbook - issued 2000.

Date	Version	Details
21/03/2005	0.1	Initial Draft for review
	1.0	Final version

## 18. Sign Off

I have reviewed the Uttoxeter Canal Camp 2005 Planning Document and:

- am happy that it accurately describes the work to be completed
- understand and agree with the timescales and actions it contains
- am able to commit the necessary resource to undertake the actions indicated

Name	Role	Acceptance Signature / Date
Gavin Moor	WRG Leader	
Phillip Rodwell	WRG Assistant	
Mike Palmer	WRG Chairman	
Julie Arnold	Secretary – Caldon & Uttoxeter Canals Trust	
John Rider	Key Contact - Caldon & Uttoxeter Canals Trust	
Simon Jackson	British Waterways	

## Circulation

Name	Role	Reason
Neil Edwards	IWA Executive Officer	Information & logging of H&S details
Jenny Black	IWA/WRG Head Office	Information