Risk Assessment - Task Risk Assessment : Changing Wooden/Concrete Sleepers

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Assessment Approver: Philip Moore

Part of the generic suite of risk assessments for 'standard' tasks undertaken by the P-way
Dept : Changing Wooden and Concrete Sleepers By Hand

Department: Permanent Way
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Review Due Before: 12 May 2029
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Personal Injury

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Musculoskeletal injury Lifting and carrying of heavy sleepers	Volunteers & Staff	1) CRITICAL - Engineering: Correct tools (i.e. sleeper nips) to be used to pick up sleepers. - Effective 2) CRITICAL - Engineering: Softwood sleepers are to be carried by no fewer than 2 persons, ideally 4. - Effective 3) CRITICAL - Engineering: Hardwood sleepers to be lifted and carried by an appropriate number of people, depending on the length and weight of the timber. - Effective 4) CRITICAL - Engineering: Concrete sleepers should be lifted by no fewer than 6 persons, ideally 8. More may be required, the group to assess and discuss on a case-by-case basis considering factors such as type of sleeper, how much it needs to be moved by, and the ability of the available volunteers. Where possible, movement of concrete sleepers should be planned to be undertaken by mechanised machine, i.e. mini digger, RRV or telehandler. - Effective 5) CRITICAL - Engineering: Good housekeeping - tools to be kept away from walking routes or working areas unless they are in use. This is to help prevent trip hazards - Effective 6) CRITICAL - Administrative: Training leaflet as part of the 'How To...' suite of guides has been created and distributed to all P-way staff showing how to correctly change wooden sleepers by hand. - Effective 7) CRITICAL - Administrative: The PIC to ensure sufficient numbers of people are available to lift sleepers/timbers and that they are of sufficient strength to do so. - Effective 8) CRITICAL - Administrative: Pre-lift discussions should take place to plan the route when carrying sleepers so everyone knows which way to go. The pathway should be clear of obstructions and as flat as possible. - Effective 9) CRITICAL - Administrative: PTS rules apply at all times. - Effective 10) CRITICAL - Administrative: All volunteers in the department to have watched the 'Manual Handling' training video on the Portal and completed the quiz questions. They are reminded to be careful in their approach to the carrying and careful use of the equipment and to pace themselves as necessary as so not to rush. - Effective 11) CRITICAL - Administrative: Only volunteers who have been trained to use power tools should do so. Tool User Guides have been created as part of the 'Machinery User Guides' suite of documents and copies of the full manufacturer operator manuals for all tools are available for download via the P-way library on the Volunteer Portal. - Effective 12) CRITICAL - PPE: Non-slip (i.e. grip) gloves should be worn when lifting sleepers - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Elimination: First Response Team are available to call if required : 07395 448213 - Effective 2) Elimination: Use mechanised lifting methods (e.g. RRV or Telehandler) where possible - Improvable	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Risk of splinters Handling wood	Volunteers & Staff	1) CRITICAL - Administrative: First Aid box available in all company vehicles for use if required. - Effective 2) CRITICAL - PPE: Non-slip (i.e. grip) gloves should always be worn when handling sleepers. - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Substitution: First Response Team are available to call if required : 07395 448213 - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Presence of Creosote (COSHH substance) Old softwood sleepers impregnated with creosote	Volunteers & Staff	1) Administrative: Volunteers warned of the presence of creosote, especially on warm days, and to take precautions to ensure clean hands especially before eating food. - Effective 2) CRITICAL - Administrative: COSHH assessment for Creosote created and uploaded to the GWSR COSHH register and available for everyone to freely access. - Effective 3) CRITICAL - PPE: Gloves to be worn at all times when handling sleepers and timbers. - Effective 4) PPE: Short sleeved shirts should be avoided to prevent skin getting in contact with potential presence of creosote. - Effective 5) CRITICAL - PPE: Hand washing facilities available at all stations for volunteers/staff to clean their hands along with scrub such as Swarfega. - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a
Health and Safety	Working on a live railway Train operations	Volunteers & Staff	1) CRITICAL - Engineering: Sleeper changing is a gang activity under the direction of a PIC, with at least one acting as a Lookout for approaching trains. - Effective 2) CRITICAL - Engineering: When changing sleepers through platforms, or Greet Tunnel, a Line Block with the controlling Signalman MUST be obtained. - Effective 3) CRITICAL - Administrative: On operating days, an entry onto the Daily Ops Notices on the Sign-On system must be entered so train crew are aware of staff on and about the line. - Effective 4) CRITICAL - Administrative: PTS rules apply at all times. - Effective 5) CRITICAL - Administrative: A copy of the day's timetable is provided as part of the Daily Work Plan pack issued to the PIC. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a
Health and Safety	Noise and Vibration Use of power tools (e.g. impact wrench)	Volunteers & Staff	1) CRITICAL - Substitution: Volunteers not involved with the operation of the power tools should stand a safe distance away. - Effective 2) CRITICAL - Administrative: Training leaflet as part of the 'Machinery User Guides' suite of documents details the Noise and Vibration data for all of the power tools used by the P-way Department. All workers have been issued with, and signed for, copies of these documents. - Effective 3) CRITICAL - Administrative: Manufacture's user and operating guides available to all via the 'Documents' section on the Portal P-way library. - Effective 4) CRITICAL - Administrative: Only volunteers who have been trained and deemed as competent can use the power tools. - Effective 5) CRITICAL - Administrative: PIC to appoint a 'Touch Lookout' when noisy machinery is used on a live line. - Effective 6) CRITICAL - PPE: Additional PPE to be worn : ear defenders. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

Affect on Operations

Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Task Risk Assessment : Changing Wooden/Concrete Sleepers - Permanent Way

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Operations	Train operation Working between trains on a live railway	Volunteers & Staff	1) CRITICAL - Elimination: When changing sleepers through platforms, or Greet Tunnel, a Line Block with the controlling Signalman MUST be obtained. - Effective 2) Engineering: Removal and replacement of sleepers to be planned by the PIC to be completed in a safe time envelope before the next train. - Effective 3) CRITICAL - Engineering: Line Blocks can be requested from the controlling Signalman if required. - Effective 4) Engineering: Jacking up of track to remove old sleepers to be kept to a minimum as per the 'How To...' guide. - Effective 5) CRITICAL - Engineering: Pan jacks may be left in-situ under the rail (but unpressurised) to allow a train to pass. - Effective 6) CRITICAL - Engineering: Robel jacks can be left in situ as long as the screw is below rail head level, else they must be withdrawn prior to the passage of a train. - Effective 7) CRITICAL - Engineering: Duff jacks must not be used on a live line, unless a Line Block is secured. - Effective 8) CRITICAL - Administrative: PTS rules apply at all times - Effective 9) CRITICAL - Administrative: The changing of individual sleepers is permitted to be undertaken on running days in accordance with the GWSR Rule Book. - Effective 10) CRITICAL - Administrative: Notice to be posted on the Daily Notice page of the sign-on system prior to 00:01 of the day in question. Details must include the type of work being undertaken and the location of the works. - Effective 11) CRITICAL - PPE: A Lookout must always be provided to warn the gang of approaching trains. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a
Operations	Risk of track buckling Working in extremes of heat	Everyone	1) CRITICAL - Elimination: If the rail temperature rises above 38degC, no track works which involve lifting the track is permitted. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

Reference

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Additional reference Documentation	Volunteers & Staff	1) CRITICAL - Administrative: Also refer to Risk Assessment "Manual Handling and Fitting Track Components", ID: PER-44110-79 - Effective 2) CRITICAL - Administrative: Also refer to Risk Assessment "Mechanical Handling of Track Components", ID: PER-44517-47 - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

COSHH Assessments

The following COSHH assessments are applicable to this risk assessment:

- COSHH-44110-95 - P-Way Lubricant - All Seasons
- COSHH-44833-82 - Creosote

Ends