**KeolisAmey Docklands**
**Job Site:** Network Wide inc. Depots
**Method Statement N°: Job No** MS/PW/AMP/2026
**Name of method statement:** Permanent Way – Annual Maintenance Plan Works

# METHOD STATEMENT

**REVISIONS**

| Rev No | Date | Issue/Revision Record | By | Approved by |
|---|---|---|---|---|
| 1 | 28/11/2016 | New Version | B. Nolan | |
| 2 | 04/12/2018 | Minor amendments | C. Barron | |
| 3 | 12/11/2019 | Minor amendments | C. Barron | |
| 4 | 17/11/2020 | Minor amendments | C. Barron | |
| 5 | 13/12/2021 | Minor amendments | C. Donovan | |
| 6 | 07/02/2023 | Amendments to distribution, 3.12, 6.5, 7.2 and 11.1 | C. Donovan | |
| 7 | 30/11/2023 | Amendments to distribution, 3.5, 3.11, 6.3, 7.2, 7.3, 7.4, 7.6, and 11.1 | B Seewoo | |
| 8 | 26/11/2024 | Amendments to distribution 7.2 and 11.1 | B Seewoo | |

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**DISTRIBUTION**

| KAD Designation | Name | KAD Designation | Name |
|---|---|---|---|
| Possession Planning Manager | Dave MacGillivray | | |
| Track Manager | Tom Mann | PICOW | TBC |
| Track Delivery Manager | Ray McGinn | | |
| Track Engineer | Adam Olszewski | | |
| P-Way Team Leader | Paul Wilkinson | | |
| P-Way Team Leader | Chris Lockwood | | |

**Status**

| | Name | Sign | Position | Status |
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As per Formstack

**Stakeholder Review**

**The responsibility for the safety of the contract works rests fully and unreservedly with the contractor. The acceptance of this method statement by Keolis Amey Docklands Ltd and involvement in Safety studies or audits, does not in any way absolve the contractor from that responsibility, nor is it intended to confirm or suggest that the contractor fully meets the requirements.**

Review details are to be entered on the Method Statement Review Sheet, DLR-IMS-WoRM-REV-00001

**KeolisAmey Docklands**
**Job Site:** Network Wide inc. Depots
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| **METHOD STATEMENT BRIEFING** | |
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| Communication of the method statement to the personnel who will be doing the work is essential to the safe and successful completion of the operation. The briefing sheet is used to record the sections of the method statement that have been discussed. All attendees and the supervisor presenting it sign the briefing sheet. It then forms part of the site records in the safety record folder.<br><br>All supervisors connected to the operation are included on the distribution list for a full method statement. | |
| **(tick sections of the method statement that have been communicated to the workforce**) | |
| ❑ Scope of Works<br>❑ Identification of Hazards<br>❑ Railway and Public Interface requirements<br>❑ Protection of and from Railway Infrastructure<br>❑ Environmental protection arrangements<br>❑ Plant and Equipment<br>❑ Personnel Involved | ❑ Methodology<br>❑ Briefing arrangements<br>❑ Safety of Contractors staff<br>❑ Communication<br>❑ Hand-back arrangements<br>❑ Emergency Plans<br>❑ Supporting information |
| By | On |

**List of attendees.**

**Any changes to personnel or conditions must be brought to the attention of the supervisor.**

| Name | Signature | Name | Signature |
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| 1 | Scope of works |
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| 1.1 | **Work to be undertaken.**<br><br>Planned inspections and maintenance of Permanent Way assets including Conductor Rail and other associated Electrical Track Equipment (ETE) in accordance with the Annual Maintenance Plan (AMP) and required Corrective Maintenance (CM) arising. This Method Statement should be read in conjunction with the Keolis Amey Docklands (KAD) Maintenance Task Instructions (MTI's), London Underground Standards or Network Rail Standards which detail how the activities should be carried out.<br><br>Training whilst under the guidance of a competent assessor.<br><br>Specific details of work site locations, activities and any Engineering Vehicle (EV) movement requirements on the DLR will be communicated to the Possession Planning Manager (PPM) at the earliest opportunity for inclusion within the Engineering Supplement to the Traffic Notice where possible.<br><br>Where specific areas required are not booked or isolated, works may be diverted to other isolated areas of the railway.<br><br>This Method Statement refers to works undertaken during engineering hours and planned possessions of the network and depots under isolation. |
| 1.2 | **Limits of work**<br><br>This Method Statement covers all the DLR Network including Depots under isolation. |
| 1.3 | **Completion criteria**<br><br>Upon completion of the works the following certificates will be provided:<br><br>• A P-Way Check Certificate will be completed for any works which may affect the operational railway before the site is handed back in line with SOP PC 3.20 – Permanent Way Check Certification. |
| **2** | **Identification of hazards** |
| 2.1 | **State how hazards have been identified.**<br><br>Please refer to Work Risk Assessment(s) (WRA) in the Appendices. |
| 2.2 | **List significant hazards**<br>Hazards include but are not limited to:<br>Plant movements<br>Lifting operations<br>Darkness / poor visibility<br>Cutting rails<br>Welding and any associated works<br>Buried, lineside equipment and live services.<br>Noise<br>Manual handling<br>Using resin and other substances<br>Damage to DLR infrastructure<br>EV movements<br>Adjacent infrastructure<br>Ground conditions<br>Poor ventilation<br>**Risk Assessments are included in the Appendices.** |

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| **3** | **Railway and public interface arrangements** |
| 3.1 | **Possession, and isolation arrangements**<br><br>As published in the Engineering Supplement to the Traffic Notice. Details will be recorded on the ATW and PICOW briefing form along with briefing details. |
| 3.2 | **Movement of engineers'/ test trains.**<br><br>As agreed with the PPM and Control Centre (CC) and in accordance with the Engineering Supplement to the Traffic Notice. EVs to be operated in line with SOP M 3.07 – Movement of Engineering Vehicles. |
| 3.3 | **Road/rail machines working adjacent to operational lines.**<br><br>Road Rail vehicles (RRV's) will operate in accordance with SOP PC 3.08 – Approval and Use of Rail Mounted Plant on the DLR as part of the Working on the Railway Manual (WoRM). |
| 3.4 | **Closure or alteration of DLR Operational Services.**<br><br>All works covered by this method statement are to be undertaken during engineering hours and planned possessions of the network under isolation. Details to be recorded on the PICOW briefing form. |
| 3.5 | **Restricted clearance, particularly at stations**<br><br>As determined on site by the PICOW and according to the safe walking routes. All areas with restricted clearance shall be briefed to the work party prior to work commencing.<br><br>Restricted clearances could exist throughout the worksite where EV's are operating. Crane controller/EV Pilot to walk in front of vehicle at all times and ensure that no personnel are trapped between the machine and any area of restricted clearance.<br><br>Staff to be briefed not to stand within the crush radius of the machine. |
| 3.6 | **Stations: Passenger Interface**<br><br>While these works are predominantly undertaken during engineering hours and / or possessions of the Railway, staff shall be always courteous and polite to passengers and consideration must be given to passengers when moving materials, personnel and plant through passenger areas. No tools or equipment shall be left unattended in passenger areas due to the hazards they may pose. |
| 3.7 | **Arrangements for temporary speed restrictions**<br><br>None of the proposed works are expected to affect the operational line speed of the track. If a Temporary Speed Restriction (TSR) is required, the Handback Engineer will liaise with the PICOW and Control Room Technician (CRT) at the time of handback. A TSR will be raised by any member of staff competent to SOP PC 3.19 – Application and Removal of Temporary Speed Restrictions. |
| 3.8 | **Signalling implications**<br><br>The PICOW shall ensure that his work party do not obstruct Points Position Indicators (PPI's) or other signalling equipment. |
| 3.9 | **Temporary fencing adjacent to railway operations**<br>Where temporary fencing is required adjacent to railway operations it will be secured and the integrity of the temporary fencing routinely checked in line with its construction to ensure it does not pose a risk to the operational service. |

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| 3.10 | **Work adjacent to signalling and control room staff.**<br><br>N/A. |
| 3.11 | **Temporary lighting**<br><br>Where work is to be undertaken during the hours of darkness or poor visibility, appropriate arrangements shall be made for suitable and sufficient lighting to be provided.<br><br>The lighting arrangements shall be appropriate for the tasks being undertaken and may include battery operated task lighting, hand lighting, tower lighting or other form of approved power operated site lighting method.<br><br>Lights will be positioned so that they will not affect any properties, nor cause disruption to the operational railway or have potential to disrupt other infrastructure operations.<br><br>Temporary lighting will be provided by means of a silenced diesel-powered generator unit(s) and will include link lighting or tower lights. |
| 3.12 | **Road traffic management**<br>Road traffic management shall be put into place where work activities come into contact or have the potential to come into contact with roadways open to members of the public. |
| 3.13 | **Security of materials from vandals**<br>Where no practical alternatives exist, materials may be stored trackside in accordance with SOP PC 3.10 – Storage of Materials, Plant & Equipment Trackside or on Stations, provided they are sufficiently fastened to prevent vandals from tampering with them. Strategic spares may be stored trackside provided they are adequately secured and marked up. |
| **4** | **Protection of and from railway infrastructure** |
| 4.1 | **Identify hidden services.**<br><br>If the works are intrusive a pre-site survey will be undertaken to try and identify any services which may be affected by the works. |
| 4.2 | **Use of cable locating tools**<br><br>Any intrusive works that may for instance require breaking ground, digging out ballast or breaking out concrete etc. will require the areas affected to be cat scanned so any buried services are located. In this instance, please refer to SOP PC 3.16 – Restricted Works. |
| 4.3 | **Identify infrastructure susceptible to damage.**<br>The signal cable that controls the automatic running of the trains is located centrally in the 4ft and attached to the foot of the running rails.<br><br>The signal loop cable located within the four foot will be moved aside prior to the removal of any rail and will be replaced upon completion of p-way works.<br><br>Any damage to cables to be reported immediately to the Control Centre.<br><br>At the start and end of each shift, KAD Signalling to reinstate/replace all axle counters, loop cables (where necessary), check worksite and complete all necessary SMTH tests. |
| 4.4 | **Sketch showing location of services.**<br>N/A. |
| 4.5 | **Protection track/signalling: plant movement/demolition**<br>N/A. |

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| 4.6 | **Disturbance of track support, structures, etc.**<br><br>Cross level, track gauge and platform / structural clearances to be recorded pre and post works where applicable. |
| 4.7 | **Additional fire precautions required, hot work.**<br><br>Fire hazards will be created from the following activities:<br><br>• Cutting rails e.g., disc cutting and flame cutting<br>• Refuelling of plant and equipment<br>• Use of portable and semi-portable generators<br>• Welding activities<br><br>Appropriate fire precautions will be implemented, and suitable fire extinguishers made available on site as required.<br><br>No intentional fires will be permitted on site.<br><br>Fuel spillage will be immediately dealt with using the spill kit held on site.<br><br>Hot Works Permit to be completed in accordance with SOP PC 3.17 – Hot Works Permit by KAD prior to works and adhered to throughout for all operations using disc cutters or flame cutting equipment, irrespective of the material to be cut. This will be held on site.<br><br>A fire watchman will be on site monitoring activities throughout the shift. |
| 4.8 | **Precautions where work involves disconnecting fire protection systems.**<br>N/A. |
| 4.9 | **Disconnection and reconnection of services.**<br>See Section 4.3. |
| 4.10 | **Local Electrical Protection (LEP)**<br><br>All works covered in this Method Statement will require primary protection in the form of traction power being isolated centrally by the Control Centre. Any works on the Conductor Rail, associated Electrical Trackside Equipment (ETE) or within 300mm of an exposed conductor will require secondary protection in the form of Local Electrical Protection (LEP). This may include but is not limited to breaking the continuity of the conductor rail, works on traction cables, minor repairs, visual inspection (should you need to touch the conductor rail or ETE physically or with an instrument), gauging and measurement of the conductor rail etc. |
| **5** | **Environmental protection arrangements** |
| 5.1 | **Waste and pollution**<br><br>Redundant or waste material that is generated on site will be removed by KAD and disposed of using an authorised and approved waste transfer carrier as agreed prior to works at the earliest opportunity.<br><br>Waste Carrier License and all Waste Transfer Notes to be provided to KAD lead person.<br><br>**Generic Environmental Controls**<br>• No waste shall be burnt on site.<br>• No litter shall be left on site.<br>• All waste will be disposed of in designated bins.<br>• No unnecessary idling/ revving of vehicles shall be permitted on site.<br>• Vehicles shall not be parked in an obtrusive manner or cause disturbance to local residents.<br>• Storage of oils/ fuels will not be kept on site. |

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| | All accidents / incidents that could have an impact upon the environment shall be reported to the Control Centre and Civil and Track Manager and an IRF completed to report and record events (when appropriate).<br><br>KAD will, if necessary, contact a clean-up contractor and the Environment Agency. Where the spillage is minor, competent personnel shall contain and manage it on site.<br><br>**Waste**<br>Any waste materials generated directly by the works must be removed from site prior to, or shortly after completion of the work or the Possession, as appropriate.<br><br>Bin bags may be available at the work sites for the removal of litter generated by the work group.<br><br>All waste materials should be considered for re-use or recycling before being disposed of in landfills.<br><br>Waste shall be segregated on site to ensure that Hazardous Waste is readily identified and is disposed of as such. The KAD Civil and Track Manager must be contacted where there is ambiguity surrounding the waste type.<br><br>Licensed waste disposal contractors shall be used and the relevant paper work maintained in accordance with law.<br><br>Any redundant materials which can be recycled should be removed by the approved waste contractor.<br><br>**Pollution**<br>Due to the nature of plant being used and from previous experience the risk of pollution from fuel is relatively low. Re-fuelling of plant will be carried out using fuel cans and funnels away from existing water courses and any spillages will be treated immediately using a spill kit held on site, and any contaminated soil/ vegetation will be removed as special waste.<br><br>All plant used on site will either have a vehicle specific spill kit or be within reach of a site spill kit. If there are any major incidents of pollution, the Control Centre must be contacted immediately in addition to the KAD Civil and Track Manager. |
| 5.2 | **Noise, dust, smoke, vapour**<br><br>Every effort will be made to keep noise and vibration to a minimum and appropriate PPE to be worn at all times.<br><br>**Dust**<br>Where it is considered that excessive dust is likely to be created, consideration will be given to measures suitable to minimising the generation of dust, such as the spraying of water and providing appropriate PPE.<br><br>**Noise**<br>Care will be taken to keep noise to a minimum.<br><br>All operatives will be briefed on the necessity to comply particularly when adjacent to residents or business premises. Raised voices will only be permitted in an emergency.<br><br>Noise suppressed plant will be selected if available and all engines will be turned off when not in use. Evidence will be required from the Plant Contractor that the plant has been regularly maintained and any defects immediately identified and rectified.<br><br>Automatic vehicle reversing alarms/ warnings must not be switched off unless a full risk assessment has been carried out and approved by the Site Supervisor. If this is permitted, then control measures are to be briefed to the work party.<br><br>Where works are to commence in close proximity to residential areas, KAD to ensure a Local |

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| | Authority Environmental Officer is informed along with local residents.<br><br>The application to work will be based around our working requirements and methodology and incorporate mitigation and control measures, bearing in mind best practicable means. |
| 5.3 | **Protection of 3rd parties and neighbours**<br>None of the works are expected to impact 3rd parties or neighbours. Areas around the railway have been identified as susceptible to complaints. If any proposed works are expected to be noisy, a letter drop may be arranged and / or acoustic barriers will be used. If the works are not safety critical, they are generally left until a weekend possession. |
| 5.4 | **Liaison arrangements**<br>Any liaison with 3rd parties or neighbours before works may be done in the form of a letter drop or through our Customer Experience Team. During the works, if site staff are approached by 3rd parties or neighbours, they are to direct them to the works supervisor. |
| 5.5 | **Fuel, Gas and other flammable materials Storage**<br>Fuel will be stored in secure containers in a designated area within the site compound; petrol will be stored in flame vaults and diesel in a bunded fuel bowser. |
| **6** | **Plant and equipment** |
| 6.1 | **Plant and equipment specified.**<br><br>The following is a list of typical equipment that will be used. This is not an exhaustive list:<br>Engineering Vehicles<br>2 x Rail Lifting Beam<br>4 x Camlok<br>2 x Four Legged Chains<br>4 x Straps<br>4 x Petrol Kango<br>2 x Track trolley Link Each<br>4 x Disc Cutters<br>40 x Blades<br>4 x Swan Neck Tamp<br>2 x Sets of Sockets<br>2 x Duff Norton Ratchet Jack<br>1 x Can of Petrol (5 Gallons)<br>1 x Can of Diesel (5 Gallons)<br>4 x 4 KVA Diesel Generator 110V<br>2 x Fire Extinguishes<br>48 x Linklite<br>1 x 20 LTR Neat<br>1 x Cembre Rail Drill<br>6 x Rail Dogs<br>1 x Full Set Stressing Equipment – 1 x Pump; 4 x Rams<br>1 x Stressing Pump Only<br>8 x Pan-Pullers<br>4 x Pan Setters<br>4 x Pad Scrapers<br>6 x Keying Hammers<br>4 x Bars<br>2 x Powered Torque Wrench<br>2 x Ratchet Spanner<br>Rail Welding & Burning equipment.<br><br>Note: All plant and numbers are indicative and are based on previous Re-railing sites. |
| 6.2 | **Competence requirements**<br><br>All staff on site will have attended a KAD / DLR Track Awareness course prior to working on DLR |

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| | infrastructure. There may be a competence gap where those undertaking a training course have allowed their certification to expire or are doing their initial training. In this case they will be accompanied by a competent assessor.<br><br>All operatives of plant and tools will be appropriately trained and certified.<br>All welding contractors will hold appropriate certification.<br>A stressing engineer will hold appropriate level of certification for method of stressing required.<br>Any PICOW and / or Pilotman / Points Operator will hold appropriate KAD certification.<br>Any Trackside Protection Assistant (TPA) will hold appropriate KAD certification.<br><br>All operatives shall be subject to the following requirements:<br><br>• Medical<br>• Drug and Alcohol testing<br>• KAD / DLR Track Awareness Card or Sentinel<br><br>Rail Competency training arrangements will comply with KAD / Network Rail Company Standards. |
| 6.3 | **Inspection and examination certificates**<br><br>All Road Rail Plant and trailers to have an approved PAN from DLR / KAD. Supporting documents to be brought to site including duty charts and operations logs.<br><br>Machine / Crane controller / Operator to complete and populate pre use checklist.<br><br>All electrical equipment to be used during the possession will have a valid Portable Appliance Test (PAT) certificate.<br><br>All lifting equipment and attachments to be tested and certificates held. |
| 6.4 | **Detail cranes, lifting machines etc. inc. access.**<br><br>Lifting equipment utilised while undertaking tasks covered by this method statement includes:<br><br>• Depot forklift trucks (Poplar and Beckton Depots)<br>• CT30 Hi-Ab<br>• Battery Loco Hi-Ab<br>• WX170 RRV (and other Road Rail Plant as employed from time to time)<br>• Various hand tools such as rail lifters, ratchet blocks, rail dogs and bars<br>• 3rd Party Hi-Ab Lorry (for non-trackside works including rail deliveries)<br><br>Lifting equipment shall only be used by those trained and competent to do so. All lifting equipment must have valid LOLER certification.<br><br>Where a 3rd party Hi-Ab is used, only the 3rd party is to operate the equipment. All 3rd parties responsible for carrying out lifting operations will provide a Crane Controller and relevant Lifting Plans. Where these works interfere with or have potential to interfere with DLR Infrastructure a KAD Site Supervisor/PICOW will be present.<br><br>Any lifting operation is to be accompanied by a lifting plan. KAD Operators are to complete the KAD Lifting plan relevant to the lift. Contractors will be required to produce a lifting plan as part of the package of works. |
| 6.5 | **Arrangements for standby plant**<br>N/A. |
| 6.6 | **Loading and marshalling of rail mounted plant.**<br>To be undertaken by competent staff only. |

| 7 | Personnel involved |
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| 7.1 | **Number of Contractor's and Subcontractor's personnel**<br><br>Works completed under this method statement will be undertaken by KAD staff and contractors. Contractors will be deployed as additional resources and for specialist maintenance activities. All contractor's staff will meet the competency requirements for the tasks they undertake. |
| 7.2 | **Supervision arrangements**<br>Tom Mann (Keolis Amey Docklands Civil and Track Manager) 07718 195907<br>Ray McGinn (Keolis Amey Docklands Track Delivery Manager) 07718 195843<br>Adam Olszewski (Keolis Amey track Engineer) 07801 840359<br>Paul Wilkinson (Keolis Amey Docklands Team Leader) 07801 840290<br>Chris Lockwood Snr (Keolis Amey Docklands Team Leader) 07718 195959<br>Jason Nolan (Keolis Amey Docklands Leading Technician) 07590 491282<br>Ken MacGillivray (Keolis Amey Docklands Leading Technician) 07590 491301<br>Will Osborne (Keolis Amey Docklands Leading Technician) 07718 193154<br>Gary Wallace (Keolis Amey Docklands Leading Technician) 07590 491283<br>Chris Overd (Keolis Amey Docklands Leading Technician) 07732 601203<br>Graham Slater (Keolis Amey Docklands Leading Technician) 07801840289<br>James Stanley (Keolis Amey Docklands leading Technician) 07740 853955<br>PICOW (TBC)<br><br>In addition, Technicians will generally act as work supervisors to supervise teams of operatives in completing assigned tasks. |
| 7.3 | **Competence and training requirements**<br><br>• KAD / DLR Track Awareness<br>• KAD / DLR PICOW(s)<br>• KAD Engineering Vehicle Operator (EVO) and Engineering Vehicle Assistant (EVA)<br>• Track staff – Small tools certificated<br>• A stressing engineer will hold appropriate level of certification for method of stressing required as per requirements set out in NR /L2/TRK/3011 – Continuous Welded Rail (CWR) Track (as required)<br>• Welders' competency and certification as per requirements set out in NR/L2/TRK/0032 – Joining of Rails by Aluminothermic welding (as required)<br>• Certificated Road Rail Operators<br>• Crane Controllers<br>• First aider(s)<br>• KAD Pilot / Points Operator (as required)<br><br>There may be a competence gap where those undertaking a training course have allowed their certification to expire or are doing their initial training. In this case they will be accompanied by a competent assessor. |
| 7.4 | **Working hours**<br><br>Details as per the Closure List and Engineering Supplement.<br><br>Working hours will be detailed in the site-specific work plans. The number of hours worked will be monitored to ensure that the Safe Working Hours limits are not exceeded.<br><br>KAD / Network Rail Company standards are not to be exceeded as detailed below:<br><br>• Maximum turns of duty – Maximum number of days/hours worked in any seven-day period (work no more than 6 shifts in any 7 days or 12 in any 14 days)<br>• Maximum hours worked – 12 hours per turn of duty.<br>• Minimum rest period – 12 hours between turns of duty.<br>• Maximum working week – 72 hours |

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| 7.5 | **Shift hand-over arrangements**<br>None required. |
| 7.6 | **Welfare and first aid**<br><br>The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces.<br><br>Arrangements for First Aid and hospital treatment will form part of the pre-work site brief given to all site staff by the PICOW.<br><br>Electronic Incident Report Forms (eIRF's) can be produced by any member of staff with network access to KAD IT or by contacting the Control Centre.<br><br>In the event of an accident / incident, all works should be made safe including plant etc. and the Control Centre notified. Direction for proceeding will then be given by the Control Centre.<br><br>Any accident / incident shall be reported by the PICOW to the Control Centre in the first instance.<br><br>**First aider:** To be briefed by the PICOW<br>**First-aid kit location:** To be briefed by the PICOW |
| **8** | **Methodology** |
| 8.1 | **State order of work**<br>All works to be undertaken in accordance with relevant KAD, London Underground and Network Rail MTI's and Standards. |
| 8.2 | **Hold points**<br>N/A. |
| 8.3 | **Standards and procedures**<br>• NR/L2/TRK/3011 – Continuous Welded Rail (CWR) Track<br>• NR/L2/TRK/0032 – Joining of Rails by Aluminothermic Welding<br>• NR/L2/TRK/053 – Inspection and Repair to Control the Risk of Derailment at Switches<br>• NR/L2/TRK/1054 – Inspection, Maintenance and Repair Procedures for Cast, Welded and Fabricated Crossings in the Track<br>• NR/L2/TRK/2102 – Design and Construction of Track<br>• DLR-ENG-STD-ES-401 – Permanent Way Engineering Standard<br>• DLR-ENG-STD-ES-709 – Rolling Stock: Permanent Way Interface Engineering Standard |
| 8.4 | **Drawings and sketches**<br>N/A. |
| 8.5 | **Access/egress arrangements inc. ladders/scaffolds.**<br>Access and egress to trackside areas will be from stations or trackside access points. In addition to these EV's or LRV's may be used to access / egress the work site.<br><br>**If any special measures need to be taken, the works planner will need to agree these with the Possession Planning Manager and other relevant parties prior to the works taking place.** |
| 8.6 | **Delivery/disposal of materials**<br>Materials will be delivered to site during Eng. Hours prior to the works or may be brought at the time of the works. Any redundant materials will be taken off site and disposed of in the correct manner. |
| 8.7 | **Detail temporary structures**<br>N/A. |

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| 8.8 | **Method of authorising start of work**<br>• Work request form to be signed.<br>• PICOW to sign in via the Infrastructure Access Controller (IAC) and CRT<br>• All staff to be briefed as per the method statement and PICOW briefings to be adhered to at all times. MS and PICOW briefing sheets to be signed by all staff. |
| **9** | **Briefing arrangements** |
| 9.1 | **Who is responsible for briefing the Method Statement?**<br><br>Before commencement of work, the work supervisor / PICOW will brief the staff on the type of work to be carried out and the safe method required in completing it. Additional briefs will be undertaken regarding RRV movements and lifting operations, as directed by other works and by confirmation by the CRT. |
| 9.2 | **How is understanding confirmed?**<br><br>Staff will ensure, by question and answer, that they have understood the method statement brief and sign the briefing sheet. |
| 9.3 | **How is briefing recorded?**<br><br>Staff will ensure, by question and answer, that they have understood the method statement brief and sign the briefing sheet.<br><br>Copies of the briefing sheet should be retained by the PICOW and returned to the IAC when booking off. |
| 9.4 | **Who is briefed on the Method Statement?**<br><br>All members of the workgroup. |
| **10** | **Safety of Contractors Staff** |
| 10.1 | **Control methods for specific health hazards**<br>All relevant site staff to be trained to operate required tools for the works.<br><br>The handling of materials / consumables to be as per their COSHH assessments.<br><br>**Risk Assessments are included in the Appendices.** |
| 10.2 | **Contractors' Risk Assessments / COSHH /Manual Handling**<br>See Section 10.1. |
| 10.3 | **Permit to work system.**<br>Approved Work Request Form. |
| 10.4 | **Personal protective equipment requirements**<br>Trackside & Construction Activities mandatory requirements; full orange, safety boots (with hard soles and undamaged rubber covering the steel toe cap), gloves, glasses/ goggles and a hard hat.<br>Trackside & Construction Activities optional requirements (based on a work-place risk assessment); ear protection, face mask and Principle Contractor requirements in Construction sites.<br>Task specific PPE will be required pending the type of rail welding / grinding tasks being undertaken.<br>The first aid kit will be located at the worksite and will be under the control of the appointed first aider. |
| **11** | **Communication and Liaison** |
| 11.1 | **Specific persons who must be contacted**<br>Tom Mann (Keolis Amey Docklands Civil and Track Manager) 07718 195907<br>Ray McGinn (Keolis Amey Dockland Track Delivery Manager) 07718 195843 |

| | |
|---|---|
| | Adam Olszewski (Keolis Amey Docklands Track Engineer) 07801 840359<br>Paul Wilkinson (Keolis Amey Docklands Team Leader) 07801 840290<br>Jason Nolan (Keolis Amey Docklands Leading Technician) 07590 491282<br>Ken MacGillivray (Keolis Amey Docklands Leading Technician) 07590 491301<br>Chris Lockwood Snr (Keolis Amey Docklands Team Leader) 07718 195959<br>Will Osborne (Keolis Amey Docklands Leading Technician) 07718 193154<br>Gary Wallace (Keolis Amey Docklands Leading Technician) 07590 491283<br>Chris Overd (Keolis Amey Docklands Leading Technician) 07732 601203<br>Graham Slater (Keolis Amey Docklands Leading Technician) 07801840289<br>James Stanley (Keolis Amey Docklands leading Technician) 07740 853955<br><br>PICOW (TBC)<br>Control Centre by radio or 020 7363 9955 |
| **12** | **Hand-back arrangements** |
| 12.1 | **Method of confirming each stage has been complied with**<br>A Permanent Way Infrastructure Check certificate will be completed by a KAD Handback Engineer, signed and copies returned to the IAC / Maintenance Manager(s) prior to handing back to traffic. |
| 12.2 | **Arrangements additional to hand back strategy, esp. liaison with the maintenance contractor.**<br>See Section 12.1. |
| 12.3 | **Hand back contingency arrangements**<br>N/A. |
| **13** | **Emergency plans** |
| 13.1 | Please refer to the Appendices or contact the Control Centre. |
| **14** | **Supporting information** |
| 14.1 | **Drawings of initial, interim and final works**<br>N/A. |
| 14.2 | **Temporary works design, supporting calculations, checking and approval**<br>N/A. |
| 14.3 | **Quality control arrangements**<br>Approved ITP drafted prior to the works if required. |

# APPENDIX A

## HEALTH & SAFETY RISK ASSESSMENTS

# APPENDIX B

## ADDITIONAL EMERGENCY PROCEDURES

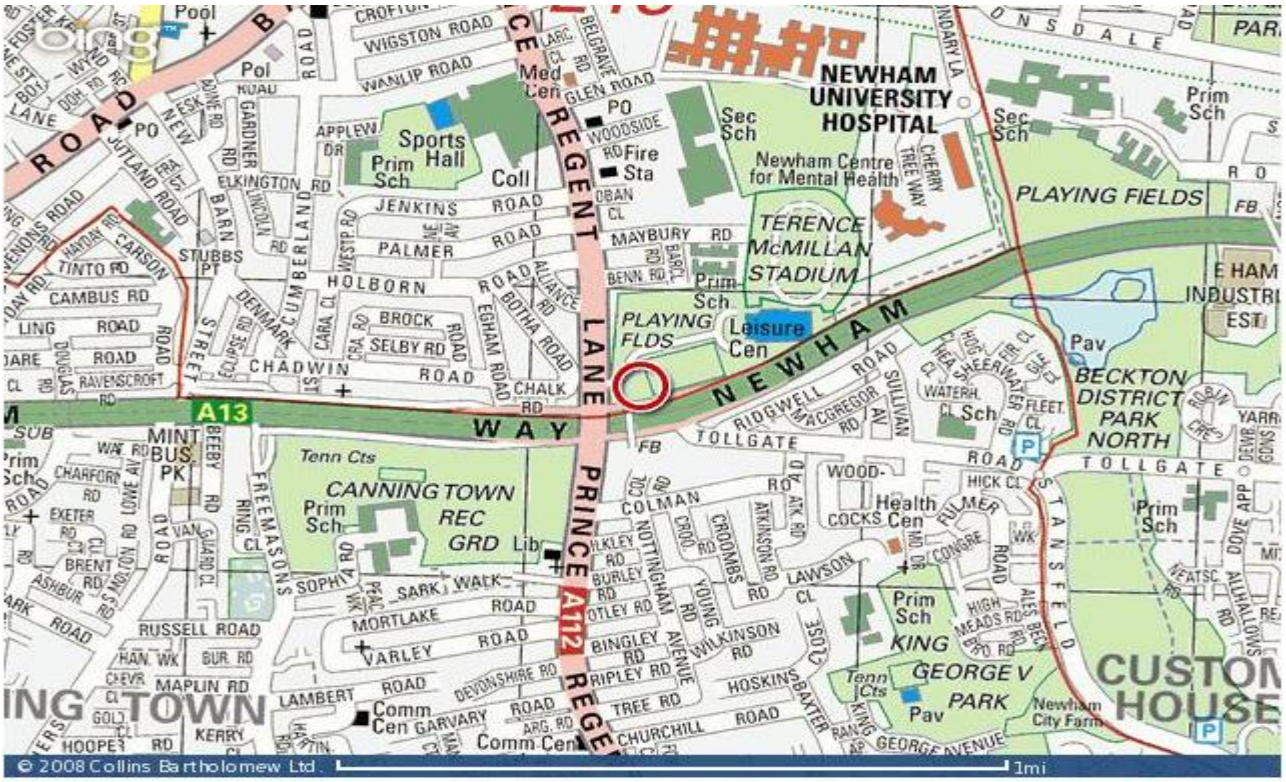
| **Emergency Contacts** | |
|---|---|
| Police | **999** |
| Fire | |
| Ambulance | |
| CRT (Control Room Technician) Emergency | RED button on ICOM Radio |
| CRT (Control Room Technician) | 020 7363 9955 |
| CCC (Control Center Controller) | 020 7363 9951 |
| Depot Controller | 020 7363 9994 |
| IAC (Infrastructure Access Controller) | 07718 195753 |
| **Other Emergency Numbers** | |
| Environmental Agency Hotline | 0800 80 70 60 |
| Water (Thames Water) | 0800 714 614 |
| Electricity (EDF) | 0800 028 0247 |
| Gas (Transco) | 0800 111 999 |
| BT (Dial before you dig) | 0800 917 3993 |
| Newham General 24hr A&E | 020 7476 4000 |
| The Royal London Hospital | 0207 377 7000 |
| British Transport Police | 0800 405 040 |

**ACCIDENT / EMERGENCY PROCEDURES**

Any emergency incidents to be reported to the Keolis Amey Docklands Manager responsible for the works and an eIRF form to be completed.

**KeolisAmey Docklands**
**Job Site:** Network Wide inc. Depots
**Method Statement N$^{o}$: Job No** MS/PW/AMP/2026
**Name of method statement:** Permanent Way – Annual Maintenance Plan Works

## For all East Route (Beckton and King George V), North Route (All Saints to Stratford) and SIE Route emergencies use Newham General Hospital:

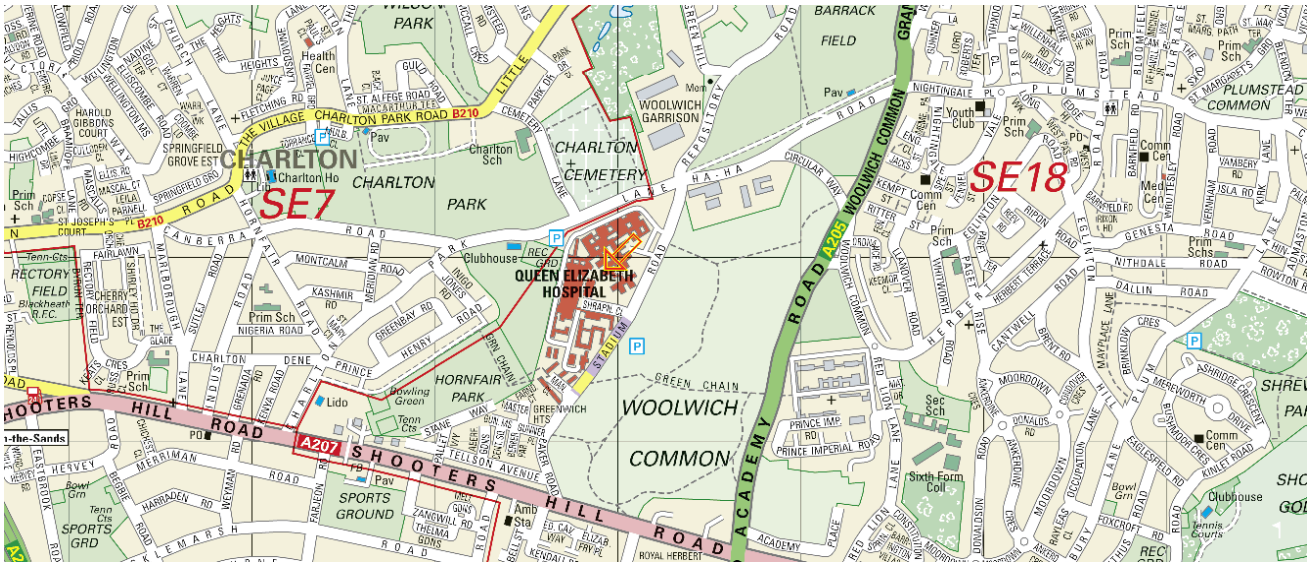



**Newham General Hospital**

**Tel:** 020 7476 4000

**KeolisAmey Docklands**
**Job Site:** Network Wide inc. Depots
**Method Statement N$^{o}$: Job No** MS/PW/AMP/2026
**Name of method statement:** Permanent Way – Annual Maintenance Plan Works
**Address:** Glen Road, Plaistow, London, E13 8SL

## For all Woolwich Arsenal emergencies use Queen Elizabeth Hospital:



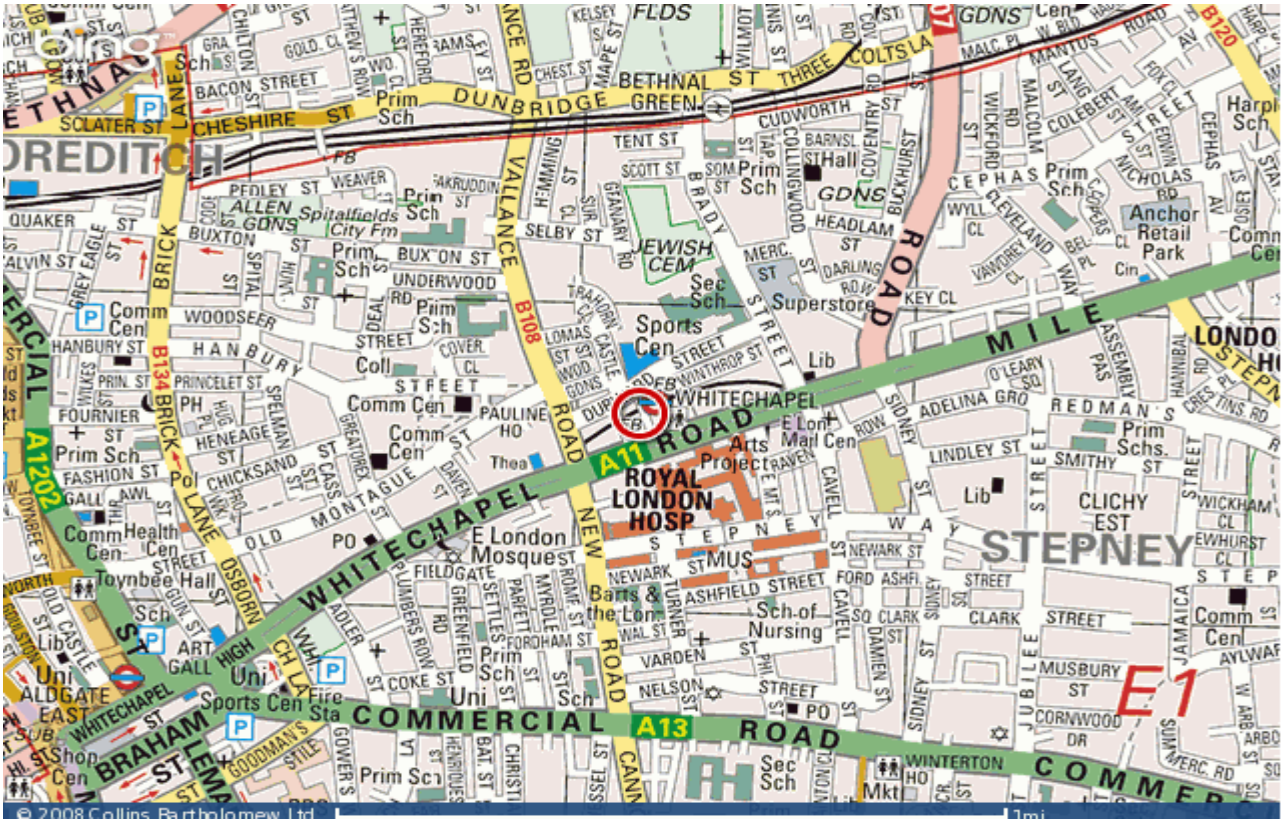

**Queen Elizabeth Hospital**

**Tel:** 020 8836 6000

**Address:** Stadium Road, London, SE18 4QH

**KeolisAmey Docklands**
**Job Site:** Network Wide inc. Depots
**Method Statement N$^{o}$: Job No** MS/PW/AMP/2026
**Name of method statement:** Permanent Way – Annual Maintenance Plan Works

## For all West Route inc. Bank Branch, North Route (Poplar to All Saints) and South Route (Poplar to Island Gardens) use Royal London Hospital in Whitechapel:



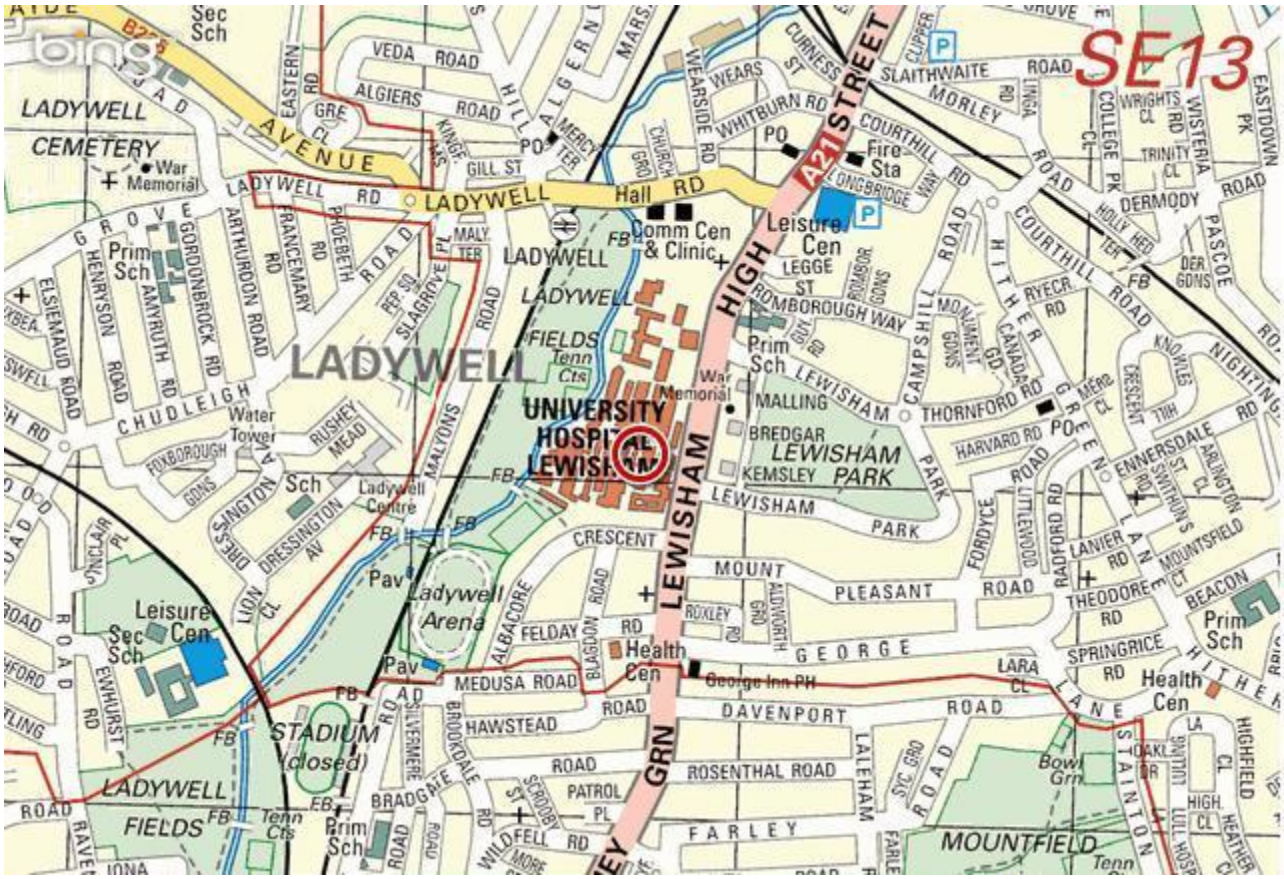

**The Royal London Hospital**

**Tel:** 020 7377 7000

**Address:** Whitechapel Road, Whitechapel, London, E1 1BZ

**KeolisAmey Docklands**
**Job Site:** Network Wide inc. Depots
**Method Statement N$^{o}$: Job No** MS/PW/AMP/2026
**Name of method statement:** Permanent Way – Annual Maintenance Plan Works

## For LEX Route (South of Island Gardens) use University Hospital Lewisham:

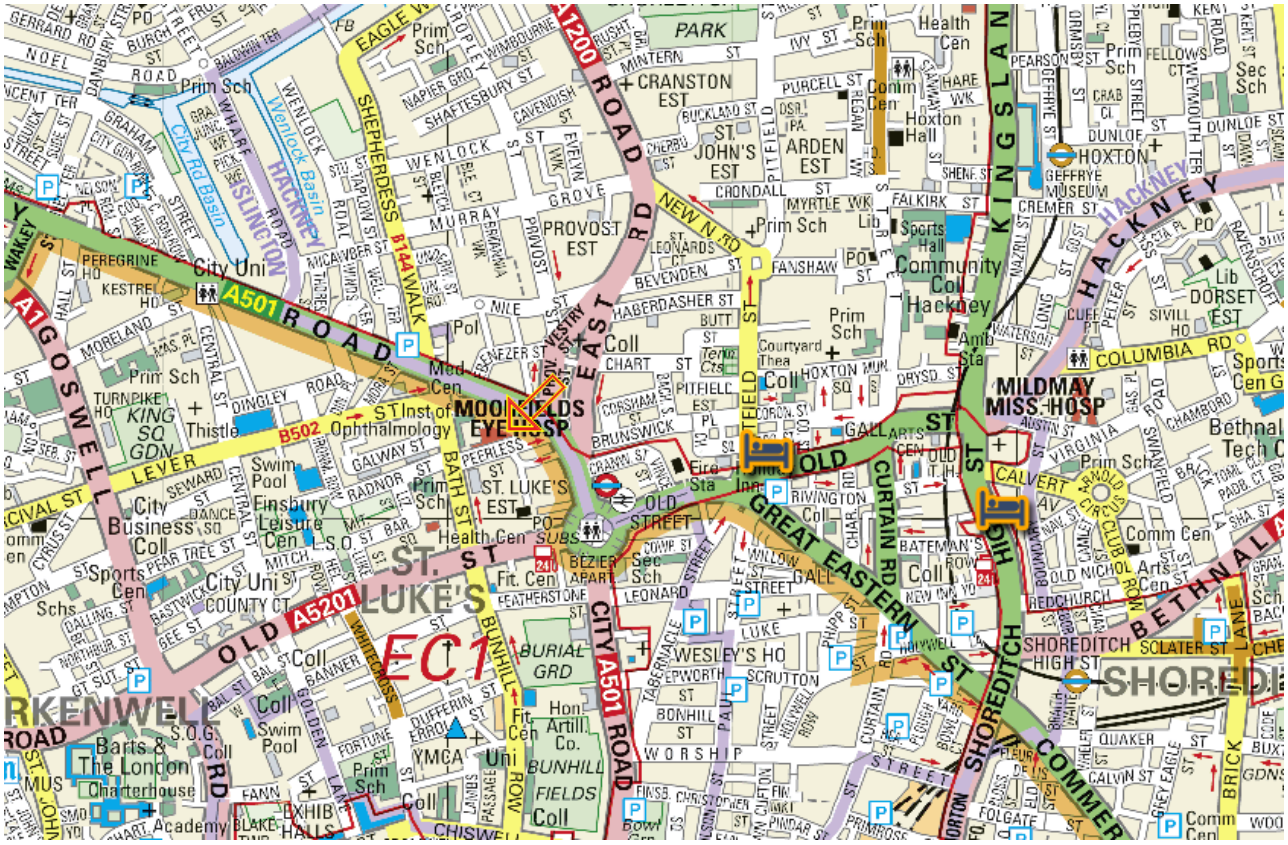



**University Hospital Lewisham**

**Tel:** 020 8333 3000

**KeolisAmey Docklands**
**Job Site:** Network Wide inc. Depots
**Method Statement N°: Job No** MS/PW/AMP/2026
**Name of method statement:** Permanent Way – Annual Maintenance Plan Works
**Address:** Lewisham High Street, London, SE13 6LH

## For eye related injuries use Moorfields Eye Hospital:




**Moorfields Eye Hospital**

**Tel:** 020 7253 3411

**Address:** 162 City Road, London, EC1V 2PD

# APPENDIX C

## SIGNALLING MS
## (DUE TO SIZE, AVAILABLE UPON REQUEST)

# APPENDIX D

## WELDING / GRINDING NETWORK WIDE INC. TUNNELS MS
## (DUE TO SIZE, AVAILABLE UPON REQUEST)