**Introduction**

This document has been prepared to help those developing and checking Work Package Plans (WPPs) - it is a guide only, different formats or content may be used where project circumstances would make this expedient.

WPPs are supported by task briefing sheets (TBSs) but if you find yourself putting the same information into several TBSs it probably should be in the WPP. The higher the level of document any piece of information is contained within the less time we’ll spend writing, checking and reviewing it.

When thinking about what should be in a WPP ask yourself if the information you’re considering will be helpful to people on site and is the WPP the best place for it to be provided. If the same information is contained within several WPPs it should probably be elevated to the Construction Phase Plan (CPP).

Parts, or all, of the PC’s processes or similar documents should not be replicated within a WPP nor should anything contained within the CPP. Issues such as welfare facilities, incident reporting, emergency procedures etc. should all be detailed within the CPP. It is only where something different or additional is done on a particular work package that any items covered within the CPP should be mentioned in the WPP; and then only the differences should be covered.

If any of the headings are not relevant simply leave them out. Do not include them and write something meaningless or unhelpful just to illustrate you’ve considered that point. There are some exceptions to this where confirmation of the absence of certain hazards is helpful, such as services. These exceptions are indicated in the guidance.

When considering whether an element is adequate or not it doesn’t matter if it’s not structured or phrased the way you would have said it - all that matters is does it address the main principals of the issue. Semantics or typographical errors are irrelevant and do not make anything inadequate; you may however point these out in a covering e-mail although the contractor’s approver should have dealt with these ahead of submission.

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| **Project(s)/Programme :** |  | **Contractor :** |  |
| **CPP Title :** |  | **CPP Number :** |  |
| **WPP Title :** |  | **WPP Number :** |  |

| **Item** | | **Adequate?** | | | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Introduction** | | | | | |
|  | Brief outline of the of the work methodology - this is the key part of the document and is effectively the method statement for the work covered by the WPP. It should provide sufficient detail to allow a competent supervisor to undertake the work - as a guide it should take up between a ¼ and a ⅓ of the WPP excluding appendices. It may be sub-divided into the work covered by each TBS or illustrated with diagrams or sketches as appropriate |  |  |  |  |
|  | Services and isolation points - include only those relevant to the work covered by this WPP |  |  |  |  |
|  | Access restrictions - these will generally be covered in the CPP. Only provide any information that is different or additional to that contained within the CPP |  |  |  |  |
|  | Asbestos - details of any know asbestos will have been included in the pre-construction information and how it will be handled should have been covered in the CPP. The CPP should also have detailed how the discovery of any unknown asbestos will be managed. Only include this section if the work covered by this WPP could interact with any known asbestos |  |  |  |  |
|  | Any line open operations - the management of ALO operations will be described in the CPP. Provide any supporting details of specific ALO operations associated with this work |  |  |  |  |
|  | Temporary works - the management of temporary works will be described in the CPP. Provide any supporting details of specific temporary works associated with this work |  |  |  |  |
|  | Network Rail organisation - Detail here any differences from the organisational information provided in the CPP that is relevant to how this work will be managed |  |  |  |  |
|  | Principal contractors delivery organisation - Detail here any differences from the organisational information provided in the CPP that is relevant to how this work will be managed |  |  |  |  |
|  | Resources - detail the resources that will be used on this package of work |  |  |  |  |
| **Working together** | | | | | |
|  | At site communication - detail how communication on this package of work will be done. Do not replicate communication details in the CPP or write here communication details that will be in the TBSs. |  |  |  |  |
|  | Contact details - include here key contacts for this package of work that are not mentioned in the CPP and that wouldn’t better be provided in the TBSs |  |  |  |  |
|  | Other parties involved with this package of work - include key people that will be necessary to the delivery of this package of work either within your organisation, Network Rail or external parties. Do not duplicate extensive lists of contacts from the CPP |  |  |  |  |
| **Hazard management** | | | | | |
|  | Work involving particular risk - the management of these risks should be covered in the CPP. Outline here the specific arrangements for work in this package and any differences with the detail in the CPP. If the CPP contains all the detail needed then nothing needs adding here.  Focus on genuine risks that may not be anticipated by those undertaking the work. Do not provide information on routine or everyday risk that are well understood and routinely dealt with |  |  |  |  |
|  | Significant railway and construction risks - detail here *significant* risks not addressed elsewhere in the CPP or this WPP. Do not provide information on routine or everyday risk that are well understood and routinely dealt with |  |  |  |  |
|  | Lifesaving rules - outline here any risks relating to any of the lifesaving rules that are of particular or unusual significance. Do not mention lifesaving rules that are routinely address and managed when undertaking the activities needed to complete this package of work |  |  |  |  |
| **Environmental and waste management arrangements** | | | | | |
|  | Environmental management arrangements - these arrangements will usually be contained within the CPP or environmental management plan. Only detail here any differences or additions necessary for this package of work |  |  |  |  |
|  | Waste management arrangements - these arrangements will usually be contained within the CPP or environmental management plan. Only detail here any differences or additions necessary for this package of work |  |  |  |  |
| **Emergency arrangements** | | | | | |
| Emergency arrangements should be detailed in the CPP and should not be repeated here. If different or additional arrangements are necessary for this package of work only provide those differences or additions in this section. Do not replicate information in the CPP | |  |  |  |  |
| **Work package arrangements** | | | | | |
| On many sites things like the site layout, access and egress and welfare facilities do not change. Layout plans, maps to the nearest hospital etc. should not be included within WPPs. These should be covered during site induction supported by details on notice boards. Only detail within WPPs anything needed for the package of work that is different or additional to the norm | |  |  |  |  |
|  | Rail traffic management - provide the arrangements for managing rail traffic for this package of work. Delete the section if none are required.  The management of ALO operations should be covered in the CPP but if ALO operations are relevant to this package of work detail here the relevant arrangements |  |  |  |  |
|  | Road traffic management - provide the arrangements for managing any road traffic for this package of work. Delete the section if none are required or they are no different to detail provided in the CPP for the project as a whole |  |  |  |  |
|  | Schedule of task briefing sheets - provide a table of supporting TBSs along with the relevant dates. Avoid unhelpful comments such as ‘TBA’ etc. If the work is planned properly these dates should be known when the WPP is prepared. |  |  |  |  |
| **Hand over and hand back arrangements** | |  |  |  |  |
| Detail any hand over or hand back arrangements for this package of work. If there are none delete this section | |  |  |  |  |

**Reviewed by DPE :**

|  |  |  |
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| Print name : | Signature : | Date : |

**Accepted by PM:**

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| Print name : | Signature : | Date : |

**Remember - all the information in a CPP, WPP or TBS must be site specific, clear and useful for the people on site**