

Challenging Conversation Checklist

Candidate Name:

Date of conversation:

| <u>SWP Number</u> | <u>Site of work Location</u> | <u>Responsible Manager</u> |
|-------------------|------------------------------|----------------------------|
| | | |

Please ensure that ALL of the following questions are completed and answered adequately. If there are any issues please contact the PDMs - Steve Paul or Andy Childs – 07971 125 180

1. What is the SSOW type in the hierarchy of protection being employed to protect people for the passage of trains? (Open Line Working/Site Warden/ Fenced/ Line Block/ Possession)

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2. What line/lines are the works taking place on, will the workforce require access to the 4-ft

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3. Who will be carrying out the work and what are the contact numbers for safety critical staff and our works delivery suppliers?

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4. Is the work going to create noise and if so has a letter drop been carried out?

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5. What work activities are been carried out, and is this covered in paperwork

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6. Do the contractors have adequate access and task lighting

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7. If this is a Line Blockage, have the right line(s) been booked?

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8. What distance are we from the nearest open line (is a site warden needed)

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9. Closest available welfare and do we have access to them
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10. Do we have a 3 day first aider on site, where is the first aid kit
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11. What are the risks specific to the task and what are the control measure
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12. Do we need rail shrouds and rubber matting for third rail protection?
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13. If we are signing into a different company's line blockage, do we need to have the additional protection to gain access to the four foot?
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14. Do we have clear, documented SSOW arrangements in place for CPs /CPs keying signals, and Strapping Teams?
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15. Any HV cables on site, is a HV Comp required to work within a meter of the cable. Has the assessment been carried out
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16. Has all the documentation (HV assessment & H2 form) been given to the HV Comp and the PDM
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17. Is the protection method the right one for that area (Kent has a lot of axel counter areas now)
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18. When using a NWR access point is the access point adequate
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19. Any specific manual handling risks due to access (steps and copers)
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20. What permits are required and do I have copies of them in the SWP
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