

SMALL TASKS TEAM VOLUNTEERS

Working in partnership with the Canal & River Trust
North Wales and Borders Waterways

DRAFT PROJECT PLAN for Task **No xx**

Work Party
(date to be decided)
Bridge 11, SU Middlewich Branch

(Task identified by Church Minshull Parish Council)

This task is to install a set of timber board & aggregate steps (with a hand rail) from the towpath to the public footpath crossing the bridge and to install an access gate with adjacent fencing at the head of the steps.

PROJECT/SAFETY FILE

Planned Work

Task 1 Removal of Existing Stock Barrier and Installation of Access Gate/Fencing

1. Remove existing tubular metal stock barrier by excavation if possible, otherwise by use of an angle grinder.
2. Level general area.
3. Install gate (opening onto the lane) and fence to the side.
4. Clean site and leave tidy.

Task 2 Step & Handrail Installation

1. Install timber board and aggregate steps following design given in Scottish National Heritage Countrywide Access Design Guide Information Sheet No. 4 (see Appendix 1). A 7m run of steps, 1.2m in width, will run down from the gate parallel to the towpath to a 1.2m square turn followed by three further steps running off at right angles towards the towpath. Total number of risers is 12.
2. Install two bar handrail on the canal side of the steps.
3. Install two bar handrail on both sides of the short section of steps leading to the towpath.
4. Clean site and leave tidy.

Facilities

1. Car parking off-road at on the farm track crossing the bridge.
2. Tools and equipment – Volunteers and CRT to supply tools.
3. First Aid kit and First Aiders will be available.
4. Personal Welfare – all persons attending to bring their own food, drink and any medication.
5. Additional PPE will be available at site.
6. Materials and additional plant from CRT.

Arrange with Steve Maguire, CRT Customer Services Supervisor (North Section), Duncan Davenport, CRT Volunteer Manager, Paul Corner, CRT Volunteer Co-ordinator and Glenn Young, Volunteer Team Leader.

Contact Data

Steve Maguire, CRT Customer Services Supervisor (North Section)
Office: 01606 723896 Mobile: 07795 367767

Duncan Davenport, CRT Volunteer Manager
Office: 01606 723898 Mobile: 07885 281688

- No drugs (other than prescription medication), alcohol or raucous behaviour on the site.
- Remember that site safety is everyone's responsibility, if someone behaves in a manner that puts their own or anyone else's safety at risk, they need to be told about it before an accident happens.

- Be aware of whatever others are doing around you, including passing members of the public.
- Only undertake work tasks that you are comfortable with and within your capability. Don't be afraid to say NO.
- When not in use, keep work tools out of harm's way in a safe manner.
- The assembly point in case of an emergency will be on the bridge.
- The location of First Aid kit and the identity of the First Aiders will be made known to you.
- You will be issued with a card giving information of the site location, nearest hospital and contact numbers – so that you have information to hand should it be necessary to call the emergency services.

If you think we have forgotten anything feel free to ask.

HEALTH & SAFETY POLICY AND INSURANCE

The policy of the Group is to:

- provide adequate control of the health and safety risks arising from volunteer activities;
- provide a safe working environment for volunteers and others affected by the works including members of the public and site visitors;
- consult with volunteers on matters affecting health and safety;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for volunteers;
- ensure all volunteers are competent to do their tasks, and provide adequate training if required;
- prevent accidents and cases of activity-related ill health;
- promote high standards of health, safety and welfare within the activities of the Group and comply with relevant statutory provisions;
- promote a positive health and safety culture and encourage an attitude of responsibility and co-operation at all levels; and to
- co-operate with the Canal & River Trust in a wholly professional manner at all times.

Insurance cover for activities of the Group is provided by the Canal & River Trust. Sight of a copy of the Certificate of Insurance is available at induction.

PHOTOGRAPHS

We always try to keep a comprehensive record of our projects for the sake of archive and publicity. Should you not wish your photograph to be used, please let us know.

Please take pictures especially those of Volunteers in action and send them to Paul Mills at exelbee@sky.com.

PLANT, MATERIALS & PRIOR ACTIONS REQUIRED (CRT)

- 110V generator with petrol.
- 110V angle grinder with metal cutting discs.

- 32 bags of Postcrete.
- 2kg of 150mm galvanised nails.
- 1kg galvanised clout nails 100mm.
- 2 x 1 tonne bags of stone 1¼" to dust.
- Timber as detailed in Appendix 2.
- 2 post spades.
- 3 shovels.
- 1 post holer.
- 1 tamper.
- 1 x 7 lb long shaft hammer.
- 2 hard hats.
- 4 off "Men at Work" signs (for the towpath and the footpath over the bridge).
- 1 Wheelbarrow.
- Work boat to deliver & collect materials and equipment to/from site.
- Prior actions required of CRT are suggested in Appendix 3.

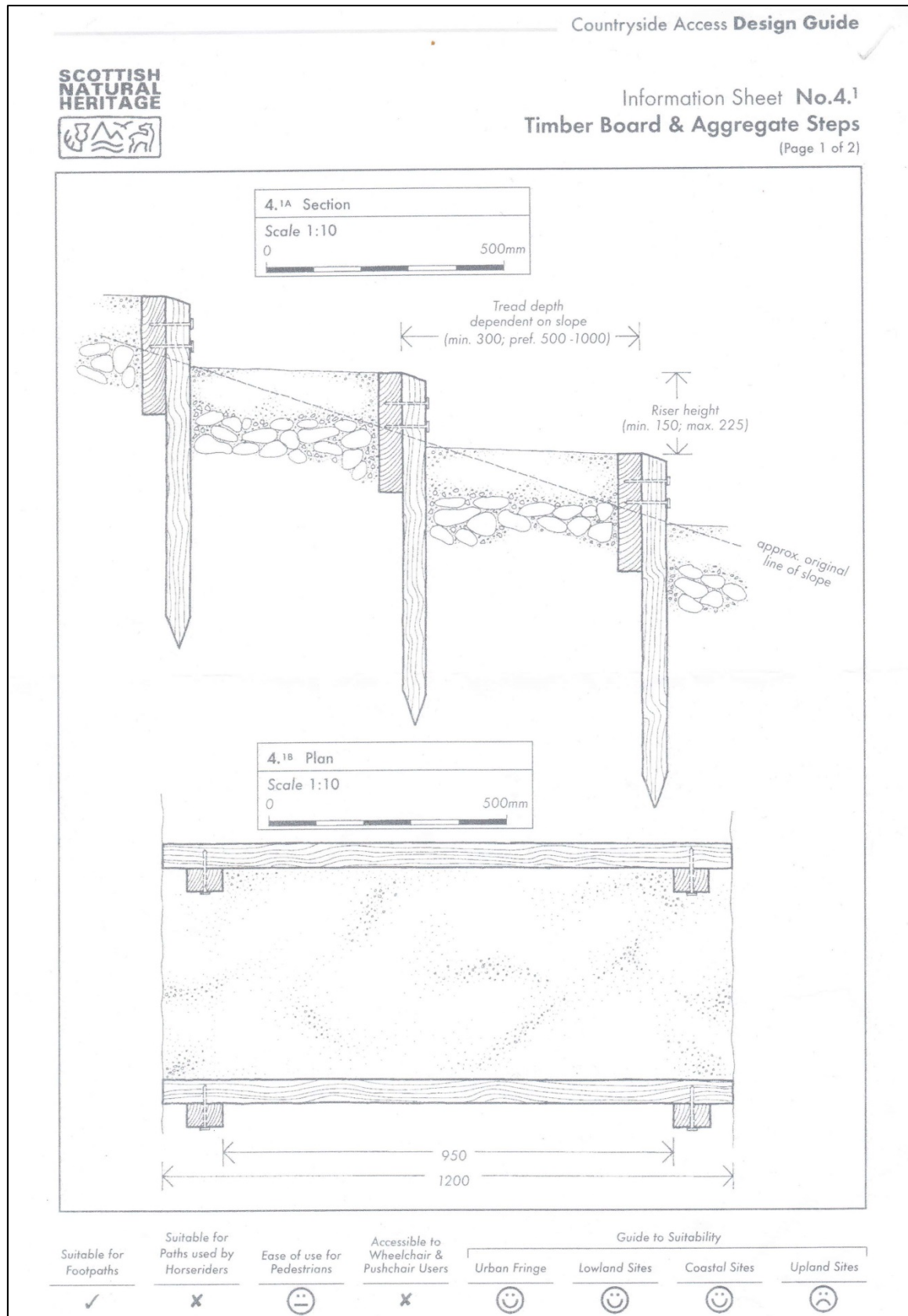
OTHER MATERIALS & EQUIPMENT (STTV)

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| 1. | Insurance Certificate (CRT Volunteers' Insurance). | OK |
| 2. | Emergency Welfare Box. | OK |
| 3. | Additional PPE Box. | OK |
| 4. | Chocolate biscuits/snacks. | OK |
| 5. | 2 STTV Toolkits & Drill. | OK |
| 6. | 1 Mattock. | |
| 7. | 1 Spade. | |

Relevant paperwork will be provided by Paul Corner (CRT Volunteer Co-ordinator).

Appendix 1

Scottish National Heritage Countrywide Access Design Guide Information Sheet No. 4





• **Notes**

A basic step design that is suitable for most rural footpaths and which allows tread depth and step height and width to be adjusted to suit the location, the angle of slope and the level of use.

A step width of 1200, as shown overleaf, is suitable for most situations and is adequate for people moving in opposite directions to pass each other. Step width should not be less than 600. If the width exceeds 1500, the size of timber board used for the risers may need to be increased and a third peg used to support the centre of the riser.

Tread depth can be adjusted to suit the location and the angle of slope but should preferably be between 700 and 1000 and should not be less than 300.

Round timber should not be used for the risers because it is easier for people to slip on the rounded riser edge, especially when the timber is wet. Round timber can be used for the pegs, but they do not look as professional, do not get as good a hold in the ground, and provide less support to the riser. They are, however, easier to install and may be appropriate if steps are being constructed by volunteer or unskilled labour.

Steel pegs (usually c.12 mm diameter road pins) can be used instead of timber pegs to support the risers.

• **Construction and Installation Details**

Risers : 1200 x 250 x 50 sawn timber (recommended max. length 1500; recommended min. length 600).

Pegs : 2 no. 750 x 75 x 50 pointed pegs per riser, with the 75 side against the riser.

Steps should be cut into the slope rather than built up on top of it.

Riser boards should be installed so that the maximum riser height is 225 (preferably 150 - 200), leaving at least 25 below ground level.

When hammering the pegs into the ground, a steel 'turning bar' should be used to ensure that they go into the ground plumb and are kept square to the riser. After installation, the tops of the pegs should be weathered by cutting off at a 45° angle away from the riser.

Pegs should be fixed to the risers with 100mm galvanised nails.

Treads should be partially infilled with stone and soil gained during excavation of the steps: this should be well rammed in and firmly compacted. The top 50 - 100mm should be infilled with aggregate sub-base (e.g. 25mm - dust) or preferably with 12mm - dust if available; this should also be well compacted and slightly overfilled to allow for settlement.

In order to shed surface water, treads should have a minimum 2° fall away from the riser and a minimum 2° cross fall to the naturally draining side of the steps. If necessary, a French drain should be installed alongside the steps to collect surface water and prevent erosion.

If desired, the pegs and the ends of the risers can be covered with soil and reseeded; this may improve their appearance but will reduce the effective step width by at least 300mm.

If the ground falls away sharply to one side of the steps, possibly leading to loss of aggregate fill from the treads, a 250 x 50 board can be nailed to the side of the risers and fixed in place using 750 x 75 x 50 pegs.

• **Design Source and Contacts for Further Information**

Design Source: BTCV design guide 'Footpaths : A Practical Handbook'.

Countryside Service, Environment Directorate, Northumberland County Council, County Hall, Morpeth, Northumberland. NE61 2EF. Tel. 01670 533000.

Access and Rural Skills Department, Loch Lomond and The Trossachs National Park, Balloch Castle, Balloch, Dunbartonshire. G53 8LX. Tel. 01389 722600.

Appendix 2

Breakdown of Materials

a) Top of Steps

1 off Standard 4' Gate.
1 off set of heavy duty gate furniture.
1 off heavy duty return spring for gate.
2 off 6" x 6" x 7' posts for gate.
2 off 4" x 4" x 7' posts for fence.
12 bags of Postcrete.
1 off length of planed D-rail - 3.6m
1 off length of 4" x 2" fencing rail PAR - 3.6m

b) Long Length of Steps

14m of side board 25cm x 5cm sawn timber.
8 off risers 120cm x 25cm x 5cm sawn timber.
16 off pointed pegs 75cm x 7.5cm x 5cm.

c) Square Landing

4 off 1.5m lengths of sideboarding (25cm x 5cm sawn timber).
6 off pointed pegs 75cm x 7.5cm x 5cm.

d) Short Length of Steps

2 x 4m of side board 25cm x 5cm sawn timber.
4 off risers 120cm x 25cm x 5cm sawn timber.
6 off pointed pegs 75cm x 7.5cm x 5cm.

e) Fencing beside steps

9 off 4" x 4" x 7' posts for fence – planed.
6 off 3.6m length of planed D-rail.
6 off length of 3.6m 4" x 2" fencing rail PAR
20 bags of Postcrete

Appendix 3

Additional CRT Activities prior to the Work Party

The area of the intended fence and gate vertical posts at the head of the steps needs to be scanned to confirm that there are no buried services (which is unlikely).

Vegetation on the towpath bank needs to be cleared before the work party.

Since access to the towpath from Bridge 11 is popular with local walkers it would be desirable if signs were displayed on Bridge 11 and Bridge 14 for two weeks before advising the public that for the duration of the work access will not be possible at Bridge 11.

The landowner needs to be approached to be appraised of the intended works and to solicit his consent. Additionally it would be desirable that he is also advised that some volunteers will be attending by car via the track crossing the bridge from High Farm. This approach would best be made via the Chair of Church Minshull Parish Council. (The existing tubular metal stock barrier on the bridge might have to be removed using an angle grinder – the owner might have a view on this.)

The two 1 tonne bags of stone should be delivered to site by Travis Perkins and off-loaded near the site of the proposed access gate. All other tools and materials should be delivered by boat.

Should donations be sought from Church Minshull Parish Council then it would be desirable to solicit £400 to cover bed & breakfast for up to four non-boat owning attendees. (The likely number of such persons is two – but four is quoted as a contingency.)