



GLOBAL OUTDOOR

HSEQ Generic RAMS

Fixing, Removal and Maintenance of Advertising to Buses

G:HSEQ RM 400

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Document Status and Control

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Approved by

Name:	Kevin Jarvis
Position:	Head of Regional Delivery
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1 Introduction

This RAMS has been produced to ensure compliance with the requirements of the Health and Safety at Work (etc) Act 1974 and appropriate associated Regulations made under the Act.

1.1 Scope

This method statement (referred to onwards as the 'document') covers the removal, fixing and maintenance of advertising to single and double-deck vehicles located at bus garages and outstations throughout the UK.

The document covers:

- Potential health, safety and environmental hazards and risks to which Global Outdoor operatives, third parties or the public may be exposed during the work tasks
- Difficulties that may occur during the work
- Details of special equipment needed
- How the work is to be undertaken to reduce the risk.

1.2 Applicability

The requirements in this document apply to all Global Outdoor operatives and contractors (referred to collectively as 'operatives').

Any local working arrangements or hazards that are different to this document must be evaluated by a site-based assessment and recorded in a site-specific instruction (SSI) for that particular location.

1.3 Document review

This document will be reviewed annually as a minimum or sooner, if an incident occurs that, on investigation, identifies new or uncontrolled risks that require a review of the safe system of work, risk assessment or method statement.

2 Training and competency

Operatives may be subject to site inspections to assess their performance and compliance with Global standards and safe working practices.

2.1 Introduction and Briefing

Before any work starts all operatives must have received:

- a) A Global Safety induction
- b) A local Bus Operating Company / Fleet site health and safety familiarisation
- c) A copy of the Global Outdoor and BOC drugs and alcohol policy
- d) Manual handling information (including through Toolbox Talks (TBTs) on the correct handling, lifting and carrying procedures in relation to this RAMS.
- e) Training in the safe use and inspection of ladders.

2.2 Documents

Operatives must carry the following documents at all times.

- a) A valid Global contractor identity card
- b) Copy of company's Waste carriers' licence
- c) A soft copy of this RAMS and the SSI relating to the location they are working in (may be stored electronically on a hand-held device).

2.3 Additional training

Additional training and site instruction may be required, such as:

- a) First Aid Appointed person/Emergency First Aid at Work (to be delivered by an approved body).
- b) Toolbox talks delivered by the works Supervisor. These will include guidance on the use of this RAMS and on control measures identified by risk assessment for each task (e.g. access/personal protective equipment) and any specific topics identified by Global for general communication to fixing and project contractors.
- c) Equipment training e.g. tower scaffolds (PASMA), scissor lifts (IPAF) if required for the activity.

3 Labour force requirements

Operatives may work alone or in groups of two or more.

3.1 Lone working

Lone working may be permitted in unstaffed bus garages or outstations, if special arrangements have been made with the relevant Fleet operator and specified in the depot SSI.

If an operative to work alone, the following safe system of work must be employed:

- The operative will sign in and out at every location.
- The operative will adhere to any local signs and written instructions.
- The operative will liaise with third parties working in the same area.

4 Personal Protective Equipment (PPE)

4.1 General PPE requirements

Bus fixers should wear safety boots and Hi-viz waistcoats when in the depot. At some bus garages or outstations, local arrangements may apply and operatives may be required to wear different colour high-visibility clothing or additional PPE.

In these situations, the local instructions will be detailed and recorded in the SSL.

4.2 Task Specific PPE requirements

Operatives may also be required to wear the following PPE when undertaking specific tasks or as detailed in the SSL.

- BS EN 166 - eye protection (safety spectacles or goggles).
- BS EN 397 - hard hat
- BS EN 420 - gloves

5 Scope of Work

5.1 List of work activities covered

- Installation, removal and checking of bus frames
- Advert Fixing – T sides, supersides, rears, streetliners
- Interiors – interior advertising
- Direct vinyl application and removal – mega rears, full bus wraps

Other fixing work such as Mega T's and LEDs are carried out under separate specific instructions. In such cases, all operatives undertaking electrical connections must hold qualifications that meet the requirements of IET Wiring Regulations (BS7671: 17th edition).

They must also be members of an approved professional body recognised by the electrical industry such as the National Inspection Council for Electrical Installation Contracting (NICEIC) or Electrical Contractors' Association (ECA). (This is only for LED's)

6 Materials

6.1 Approved materials

Materials may include:

- Self-adhesive vinyl/corex board/Weather Resistant Board (WRB)
- Security discs and fixings
- PVC H sections
- Cleaning cloths and waste bags
- Pop rivets
- Grommets

7 Working with hazardous substances

7.1 COSHH

Copies of Control of Substances Hazardous to Health (COSHH) assessments must be held in Operative's Fixer Pack. Originals are held at the HSE Department.

The approved substances that may be used on site include:

- Isopropanol or an equivalent alcohol-based cleaning agent
- Water based paint supplied by the BOC/Fleet for repairs
- Approved mastic sealant.
- 3M general cleaner

7.2 Asbestos management

Refer to Global's Management of Asbestos Procedure G:HSEQ-PR-011.

8 Tools, plant and equipment

8.1 Portable tools

8.1.1 Handheld tools

- Frame opening tool/screwdrivers
- Application squeegee
- M6 nut spinner to tighten security disk
- Rivet guns
- Retractable Stanley knife
- Safety cones/hazard tape/barriers/signs
- Aluminium frame ladders
- Drill bits and sealed aluminium rivets
- Tape measure/chinagraph pencil
- Hand scraper
- Riveting tool
- Set square
- Frame spacer
- Pliers and pop rivet pliers
- Spirit level
- 45 mm hole saw and arbour
- Portable vacuum cleaner
- Crimps
- Socket sets/Allen keys/side cutters/template
- Suction lifters.

8.1.2 Battery-powered tools

- Battery operated head torches are mandatory at night and where there is substandard lighting
- Rechargeable cordless battery-powered drills may be used.

8.1.3 Electrical tools

- All hand tools for work on the electrical systems will be non-conductive and double insulated.
- Electrical testers must be fully calibrated and certified and meet the requirements of BS 7671.

8.2 Plant and equipment

Every operative must visually inspect their ladder and other equipment before starting work and will withdraw it from service if there is any damage or defect that may compromise the safe use of the ladder. Ladder inspection records need to be available for inspection and a signed 'in-date' ladder tag affixed. All ladders must be to Class 1 or BS EN 131. The safe practices listed below must be in place.

9 The control of site risks

9.1 Site risk evaluation

Each site should have initially been assessed and site specific information included in the SSI (Site Specific Instructions)

All operative must carry out a dynamic risk assessment of the site prior to starting work.

In considering the control measures for their activities, the operative must take into account the principles of prevention which are

- where possible, avoid the risk
- risks which cannot be avoided should be evaluated and
- if possible, address the risk at source (remove it)
- otherwise adapt the work to the individual, (reduce exposure);
- look to substitute the dangerous by the non-dangerous or the less dangerous (replace);
- use collective measures
- ensure that those who may be affected by the risk are aware of the control measures

The purpose of this risk assessment is to work with the Operational Depot team to understand if there are any new risks since the previous visit, which could impact safe completion of the works, and whether alternative methods or mitigations are required to be taken. This risk assessment should include the prevailing weather conditions on that day and in the planned location for completing the works. It should also consider whether there are risks that may occur later during the shift/attendance which the fixer must be aware of e.g. vehicle movements, site maintenance or construction works.

9.2 Signing in

Before starting work all operatives must:

- Sign in to the visitors' book or comply with local access arrangements.
- Be issued with any relevant passes or permits by the BOC/Fleet
- Inform the BOC/Fleet of the nature of the work and agree on safe working practices.

The BOC/Fleet representative must ensure that all operatives receive:

- A local site familiarisation outlining details of any specific hazards or restrictive areas.
- Details of welfare and first aid provisions will be covered in the Global SSI
- Emergency evacuation procedures, including the staff assembly point and nearest A&E hospital.

If a visitors' book is unavailable, then the operative or nominated lead operative will inform the BOC/Fleet representative of their presence at the bus garage or outstation before works begin. If there is no visitors book this will be communicated back to Global delivery manager immediately.

9.3 Demarcation of the work site

The work site must be clearly marked to prevent unauthorised access. Operatives must:

- a) Cordon off the designated worksite from third parties and other moving vehicles.
- b) Keep all work equipment inside the barriers so that members of the public, station staff and other contractors can to pass safely around the work site
- c) Make sure that the work site clearly displays the appropriate signs and notices to cover the scope of work.
- d) Have firm and level floor conditions and be well illuminated.

9.4 Safe working practices

All work equipment, materials and tools will be kept with the operative at all times when working and only stored in areas that avoid causing physical obstructions or inconveniencing others.

All work items will be kept out of the way of any thoroughfares, doors, fire/medical points, exits/entry points, etc.

9.4.1 Safe Working on Vehicles

Operatives must:

- Work on vehicles in a pack that are protected by other vehicles which provide a physical barrier.
- Obey local site instructions from the BOC/Fleet representative at all times and coordinate their work activities with other contractors working on site, i.e. cleaning and shunting staff.

Fixing must not take place on vehicles in the following situations:

- Parked on a public road or highway
- In wash sheds/fuelling areas
- Anywhere on the 'run-in' route
- In pit areas unless vehicles are covering the entire pit and authorisation has been granted by the BOC Depot or Engineering Manager.

9.4.2 Use of steering wheel covers

Before starting any work task, the operative must ensure that a "DO NOT MOVE/DO NOT START" cover is placed over the steering wheel of the vehicle being worked on, with the "Advert fixer working on bus" sign inserted into the cover.

The operative must:

- Make sure that a steering wheel cover remains in place while the vehicle is being worked on.
- Carry out a site-based assessment to determine if any other vehicle other than the one being worked on is providing any form of protection to the operative, or if moved would put a fixer at risk. A steering wheel cover must also be placed on these identified vehicles.

9.5 Manual handling

Manual handling of materials shall be appropriately risk-assessed considering individual capabilities and using the appropriate lifting techniques.

Operatives must:

- a) Keep manual handling movements to a minimum where it is practical to do so
- b) Use mechanical assistance to minimise the risks associated with stripping, posting, cleaning and maintenance tasks

9.6 Work at height

Operatives, where possible, will work from ground level ensuring they have a firm and stable footing. If required to work at height, operatives must use equipment which meets the requirement of the Global Outdoor Access Equipment Standards – Bus Poster Fixing as shown in Appendix B of this document and only used in the way described in the usage section for each type of equipment.

9.7 Working with access scaffolding and mobile towers

Where possible operatives will work from ground level ensuring they have a good and secure footing. Where required to work at height, operatives must gain safe access to/exit from the place of work using the following access equipment:

- a) Mobile tower scaffolds (BS EN 1004 certified) assembled and disassembled by PASMA certified operatives.
- b) Suitable selected 2- or 3-stage extension ladders or stepladders rated to Class 1 BS 2037, secured at the top and bottom in accordance with requirements of the safe ladder system.

For access scaffolding, mobile towers, tube and fitting scaffolding the following safety practices apply:

- a) Scaffold must be erected and dismantled by competent people in accordance with the relevant standards and the manufacturers or designer's recommendations
- b) All working and access areas of the scaffold must have appropriate edge protection as described in the relevant statutory provisions
- c) Operatives must not use access scaffold before it has been inspected and signed off by a competent person, with a scaff-tag posted indicating the equipment is safe to use
- d) Appropriate signs must be used to mark the scaffold area and to prevent unauthorised people from gaining access.
- e) Aluminium access equipment must only be used in work environments where no OLE is present or where isolation has been confirmed by the WSC/ LOM and risks have been reduced to as low as is reasonably practical. Otherwise, access equipment will be constructed of suitably rated non- conductive material
- f) Operatives working with access equipment must have PASMA competency and associated competencies
- g) Operatives working on a scaffold below work being performed on a level above must wear a hard hat or bump cap in case of fall of tools or materials

9.8 Transportation Requirements

- Work van(s) must be parked in a designated area.
- Work equipment, materials and tools must be brought to the place of work via approved walkways and routes.
- All materials and equipment will be delivered and removed from site using operative's own transport.
- Any vehicles are regularly serviced and maintained to ensure reliability.
- All local BOC/Fleet parking restrictions will be obeyed at all times.

9.9 Reporting substandard condition of assets

Refer to Procedure G:HSEQ/HS/PR/020 (Substandard Conditions) for actions to be taken for substandard conditions and practices and G:HSEQ/PR/018 (refusal to work) actions.

9.10 Environmental conditions

9.10.1 Noise and vibration

Operatives must:

- a) Make sure that any noise and vibration arising from the works is minimised for the BOC, their customers and the public
- b) Assess all handheld power tools for hand/arm vibration to make sure that they are not presenting any significant hazard. Assessments should be detailed in the risk assessment RAMS
- c) Assess the noise generated by such operations and if above 80dB(A) suitable ear defenders shall be specified in the SSI

9.10.2 Air quality and dust

Operatives must:

- a) Prevent dust from causing danger to their health and getting into equipment
- b) Place appropriate protective covers over BOC assets or equipment to make sure that they are not affected by dust.

10 First aid/Welfare

A first aid box must be available and sufficiently stocked for the maximum number of operatives at the worksite at any one time.

An appointed first aid person will be identified by the Work Supervisor, and will:

- a) Be responsible for looking after the first aid equipment and facilities
- b) Contact the relevant emergency services if they are required
- c) Access the station welfare facilities if needed.

Operatives must use the local bus garage or outstation welfare facilities if needed.

11 Emergency procedures

Emergency procedures will be in accordance with the depot procedures at the location at which work is being undertaken. Details on these must be received upon signing in.

In the event of a fire:

- a) Immediately inform the BOC station management team
- b) Contact emergency services if required
- c) Attempt to make the site safe without endangering themselves or others, before help arrives
- d) Follow all instructions given by BOC staff.

11.1 Serious incident reporting

Operatives must:

Report in line with BOC/Fleet requirements and the relevant statutory regulations.

12 Accident and near-miss reporting

Operatives must complete an Incident Report Form (IRF) and notify their Line Manager immediately who will then subsequently ensure that their Global contact is informed.

12.1 A&E hospitals

Before starting work, the site supervisor must establish the closest A&E department to their work location. This information should be recorded in the SSI for the depot being worked at.

If this information is missing, it should be reported to the global delivery manager and the SSI updated accordingly.

12.2 Reporting illness

In the event of ill health on site, operatives must safely stop work, notify their Line Manager and Fleet representative and ensure the worksite is cleared of tools and materials. Acute illnesses must be notified to the Global HSEQ team, via an IRF, and by the operative's Line Manager.

13 Housekeeping

All work equipment and tools shall be removed, and any waste products bagged and removed from site. It is the responsibility of all operatives to ensure that the site and working area is clean and clear of all materials and equipment at the end of the shift.

13.1 Disposal of waste

Normally operatives will return materials and waste to a Global site for re-use or disposal. Where Global has reached an agreement with the BOC/Fleet for operatives to dispose of waste in their skips or bins, local arrangements will apply, and operatives will adhere to BOC/Fleet site rules.

14 Working methods

If any changes are required to the safe system of work detailed above for each work task, operatives must stop working immediately and contact their local Global Manager.

Working methods include the following

- Installation, removal and checking of bus frames
- Advert Fixing– T sides, supersides, rears, streetliners
- Interiors
- Direct vinyl application and removal – double panels, mega rears, full bus wraps

14.1 Installation, removal and checking of bus frames

14.1.1 Removal or replacement of frames

- Aluminium rivets securing the frame must be drilled out using a cordless battery-operated drill and the holes sealed with approved mastic sealant
- The removed bus frame must be retained by the operative (unless defective) and replaced using the same fixing locations. If new fixing holes are required, then this will be checked with the BOC Depot or Engineering Manager to avoid any internal wiring looms and other services that could be damaged by the frame installation
- A visual inspection of the outside and inside of the bus will be carried out by the operative to identify any grills or blind boxes that need to be avoided before the bus frame is replaced.

14.1.2 T Side Framing

- Refer to the drawing which will show the number of pieces to be used and the fixing arrangement. The frame's parts are numbered for ease of installation and should correspond to the drawing
- Having obtained the correct starting point, establish a gap of 30 mm between the lower edge of the rubber window and the top of the frame using a spacer
- Starting from the front of the bus, locate the relevant frame part numbers and then rivet these to the bus.

Working from right to left fit the remaining frame parts ensuring all the rear aluminium joiners are engaged

- At the joint of the drop section it will be necessary to form a right angle using a set square then rivet the frame parts to the bus
- Continue according to the drawing provided, ensuring that the special frame spacer that dictates the exact height of the frame so the advert board will fit properly is engaged and then rivet the relevant frame parts to the bus
- When fitting end sections make sure that the joints are at right angles and relevant frame parts are located correctly before riveting into position.

Locate through the pre-punched hole in the drop board on the T-Side frame, a point to fit the security device. Once this has been done, rivet the fitting to the bus. Take the clear acrylic disk and wind onto the stud and secure with the nylock nut.

14.1.3 **Superside Framing**

- Make a visual inspection of the side of the bus noting any grilles or blind boxes etc. to be avoided before beginning installation
- Starting at the rear of the bus, join frame parts 1 and 2 together ensuring a gap of 30 mm is maintained between the window rubber and the top of the frame. This is done by using a spacer. Rivet frame parts 1 and 2 to the bus
- Work along the bus and fix frame parts 3, 4 and 5
- At the joint of frame parts 4 and 6, take the set square and form a right angle. Rivet the frame parts to the bus
- Working from right to left on the lower horizontal sections take the special frame spacer fit frame parts 7, 8, 9 and 10 to the bus. Check at this point that the upper and lower horizontal sections are parallel
- Fit frame part 12 into position to complete the frame checking that the frame is at the correct right angles

14.1.4 **Streetliner Framing**

There are two types of single deck frames made up of 8- and 12-frame parts.

- Make a visual inspection of the side of the bus noting any grilles etc. to be avoided before commencing installation
- Starting at the rear of the bus, join frame parts 1 and 2 together ensuring a gap of 30 mm is maintained between the window rubber and the top of the frame. This is done by using a spacer. Rivet frame parts 1 and 2 to the bus
- Work along the bus fixing frame parts 3, 4 and 5
- On the type 1 frame, operatives must work from right to left on the lower horizontal frame parts before taking the special frame spacer to fit frame parts 7 and 8 ensuring that the frame is at right angles
- On the type 2 frame, operatives must work from right to left on the lower horizontal frame parts before taking the special frame spacer to fit frame parts 7, 8, 9 and 10 to the bus. Check at this point that the upper and lower horizontal sections are parallel
- Fit frame part 12 into position to complete the frame checking it is at the correct right angle

14.1.5 **Frame Checks**

Operatives must carry out the following checks to ensure the security and integrity of the framing system:

- Ensure frames are clean and free from swarf
- Check that all hinged frames are fully closed and engaged
- Make sure that the correct summer or winter H sections are in place, depending on the time of year and the prevailing weather conditions. The correx board will expand in heat and contract in cold. The summer and winter H sections are designed to fill space and bind the correx boards
- Correctly fit the security disk/disks and nylock nut/nuts on all drop sections
- The correx boards are manufactured to exact specification for the size of the advert. No correx board should be cut or trimmed.
- Do not use frames with visible damage or defects. Operatives must report the damage to the Global Delivery Manager.
- Take a standard bus board and fit into the frame. The board should slide inside the frame with ease. Brand new buses must have frames tested for correct tolerances for fixing boards.
- If a vehicle has an advert board missing this is deemed unstable and all the remaining boards must be moved immediately. Report the matter to the Global Delivery Solutions Manager immediately along with details of the bus, the site and the removed advert.
- Any H sections that are used must be fit for purpose and show no sign of distortion, cracking or warping.
- Any frame maintenance requirements are to be reported to Delivery Solutions Manager

14.2 **Advert fixing**

14.2.1 **Standard Advert Panels**

- The panels are cut from sheet Correx corrugated plastic board which is specifically produced for exterior signage and packaging applications
- The graphic images are printed onto 100 micron removable self-adhesive vinyl (Mactac Macal 8129/MR980 or Ritrama R1.145/100 VM Removable)

14.2.2 **T Sides**

- Access the frame by opening the hinged sections on the top horizontal frame above the drop section
- Remove the horizontal boards and H sections by sliding them out. This process will require one or two ladder movements to reach the end boards
- Remove the big board by removing the security disk/disks. Undo the nylock nut/nuts if more than one is fitted using a modified spanner and their hand. The big board is then removed from the frame
- The frame is now empty. Before any new boards are installed, inspect the frame for any signs of physical damage or defects to ensure framing system is

safe and secure. If the work task cannot be undertaken at the time then the frame must not be used, frame openings must be closed and the frame damage reported to the Global Delivery Manager.

- Before fixing new advert boards, ensure that all the frame channels, drain outlets and opening sections are cleaned and have no obstructions preventing them from operating correctly
- Fix large and small horizontal boards by sliding them into the frame both left and right from a central position ensuring they are fixed in the correct order and the correct way up
- Ensure that the correct/serviceable H sections for either winter or summer are installed between the boards will depend on the time of year and the prevailing weather conditions
- Slide down the drop board into the frame ensuring that it is the correct way up. The relevant winter or summer H sections can now be installed either side of the drop board. The H sections to be used will again depend on the time of year and the prevailing weather conditions
- The hinged sections of the frame must be closed by hand ensuring that they are fully engaged and flush with the surrounding framework. If they don't or the springs are weak, the operative must clean the opening sections and insert new springs if necessary before leaving the vehicle
- Operatives will now fit the security disk/disks to the big board with the nylock nut/nuts and that they are sufficiently tightened. This is a compulsory safety device and must always be fitted.

14.2.3 **Supersides**

- Access to the frame is gained by opening one of the middle horizontal sections of the Superside
- Remove the horizontal boards and H sections from the frame by sliding them out. This process will require one or two ladder movements to reach the end boards
- The frame is now empty. Before any new boards are installed, inspect the frame for any signs of physical damage or defects to ensure framing system is safe and secure. If the work task cannot be undertaken at the time then the frame must not be used, frame openings must be closed and the frame damage reported to the Global Delivery Manager
- Before new advert boards are fixed, ensure that all the frame channels, drain outlets and opening sections are cleaned and have no obstructions preventing them from operating correctly
- Fix horizontal boards by sliding them into the frame both left and right from a central position ensuring they are fixed in the correct order and the correct way up
- Ensure that the correct/serviceable H sections (either winter or summer) are installed between the boards. This will depend on the time of year and the prevailing weather conditions
- The hinged sections of the frame must be closed by hand ensuring that they are fully engaged and flush with the surrounding framework. If they don't or the springs are weak, clean the offending opening sections and insert new springs if necessary prior to leaving the vehicle.

- Finally place the bus board into the frame by opening access sections 2 and 10 and then slide the board along the frame checking for any snagging or defects.

14.2.4 **Rears**

Open the retaining catch then slide the rear advert out of the frame from the top or side

- The frame is now empty. Before any new board is installed, inspect the frame for any signs of physical damage or defects to ensure framing system is safe and secure. If the work task cannot be undertaken at the time then the frame must not be used. Frame openings must be closed and the frame damage reported to the Global Delivery Manager
- Before fixing a new advert board, ensure that all the frame channels, drain outlets and opening sections are clean with no obstructions to prevent them from operating correctly
- Fix the new board by dropping or sliding it into the frame ensuring it is the right way up

The frame catch should now be closed by hand ensuring that it is fully engaged. If the frame catch does not close correctly, thus preventing the board from being securely retained, it must be removed and reported to the Global Delivery Manager.

14.2.5 **Streetliner**

- Access the frame by opening the two sections top and bottom on the horizontal frame
- Remove both display boards and the H section from the frame by sliding them out
- The frame is now empty. Before new boards are installed, inspect the frame for any signs of physical damage or defects to ensure framing system is safe and secure. If the work task cannot be undertaken at the time then the frame must not be used, frame openings must be closed and the frame damage reported to the Global Delivery Manager
- Before new advert boards are fixed, operatives must ensure that all the frame channels, drain outlets and opening sections are cleaned and have no obstructions preventing them from operating correctly
- Fix both the horizontal boards by sliding them into the frame both left and right from a central position ensuring they are done so in the correct order and the correct way up
- Ensure that the correct/serviceable H sections (either winter or summer) are installed between the two boards. This will depend on the time of year and the prevailing weather condition. When the H section is fitted, ensure that both display boards are pushed fully home into the H section and centralised in the frame prior to closing the opening sections
- The hinged sections of the frame must now be closed by hand ensuring they both close fully and grip the display in the frame. If they don't or the springs are weak, clean the offending opening sections and insert new springs if necessary before leaving the vehicle.

- Finally place the bus board into the frame by opening access sections 2 and 10 and then slide the board along the frame checking for any snagging or defects. The opening access sections are located at frame parts 2 and 6 on the type 1 frame and located at frame parts 2 and 10 on the type 2 frame.

14.3 Interiors including super headliners

- Operatives must ensure that they gain access to or exit from the vehicle through the front double doors. They must be careful of their step and balance when ascending or descending to another level
- Any unattended items or lost property found on a bus should be immediately reported to the local BOC/Fleet representative. Operatives must not touch or interfere with them in any way
- If any discarded sharp objects such as needle sticks or syringes are discovered, these should be reported to the BOC/Fleet representative and operatives must refrain from working in this area until these items have been disposed of in a safe manner. Operatives must avoid putting their hands down the back of seats or behind luggage racks where a clear view is not available
- To replace the super headliners, open the hinged frame and remove the old one. Hold the new panel in place and snap the frame shut
- Operatives must ensure that the framework is not damaged or defective or the channel obstructed preventing the new display from being inserted

14.4 Direct vinyl application and removal

14.4.1 Removal

When stripping old bus vinyl from a vehicle operatives must:

- Ensure a firm hold of the vinyl and this is only stripped in manageable portions. Avoid any sharp or jerking movements that might affect balance or stability on the ladder
- Pull the advert panel away from the vehicle slowly and gradually from the top in a downward direction and fold it back on itself. Do not lean or pull the vinyl away from the vehicle. It is vital that a good posture and balance is maintained throughout the stripping task
- Do not use knives or safety blades to remove vinyl from the vehicle. This can damage the surface paintwork on the vehicle
- Work within your limitations. If operatives are having particular difficulty maintaining their footing or balance on the ladder they must stop work immediately. Alternative methods of working will then be considered
- Take additional care when removing old vinyl during particularly cold periods as there is a possibility that the vinyl is brittle and may snap.

14.4.2 Installation

- Ensure that the surface of the vehicles against which the new advert is to be applied is clean and dry using paper roll or towels
- Fix the horizontal sections of vinyl from either right to left or left to right and the drop section from top to bottom

- Peel back the first two or three inches of the backing paper along the vinyl then position it exactly in the same position squarely on the vehicle. Use a squeegee to apply the vinyl to the vehicle in a slow and up and down movement to remove air bubbles and ensure the advert is free from creases
- For rears and interiors, these come as a single piece of vinyl and fixed in a same manner as the horizontal sections on the larger displays, but from ground level.

14.4.3 **Mega Rears and Fully Wrapped Buses**

- Once old vinyl has been removed, operatives must ensure that the surfaces to be worked upon are clean and dry
- The fixing of the sections of the Mega Rear or Fully Wrapped advert varies depending on the working method of the operative. However, operatives must ensure that all sections line up and that the design is applied evenly across the vehicle
- Operatives must cut out any window sections and fit the contra-vision window graphics ensuring the design matches perfectly
- Where a window is an emergency exit the appropriate gap must be left between the contra-vision and the window rubber to allow the window to be broken in an emergency and forced out
- Operatives must ensure that all legal lettering – i.e. 'emergency engine stop located under cover' – or direction arrows are replaced as appropriate. The BOC/Fleet Depot or Engineering Manager will be able to assist in cases where there is doubt over this lettering.
- Operatives must ensure that a photograph of the Mega Rear or Fully Wrapped Bus is taken upon completion of work.

15 Completion of works

15.1 Quality Assurance checks

The following checks will be carried out following completion of work.

Operatives must:

- Check that all adverts have been correctly applied and there are no loose or flapping edges
- Make sure that no surface paintwork damage has been caused to the vehicle
- Make sure that all work equipment, materials and tools are accounted for and removed from the bus garage or outstation
- Return all waste materials to the local Global Outdoor Service Centre and appropriately segregate into the correct skip or bin before they are disposed of via a licensed waste carrier
- Sign out with the relevant BOC/Fleet representative notifying them that work has been completed and that they are leaving site
- Return any passes or permits issued.

Appendix A

Workplace Risk Assessment

Location: All Bus Depots	Date: 26/10/2021	Task/Activity: changing of advertising boards, internal advertising cards, repair of frames and general bus wrapping activities on parked buses, carried out in a Bus depot, in conjunction with the attached method statement
Responsible Manager: Kevin Jarvis	Assessment review due date: 26/10/2023	Completed by: John Robinson amended by David Dixon

Significant Regulated Hazards relevant to this Risk Assessment

X	Electrical safety	X	Machinery, plant and equipment		Radiation		Working in confined spaces
	Fire safety	X	Manual handling	X	Slips and trips	X	Workplace transport
	Gas safety		Noise		Vibration	X	Working outdoors
X	Harmful substances		Pressure equipment	X	Working at height		

Site Safety and Environmental Hazards

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Moving vehicles (buses and other vehicles moving around the bus depot)	Bus Fixers and Global staff on site - being hit or crushed by a moving bus or other vehicle	Following the BOC site rules and <ul style="list-style-type: none"> Wearing hi-viz waistcoats or jackets. Using designated routes and walkways. Working within the pack of parked buses. Using cones to mark out a safe space if potential for exposure to traffic. Placing orange wheel covers on bus steering wheels to warn drivers. Conducting a visual check of the handbrake to ensure engaged. 	<ul style="list-style-type: none"> Ensure that Bus Fixers completes the site specific instructions (SSIs) which includes identifying site rules for bus/ vehicle movement and exclusion zones. Report to the BOC any safe driving violations which increases the risk to Fixers 	Delivery Service Manager (DSM) Bus Fixers to DSM DSM to BOC	Annually by 1 st May If occurs	Done

Site Safety and Environmental Hazards

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Falling into a workshop pit	Bus Fixer falling into pit sustaining a serious injury.	Bus Fixers are not allowed to work in pit areas without Depot Engineering Manager permission and then only if the pit is completely covered by vehicles or covers.	No further action at this stage			
Exposure to diesel fumes due to poor ventilation or buses left running	Bus fixers inhalation of fumes, with risk of long-term respiratory damage if prolonged exposure occurs	<ul style="list-style-type: none"> Requesting the Depot PIC or shunting staff to switch off vehicles when not in use. Fixers to exercise "refusal to work" procedure and report a near-miss incident to Global and the BOC. 	No further action (Global safety team to monitor near miss reports for frequent occurrences and escalate to the BOC Safety Department)			
Slippery and uneven floors, entering and egress from buses	Bus Fixers and Global staff on site slipping and falling, with a potential to sustain an injury requiring hospital treatment.	<ul style="list-style-type: none"> Fixers and Global staff visiting a bus depot are required to wear safety shoes. Fixers are instructed not to work in areas of increased risk such as wash sheds or fueling areas (identified in the SSI) and avoid any areas which appear greasy, very wet or with obvious tripping hazards. Requesting the BOC to provide sufficient lighting for safe working by Fixers and keep floors clean and free of slip hazards. Fixers to use hand rails when entering and exiting a bus 	Report to the BOC any lighting and slippery floors which increases the risk to Fixers	Bus Fixers to DSM and Depot Person in Charge (PIC) SM to BOC		

Working out-doors in cold, windy and wet conditions	Bus fixers suffering ill-health due to exposure to low temperatures and wet conditions	<ul style="list-style-type: none"> • Fixers to assess conditions before start of work • Wear suitable waterproof and warm clothing, hats and gloves • No working at height in windy conditions • Provide access to depot welfare facilities for warmth and shelter <p>The fixing company and its employees or agents are required to be aware of the prevailing weather conditions on site and any risks this may pose to them completing their works. Risks should be discussed with the depot duty manager as appropriate.</p> <p>Risks include but are not limited to:</p> <ul style="list-style-type: none"> • high winds/ wind gusts, for equipment and materials management and working at height • rain, sleet, ice and snow causing slippery conditions for walking or driving across the works site and for footing equipment • working in extreme heat/sunlight for long periods – impact on fatigue and tiredness 	Where the fixer believes there is risk to work completion, they should mitigate the risk with support or appropriate equipment or defer the work until weather conditions are safe. Wherever possible Global will send out weather alerts to fixing companies as a prompt or reminder – but this does not preclude the fixing company of assessing and managing weather condition impacts on site.	Fixers & SPC		
Exposure to noise above the first action level (80dBA)	Bus Fixers – hearing loss or tinnitus (higher risk if exposed to explosive sounds)	<ul style="list-style-type: none"> • Fixers to assess any noisy activities before start of work • Comply with site noise protection signs. • Request noise level information from the Depot PIC if have to raise voice to talk. 	No further action at this stage			

Site Safety and Environmental Hazards

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Needle-stick injury from discarded hypodermic needles	If a Bus fixer sustains a needle-stick injury they may be exposed to hepatitis or HIV	<ul style="list-style-type: none"> Avoid putting hands down back of seats or behind luggage racks – i.e. do not put hand into areas that the eye cannot see Report any visible evidence of needles. Syringes to the Depot person in charge Seek immediate treatment if injury occurs to minimize exposure to infection 	Continue to maintain awareness of this hazard through regular reminders (safety nudges/ tool-box talk/ leaflet)	Delivery Service Manager	Quarterly reminder	Done
Explosive device (IED) detonating on a bus	Bus fixer - if an IED explodes due to their moving it	<ul style="list-style-type: none"> Do not touch or move and report any suspect packages to the Depot person in charge (PIC) immediately. Follow the Depot emergency evacuation procedure 	Continue to maintain awareness of this hazard through regular reminders (safety nudges/ tool-box talk/ leaflet)	Delivery Service Manager	Quarterly reminder	Done
Exposure to risk of psittacosis (low)	Fixers exposed to dust containing dried pigeon excrement	<ul style="list-style-type: none"> Good personal hygiene Avoid areas contaminated by pigeon droppings If in area of contamination, Fixers to report a near-miss incident to Global and the BOC. 	No further action at this stage (Global safety department to monitor near miss reports for frequent occurrences and escalate to the BOC Safety Department)			
Exposure to Weil's Disease (low)	Fixers exposed to water contaminated by rat urine.	<ul style="list-style-type: none"> Good personal hygiene and hand washing before eating Cover cuts and abrasions with waterproof dressings 	Issue each fixer with a Weil's disease information card			
Workers performing different activities in the same workspace	Exposure to hazards caused by others' activities or confrontation between people working in the same area	<ul style="list-style-type: none"> Compliance with site sign-in/out procedures and Depot PIC instructions Working to agreed times/ in agreed areas Escalate issues to Depot PIC/ DSM Respecting demarcated work areas 	No further action at this stage (DSM to maintain regular contact with Depot Engineering Manager to ensure issues addressed)			

Bus Fixing Hazards

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Fall from height while poster fixing (super-sides and T-sides) using steps, ladders or podium steps	Bus Fixer falling from ladder/ steps due to over-balancing, defective equipment or poor surface and sustaining a serious injury	<ul style="list-style-type: none"> • Providing guidance on the types of equipment suitable for the task. • Ensuring that Fixers are using suitable equipment for the task. • Providing guidance on the safe use of work at height equipment. • Instructing Fixers to carrying out effective pre-use equipment inspection. • Site inspections by DSMs to confirm that Fixers are using suitable equipment which is in good condition. • Avoiding exposure to moving vehicles. 	Continue to maintain awareness of safe working practices through regular reminders (safety nudges/ tool-box talk/ leaflet)	Delivery Service Manager	Quarterly reminder	Done
Fall from height while assembling, using, moving and disassembling mobile access tower scaffolds	Bus Fixer falling from tower scaffold sustaining a serious injury.	<ul style="list-style-type: none"> • Agreeing a suitable place for equipment set-up to avoid vehicle movement, with sufficient lighting and stable surfaces. • Requiring assembly and disassembly only by PASMA-trained operatives and in accordance with the manufacturer's instructions. • Equipment to be inspected and tagged by a competent person before use. • Specify that the gap between the platform and the bus must not exceed 150mm unless handrails are fitted. • Instruct Fixers only to use the internal ladder for access. 	Monitor fixing work from mobile access scaffolds to ensure safe working practices are being followed	Delivery Service Manager	As required	

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Dropping equipment while working at height	Other fixers working in the area - if directly below	<ul style="list-style-type: none"> Keep work area segregated, control access and where possible do not allow work to be done directly below without use of hard hats/bump caps. Minimize tools and material on the steps/ platform and ensure their safe storage 	Continue to maintain awareness of safe working practices through regular reminders (safety nudges/ tool-box talk/ leaflet)	Delivery Service Manager	Quarterly reminder	Done
Working with hands above head for prolonged periods	Fixer might sustain muscle fatigue and strain	Fixers to take regular breaks and use reach extending tools where appropriate	No further action at this stage			
Movement of equipment and posters from van to work area	Bus fixers could sustain musculo-skeletal injuries from poor lifting and carrying. Other people in the area might be hit by the equipment being moved.	<ul style="list-style-type: none"> Providing basic lifting and handling training and reminders of best practice Keep loads to a manageable size and weight Where practicable, use mechanical aids, such as trolleys. Keep to authorised walkways Good observation and awareness of other people and vehicles in the area 	Continue to maintain awareness of safe lifting and carrying practices through regular reminders (safety nudges/ tool-box talk/ leaflet)	Delivery Service Manager	Quarterly reminder	Done
Poor housekeeping	Bus fixers, BOC employees and others who might trip on untidy tools or equipment, especially if left in walkways	<ul style="list-style-type: none"> Instructing Bus fixers only to bring the tools they need to the job. Keeping walkways as clear as possible Using designated storage areas where provided 	Continue to maintain awareness of safe working practices through regular reminders (safety nudges/ tool-box talk/ leaflet)	Delivery Service Manager	Quarterly reminder	Done
Exposure to electricity (24v) from hidden wiring	Bus Fixer carrying out frame repairs or installing electrical displays may receive a shock or burn injury	<ul style="list-style-type: none"> Isolation of power supply and test to confirm dead Replace frames using existing fixings Only use qualified auto-electricians Use RCDs and electrically insulated tools 	No further action at this stage			

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Dust from drilling activities (frame fixing)	Bus Fixer exposed to nuisance dust levels	Use respiratory protective equipment if prolonged drilling to occur (FFP1 or FFP2 standard equipment should be sufficient).	No further action at this stage			
Use of hand tools (HAVS from prolonged use is not considered to be a hazard)	Bus Fixers – electrocution if using mains powered equipment	<ul style="list-style-type: none"> Fixers must only use battery powered hand tools 	No further action at this stage			
Vinyl tearing or snapping during the stripping of a bus	Bus Fixer might lose balance and fall sustaining a serious injury	<ul style="list-style-type: none"> Fixers should work from ground level where possible Strip from the top downwards and in manageable sections if using scaffolding or podium steps. Do not lean back or pull away from vehicle from below 	No further action at this stage			
Handling hazardous substances	Bus fixer might be exposed to skin, respiratory or eye irritation if product not used in accordance with the COSHH assessment and manufacturer's instructions	<ul style="list-style-type: none"> Carrying out a product specific COSHH Assessment for approved products Providing safe use instructions for these products in COSHH RA's Specifying appropriate PPE, if required, and reminding bus fixers use it as directed Instructing bus fixers not to use un-approved products 	No further action at this stage. [Review COSHH assessments on a 5 yearly basis, or sooner if the product, method of use changes.]			

Boards coming out of frame due to damaged frames and missing fittings or interference by others	Injury to members of public, damage to vehicles or a road traffic incident due being hit or startled by a falling board.	<ul style="list-style-type: none"> • Bus fixers carry out a visual inspection of the frame before work for damage or missing fittings. Fix or arrange for them to be fixed in line with local agreements. • On completion of works, the bus fixer to carry out a visual inspection to ensure good fit. • If frame damaged – remove boards and not replace until it is in an acceptable condition, report damages to the Global Delivery Service Manager (DSM) • Using H-sections to secure boards and replacing damaged H-sections • Using correct size of board – fixers must not cut or trim boards. • If fitting problems become apparent, boards should not be fixed and this should be reported to the DSM straight away. • Always fit a security disc and nylock nut on drop boards (T-sides) • Tell bus drivers that if board comes lose while on the road, to remove if possible and safe to do so. 	Continue to maintain awareness of this hazard and the need to ensure the board is secure through regular reminders (safety nudges/ tool-box talk/ leaflet)	Delivery Service Manager	Quarterly reminder	Done
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APPENDIX B

Access Equipment Standards - Bus Poster Fixing

Equipment Type	Specification	Usage
Ladder	Must allow the user to reach 3m high without standing on the top three rungs. Must have footing suitable for damp or wet floors. Must conform to British Standard (BS) Class 1 'Industrial' or BS EN 131 standard, with a maximum load rating of 150Kg or above.	The ladder must be level and stable when in use. May be suitable for use in restricted access areas. Users should avoid over-reaching (belt buckle should stay within the stiles) Users must maintain three points of contact, two feet and a hand or body (knees or chest) supported by the ladder. If used by a single person (i.e. no second person supporting), additional stability/ slip prevention arrangements are required e.g. between buses*, elephant feet, ladder stabilisers, tie-in arrangements.
Step ladder (A-frame)	Must allow the user to reach 3m high without stepping on the top three steps. Must conform to British Standard (BS) Class 1 'Industrial' or BS EN 131 standard, with a maximum load rating of 150Kg or above.	The ladder must be level and stable when in use. Operatives are to work within the footprint of the ladder (i.e the belt buckle should stay within the footprint of the equipment) A multipurpose ladder with extended base, used as an A-frame, will have a larger footprint than a standard stepladder. Users must maintain three points of contact, two feet and a hand or body (knees, hips or chest) supported by the stepladder <u>and</u> a safe handhold must be available. Step ladders should be used facing the bus unless space restrictions dictate otherwise. Sideways use is not permitted unless another means of fall prevention is used, e.g. another person holding it, an adjacent bus* or wall or stabilisers used.
Platform steps	The platform should allow safe reach to 3m, with a guardrail or handrail extending beyond the platform. Recommended minimum platform height is 1.3m. Must conform to British Standard (BS) Class 1 'Industrial' or BS EN 131 standard, with a maximum load rating of 150Kg or above.	May be used facing or sideways to the bus, if the user is stood facing the bus with both feet on the platform. The platform must be large enough for both feet. Operatives should work within the footprint of the platform steps (i.e the belt buckle should stay within the footprint of the equipment)

***Note:** preventative measures must be used to where there is a risk of buses in the vicinity moving i.e. by using steering wheel warning covers.
See section 9.4.2 of the Generic Method Statement G:HSEQ/RM/400

Examples of equipment that meet access standards for bus fixing.



These types of platform steps are acceptable, as all have a large top step (steps with hand-rails – will allow the user to work facing the side of a bus – without hand rails should only be used face on to the bus/ work surface.

Can be fixed or folding steps



This type of stepladder is acceptable, but only if the user can reach 3 metres without stepping on the top 3 steps. Sideways use is not permitted unless another means of fall prevention is used.



Multipurpose ladders, with a wide base for additional stability as shown, are also acceptable and can be used as an A-frame or a ladder. **NOTE** Only the 4-rung ladder will be high enough to allow reaching to 3 metres as an A-frame, without standing on the top 3 rungs as directed.



The BusMaster ladder

This type of ladder has been developed for use in very tight spaces, as regularly found in London bus depots, where a platform ladder would not fit. Specifically designed by Youngman for bus poster fixing, it has elephant feet and a top bar for additional stability.