



**INLAND
WATERWAYS**
ASSOCIATION

GUIDANCE NOTE

*An Introduction
to the Practical
Restoration
Handbook:
Book 1 (2022)*



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First published as v.1 in 2022. This is a web-friendly document and will be reviewed and updated when the source legislation changes. Any printed version may not be the latest version and a check should be made on IWA website. IWA has interpreted the current legislation, as dated in the document, in good faith but the reader should check for themselves that it is the latest version and that they are acting within the legal framework.

INTRODUCTION

The original Practical Restoration Handbook, written in 2000, took a one size fits all approach and attempted to address the issues from the viewpoint of all possible readers. It drew on over 30 years' experience of waterway restoration by the Waterway Recovery Group and shared that knowledge with restoration groups so that there was no need for each restoration project to have to reinvent the wheel (barrow).

Over the past year IWA's Restoration Hub has transformed and revamped the Practical Restoration Handbook into an enhanced toolkit which aims to guide restoration groups through the sometimes complicated world of health and safety, giving them workable solutions to undertake restoration work safely. Additionally there are links to toolbox talks, webinars, sample templates and policies which can be adapted to suit the needs of individual projects. The entire toolkit has been designed to be web-friendly and accessible across all platforms, including mobile phones, so it can be referenced on site.

In line with current practice in industry we have now developed a two-tiered approach to delivering information with Guidance Notes supported by a series of Toolbox Talks. The Guidance Notes have been primarily designed for people managing restoration activities, whether that be site leaders or experienced volunteers delivering a specific aspect of a project. The Toolbox Talks have been generated to enable restoration group organisers and site leaders to pass on task-related information and key safety messages to volunteers.

The 2022 Practical Restoration Handbook is now a series of comprehensive books:

- ① Book 1 - 'Getting it right from the start: Planning a Waterway Restoration Project'
- ② Book 2 - 'Right tool for the right job: Plant, equipment and Tools for Waterway Restoration'
- ③ Book 3 - 'Waterway Restoration Specific Activities'



ALL ABOUT BOOK 1

Book 1 focuses on ‘getting it right from the start’ and covers essential information when planning a restoration project. It brings together everything you might need to know about construction health, safety, welfare and the environment. It also addresses how to create a culture of safety within your volunteer group and looks specifically at behavioural safety and leadership when managing volunteers.

Book 1 is divided into 25 sections, as outlined below.

Each section represents a stand-alone guidance note, which is intended to provide the reader with an introduction and more detail on the subject. The note is intended to be used by restoration project organisers to help set up their project and for site leaders to use as a reference document. The guidance notes should be available on site so that volunteers wanting to read more about a subject can ‘dip in and out’.

IWA’s Restoration Hub will also be putting together a series of pre-recorded webinars to support the reader through each guidance note.

The Construction Industry Training Board (CITB) site safety guide GE700 has been used as a reference document to source material for these guidance notes. A more in depth study of the topics can be found in CITB GE700 and the associated checklists and forms. The CITB offers a range of training courses to supplement their guide.

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	Title of Guidance Note
01	Introduction to Health & Safety Law
02	Preparing the Project Plan
03	Construction (Design & Management) Regulations
04	Preparing a Risk Assessment
05	Volunteer Health & Welfare
06	Behavioural Safety
07	Leadership Skills
08	Insurance
09	Site Setup & Organisation
10	Environmental Considerations
11	Waste Management
12	First Aid at Work & Reporting Accidents
13	Temporary Works & Excavations
14	Personal Protective Equipment
15	Manual Handling
16	Control of Substances Hazardous to Health (COSHH)
17	Hand-Arm Vibration
18	Working at Height
19	Working near Water
20	Fire & Electrical Safety
21	Safety Signs & Signals
22	Noise
23	Dust & Fumes (Respiratory Hazards)
24	Underground & Overhead Services
25	Lead & Asbestos

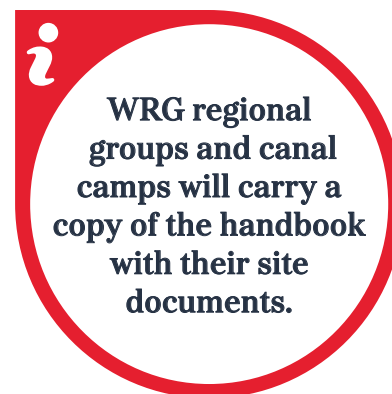
TOOLBOX TALKS

TO ACCOMPANY THE PRACTICAL RESTORATION HANDBOOK A SERIES OF TOOLBOX TALKS HAS BEEN PREPARED. THE INTENTION IS THAT RESTORATION GROUP ORGANISERS AND SITE LEADERS CAN PROVIDE "BITE-SIZED" TALKS TO VOLUNTEERS TO COVER SPECIFIC ACTIVITIES THAT ARE CARRIED OUT ON THE PROJECT.

Accidents, Incidents and Near Misses	Fitting a Dust Mask
Asbestos	Ground Conditions
Banksman	Hand Arm Vibration
Banksman Signals	Health and Safety at Work Act
Barrow Hoists	High Voltage Electricity
Behaving Safely	Kerb Lifter
Brew Kit and Welfare	Kit Logistics
Brewing the Tea	Ladders
Brick Saws	Lead
Brushcutters	Lifting Operations
Buried Services	Litter Picking
Catering, Accommodation	Logistics on a Canal Camp
Competence	Logistics the WRG Way
Confined Spaces	Lone Working
Consider the Environment	Manual Handling
Construction Dust	Materials Storage and Handling
Control Of Substances Hazardous to Health	Mixing with a Cement Mixer
Dealing with Invasive Plants	Mobile Scaffold Tower
Demolition	Noise
Dumpers	Oil Spill Kits
Electrical Safety	Organising a Work Party
Excavations	Packing Catering Cooker
Excavators	Plant
Fire as a Tool	Pollution
Fire Safety	Personal Protective Equipment
First Aid	Reading a Risk Assessment



Safety Signs
Scaffolding
Setting Up a Gazebo
Sharpening of Slashers
Site Layout
Slips Trips and Falls
Temporary Works
The Public
Tirfors
Toaster
Understanding Project Plans
Using a Diesel Cement Mixer
Using an Electric Cement Mixer
Waste Management
Weil's Disease
What did CDM ever do for me?
Work at Height Flowchart
Working at Height
Working Near Water
Writing a Risk Assessment



WRG regional groups and canal camps will carry a copy of the handbook with their site documents.

The Practical Restoration Handbook is an evolving document and we welcome feedback and suggested improvements.

Send your comments to:

✉ restoration@waterways.org.uk

☎ 01494 783453 ext 604

Sign up to read the full Practical Restoration Handbook and supporting resources here: waterways.org.uk/practicalrestorationhandbook

Each guidance note and toolbox talk is prepared as a pdf document and will be available online. The documents will be printed and sent to restoration groups to replace the current handbook.



GLOSSARY OF ABBREVIATIONS USED IN THE PRACTICAL RESTORATION HANDBOOK

All terms and acronyms will be explained in each guidance note, however they are all brought here for ease of reference.

ACoP: Approved Code of Practice

BNG: Biodiversity Net Gain

CAT: Cable Avoidance Tool

CDM: Construction (Design & Management) Regulations (2015)

COSHH: Control of Substances Hazardous to Health Regulations (2002)

EFAW: Emergency First Aid at Work

EWC: European Waste Catalogue

FAW: First Aid at Work

FFP3: Filtering Face Pieces grade 3

HAV: Hand-Arm Vibration

HSE: Health & Safety Executive

HSWA: Health & Safety at Work etc Act (Part 1)

IWA: Inland Waterways Association

LoW: List of Waste

MEWP: Mobile Elevating Work Platform

MHSWR: Management of Health & Safety at Work Regulations (1999)

MSD: Musculoskeletal Disorders

NNIS: Non-Native Invasive Species

PC: Principal Contractor

PD: Principal Designer

PPE: Personal Protective Equipment

RAMS: Risk Assessment & Method Statement

RIDDOR: Reporting of Incidents, Diseases & Dangerous Occurrences Regulations (2013)

RPE: Respiratory Protective Equipment

RSI: Repetitive Strain Injury

SWMP: Site Waste Management Plan

TWC: Temporary Works Coordinator

TWS: Temporary Works Supervisor

WAHR: Work at Height Regulations (2005)

WRG: Waterway Recovery Group



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