



Reading Hydro CBS

Role description: Clearance Lead

Purpose of role

As one of a team of Clearance leads, to be responsible for clearing the trash screens regularly and in emergencies, and the fish pass as required.

Main responsibilities of role

- Ensure regular monitoring of the screens
- Organise and manage teams for regular and emergency clearance activities
- Train new volunteers as Clearance assistants
- Keep the Risk Assessment and Method Statements (RAMS) about Trash screen clearing (RH-RAMS-001), Removal of large and heavy objects (RH-RAMS-011), and any other relevant RAMS, up to date. Ensure the latest versions are in the compound cupboard.
- Ensure all Clearance leads and assistants have read and follow the latest versions of relevant RAMS.
- Ensure one Clearance lead is on site at every clearance activity
- Hold brief toolbox talks at the beginning of each clearing session
- Ensure all Clearance leads and assistants take part in more detailed toolbox talks at least every 6 months
- Ensure the tools and safety equipment are in good condition and stored safely
- Ensure the site is left tidy and clean
- Follow the accidents, incidents and near-miss record and notification procedures
- Keep *Clearance Report* and *Training & Competency Report* up to date
- Submit a report, describing any clearance issues of concern and any decisions that required director approval, to the board, a week in advance of each board meeting

Integration in the Reading Hydro team

- Work as a team of Clearance leads and manage the work of the Clearance assistants.
- Liaise with O&M team about clearance activities
- Keep in regular contact with the Director responsible for clearance (currently the Operations director).

Working arrangements

- Work on site on rota, about 1-2 hours once every 4-5 weeks.
- Flexibility to work remotely at any time of the day, when working on documents like rotas, RAMS and board reports.
- Meetings via zoom or in person with other Clearance leads or Operations director, as needed.
- Communications via Slack and WhatsApp