

***NR/L2/OHS/019 is being revised.
The draft is out for stakeholder
review from 24th October until 31st
October.***

This is a presentation giving an overview of this revision.

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Re-issue of NR Standard NR/L2/OHS/019 Safety of People at work on or near the line

(Formally titled: Safety of People Working On or Near the Line)

Briefing Note (Consultation - Draft Standard Oct 2016)

Affected Parties

- All those with duties to perform as part of this standard:
 - Responsible Managers – Managers of SSOW Planners, COSSs and IWAs
 - All Planners of SSOWs
 - All COSSs/SWL and IWAs
 - Persons acting in the new role of person in charge
- Other roles affected e.g. Engineering Supervisor / PICOP / Nominated Persons

Background

Standard NR/L2/OHS/019 was originally created to control the risks to personnel from train movements by requiring effective planning of on track activities and establishing a hierarchy of protection and warning methods.

It is recognised the movement of trains are not the only safety risks to persons at work. Controls need to be put in place to manage all hazards to people at work and those affected by our work activities.

Health and Safety Legislation requires us to undertake suitable and sufficient assessment of significant risks and put controls in place to prevent anyone from being harmed.

The new standard has been updated to include the management of operational, site and task risks.

Purpose of the standard

To control the risks to personnel from site risks, activity risks and train movements by requiring effective planning of work activities “on or near the line” or which could affect the area termed “on or near the line”.

It sets out the process for work to be planned and implemented safely:

- **Planning:** Those who do the work are involved in planning the work;
- **Person in charge:** Appointed as a ‘single controlling mind’ in charge of delivering work safely on site;
- **Risk assessment:** Required to identify risks and put controls in place through use of a hierarchy for operational, task and site risks. Controls documented and implemented;
- **Validation:** Creation, verification, authorisation, acceptance steps to check risks and controls through planning and at the point of work;
- **Safe Work Pack:** The management of the significant risks through the use of a safe work pack (SWP) by providing clear, concise, relevant information to the people who need it.

What's new / what's changed?



- **Safe Work Pack (SWP)** is a new document which will be produced which includes risk controls for:
 - Operational Risk: Train movements / OTP /OTM i.e. SSOWPS
 - Task / Activity Risk: e.g.. use of tools, plant and equipment
 - Site Risk: e.g. Working in darkness, at height,
 - Welfare facilities to be included
- **Person in charge** is a new role, appointed by the responsible manager for every work group.
 - The new role of the “person in charge” is a capability, not a new competence and will be appointed on their ability to manage the work activity planned and have an understanding of the risks
 - The “person in charge” on site will act as a “single controlling mind” to oversee all work to make sure that all risk controls have been implemented.
 - Person in charge must hold a COSS competence and may act as the COSS or delegate the COSS duties
 - Person in charge will normally verify safe work packs

What's new / what's changed?



- **Planner** has additional responsibilities:
 - The planner will produce the safe work pack, with input from the person in charge who will understand the task & site risk controls required to be included. This is above the existing duties of a planner which focusses on operational risk control.
- **Responsible manager** will authorise every safe work pack before use
- **Role of COSS / IWA / SWL** is unchanged, however person in charge will verify safe work pack
- **Cyclical & Repeated Works** – No longer restricted to NR MST tasks
- **Hierarchy of control operational risk** – Remains but renaming of some levels & an extra level (8 levels instead of 7)
- **New terminology working under protection or with warning.**
Terms Red and Green zone have been replaced

Modules

- The standard is made up of a core module which is applicable to all works and 4 supporting modules which describe how work should be planned and implemented in different work scenarios
- Each module contains a flowchart of the steps involved in planning and a description of each step
- Each module contains a flowchart of the steps involved in implementing the work on site and a description of the steps
 - ❑ Module 1 - Incident response – *Used for incident response when it is not possible for a planner to be involved and the work was not foreseeable*
 - ❑ Module 2 - Planning and working in an engineering possession
 - ❑ Module 3 - Planning and working with a line blockage
 - ❑ Module 4 - Planning and working with an open line

Roles: The Responsible Manager



The Responsible Manager is accountable for the preparation of the SWP and shall:

- Decide how work is to be prioritised, planned and delivered
- Nominate the person(s) in charge (and the work group where appropriate) to liaise with the planner and undertake the work;
- Appoint a planner, giving them suitable resources with appropriate input from the person in charge, to produce the safe work pack that will include operational, task and site risk controls
- Authorise every safe work pack at least one shift before use, that it is suitable. As part of the authorisation they will consider the following:
 - Work content is understood by the person in charge
 - Necessary competence within team to undertake task
 - Task risk and any specific controls are suitable and sufficient
 - The appropriate hierarchy of Safe System of Work has been selected
 - Any additional specific controls identified
 - The welfare facilities have been identified and are appropriate.

Responsible Manager (cont...)



- Responsible managers will verify safe work packs for cyclical and repeated tasks. They shall verify the accuracy and appropriateness of each SWP in consultation with a person in charge who is familiar with the area, and the work that is to be undertaken.
- For cyclical and repeated tasks, the Responsible Manager may authorise the SWP to be implemented repeatedly for the following periods without their further authorisation:
 - twelve month period when the SWP uses protection; and
 - six month period when the SWP uses warning.
- Responsible manager shall authorise any changes requested by the person in charge on site that require work to be undertaken using a lower level the hierarchy in the hierarchy of control or where there is a significant the task and site risk controls required.
- Responsible managers will review 10% of safe work packs returned and every pack where there has been a change made on site. (max 50 per period)

New role: Person in charge (“single controlling mind”)



- **Person in charge** is a new role, appointed by the responsible manager for every work group.
- The new role of the “person in charge” is a capability, not a new competence and will be appointed on their ability to manage the work activity planned on site e.g. a site manager / team leader
- They will have an understanding of risk assessment and be able to identify the task and site risk controls required for the work and assist the planner as appropriate to compile the safe work pack
- The “person in charge” on site will act as a “single controlling mind” to oversee all work to make sure that all risk controls have been implemented.
- Person in charge must hold a COSS competence and may also act as the COSS or delegate the COSS duties
- Person in charge will normally verify safe work packs (Note: Cyclical / Repeated tasks, a person in charge will assist the Responsible manager to enable the RM to verify the pack for cyclical/repeated use)

person in charge (“single controlling mind”) cont...



The person in charge is responsible for making sure safety of all persons in their work group, and anyone affected by their activities, from the risk of being struck by trains and from the risks associated with the task and site.

NOTE: *The person in charge retains ultimate responsibility for safety on site and has the final decision as to whether a SSOW is acceptable before it is implemented.*

The person in charge shall:

- Verify the proposed SWP is appropriate, fit for purpose and can be implemented as planned;
 - Verify the SWP at least one shift in advance
- Only accept a SWP that has been authorised by the responsible manager;
- Implement the requirements of the SWP;
- They shall request authorisation the responsible manager when changes on site require work to be undertaken using a lower level the hierarchy in the hierarchy of control or where there is a significant the task and site risk controls required

person in charge (“single controlling mind”) cont...



- Record any errors found, changes made or lessons learnt in the SWP;
- Check that the planned SWP is appropriate for the conditions once on site;
- Return the completed or unused pack to the planner or person nominated by the responsible manager. The reason for the SWP not being used shall be stated on the front of the unused pack.

Role: The Planner



The planner is responsible for....

Planning the work in accordance with the requirements of the responsible manager.

The planner shall plan a proposed SWP applying the principles of the hierarchy of control for operational risk and compile a safe work pack of minimum requirements.

The Planner shall include task and site risk controls in the safe work pack.

The Planner shall review completed SWP for any changes and comments which would help future planning

It is essential that.....

They shall engage with the person in charge and seek advice/guidance from other competent persons for the task and site risk controls to be included.

It is recommended that.....

planners hold PTS and undertake site visits to provide local geographical knowledge and gain understanding of the nature of the activities of the works that they will plan.

What is a safe work pack (SWP)

The SWP provides information on how work is to be carried out safely and gives details on how to manage and control task (activity), site and operational risks.

It enables effective management and implementation of the controls for the safety of people involved, or who might be affected by the work activities on or near the line (Including work which might affect the safety of the line).

The term 'SWP' refers to the documentation provided to the person in charge for the work they are to undertake. The information contained in the SWP should be:

- Concise and relevant to the task and location where the work is being undertaken; and
- Provide clear information to allow the person in charge to effectively use it to manage the risks to themselves and those working under their supervision.

Safe Work Pack Contents

- ☐ **SWP Validation Sheet (new)**
 - ☐ part completed RT9909 Record of arrangements
 - ☐ part completed RT3181 form(s) - where blockage(s) of the line are part of the SSOW
 - ☐ possession arrangements details, including protection/warning arrangements
 - ☐ safe access and egress information including walking to and from site
- ☐ **site (location) risk information and controls required (new)**
- ☐ **task risk information and controls required e.g. task risk control sheets, work package plans or task briefing sheets (new)**
- ☐ **Permits, where applicable, such as lifting plans, electrical, isolation, hot works, confined spaces (new)**
- ☐ Sectional Appendix extracts showing the relevant running lines, track layout and work location for the entire mileage for which the work group will be On or Near the Line;
- ☐ National Hazard Directory extracts that are relevant to the work and location (these may be included on the RT9909 form);
- ☐ signalling or track diagrams where used;
- ☐ **welfare arrangements and their location (new)**
- ☐ emergency arrangements.

Safe Work Pack Planning Check Sheet
for Operational Risk

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Version: 1.0

Date: 24 Nov 2017

Author: [Name]

Reviewer: [Name]

Approved: [Name]

Planning Check Operational Risk (prior to being issued to the person in charge)

Safe System of Work	Protection	Warning	Yes	No	NA
Please Tick the appropriate box in response to each question					
Emergency contact details included for the controlling signal box(es) (Mandatory)					
Planning Reference number identified (e.g. SWP number, work plan no.)					
SDAC Reference number identified (where appropriate)					
WOM item included (Mandatory if published Line Blockage or Possession)					
Nature of the work clearly described (Mandatory)					
Start and End mileage shown (Mandatory)					
ALL the lines for the work location shown not just those being worked on (Mandatory)					
Each line showing whether blocked or open (Mandatory)					
Control protecting signals shown (Mandatory for Line Blockage and Possessions)					
SWP seen planned for staff to walk to and from work area (Mandatory)					
Access and Egress points included (Mandatory)					
SWP planned for staff to carry out the work (Mandatory)					
SWP pack includes RT3181 (Mandatory for Line Blockages)					
SWP pack is supported by relevant PCOP pack (where appropriate for Possessions)					
SWP pack includes Sectional Appendix diagrams for the entire mileage (Mandatory)					
SWP pack includes list of relevant Hazards for the entire mileage (Mandatory)					
Comments / Observations:					
The operational risk (train risk) part for the SWP was checked by:					
Name: _____ Role: _____					
Date: _____ Function: _____ Location: _____					

Additional contents to that previously supplied as part of SSOWP highlighted in red

Hierarchy of Control - Operational Risk

8 Level Hierarchy now, with a renaming of previous levels – Red & Green Zone terms replaced with Protection and Warning arrangements. Same requirements for justification of level planned.

	Safe System of Work	Type
1	Safeguarded site of work	Protection
2	Fenced site of work	Protection
3	Site warden in a separated site of work	Protection
4	Warning systems – permanent automatically activated equipment (ATWS)	Warning
5	Warning systems – portable automatically and semi-automatically activated equipment	Warning
6	Warning systems – Train Operated Warning System (TOWS)	Warning
7	Warning systems – human activated equipment	Warning
8	Lookout warning	Warning

1.	Safeguarded Green Zone, unless: <ul style="list-style-type: none"> the required blockage(s) of the line(s) are not available or the time required to take the line blockage is disproportionate.
2.	Fenced Green Zone, unless: <ul style="list-style-type: none"> the required blockage(s) of the line(s) are not available or the time required to erect and dismantle fencing is disproportionate.
3.	Separated Green Zone, unless <ul style="list-style-type: none"> the required blockage(s) of the line(s) are not available or the time required to set up a separated Green Zone is disproportionate.
4.	Red Zone with warning given by Automatic Track Warning System (ATWS), unless <ul style="list-style-type: none"> the time required to plan, install and remove ATWS is disproportionate or the required equipment is not available or the equipment is not suitable for the location (see NOT 17 below)
5.	Red Zone with warning given by Train Operated Warning System (TOWS), supplemented where necessary by other methods of warning, unless <ul style="list-style-type: none"> TOWS is not available at the location or does not provide an adequate warning for the work.
6.	Red Zone with warning given by Lookout Operated Warning System (LOWS), unless <ul style="list-style-type: none"> the time required to plan, install and remove LOWS is disproportionate or the required equipment is not available.
7.	Red Zone with warning given by one or more Lookouts or COSS/IWA working alone and looking out for him/herself. THIS SHALL ALWAYS BE REGARDED AS THE LAST RESORT.

OLD
HIERARCHY

Task & Site Risk

In addition to operational risk, it is now required that task and site risks with their controls are considered during planning and implementation of work as well as being documented as part of the safe work pack.

The format of how these risks are considered and presented is not mandated in this standard to allow organisations to use their own processes e.g. Work package planning, task briefing sheets, task control sheets, Work Activity Risk Assessments and Work Activity Safety Statements.

- **Task Risk** (Activity risk) – Risks associated with the work regardless of location. i.e. use of a power saw / disc cutter could create hazardous dust, fire risk, noise, vibration and flying objects to be controlled.
- **Site Risk** (Location risk) – Risks associated with the location or environment. Using the example of a disc cutter above if it was undertaken at night or working at height on a steep bank, site lighting or fall protection would be required.

Hierarchy of Control - Task & Site Risk

- The consideration of risk and controls is covered by legislation (Health & Safety and Work Act, Management of Health and safety at Work Regulations, CDM etc.
- This standard gives an approach to controls to address Site & Task risk by the use of the hierarchy (Principles of Prevention) in the order:
 1. **Eliminate** – Can the task be redesigned to remove the hazard e.g. *working at height could be eliminated using a pole saw instead of working up a ladder/ tree climbing during vegetation management*
 2. **Reduce** – lesson the impact of the hazard. e.g *reducing the time exposure to vibrating tools or using tools with less vibration*
 3. **Isolate** – Isolate the person from the hazards e.g. *use guarding on machinery or edge protection when working at height*
 4. **Control** –actions to control the effects of the hazards. Engineering controls or rules to obey e.g. *Ventilation equipment against fumes, rules to prohibit smoking near fuelling compounds*
- PPE is the last resort.

Task & Site Risk Controls in SWP Production

The planner will compile the safe work pack to document the task and risk controls.

The person in charge and any person with any required technical competency will need to work in collaboration with the planner or be consulted as appropriate to make sure the necessary control measures are documented. e.g. involving lift planner, plant specialist etc.

The Responsible manager is accountable and needs to make sure the necessary resources are made available

No Change to Open line working prohibitions (formerly Red Zone prohibitions)

General prohibitions for Lookout warning

Open line working shall not be permitted:

- ☐ where the total warning time required exceeds 45 seconds;
- ☐ where there are three or more running lines open to traffic between the site of work and the designated position(s) of safety; or
- ☐ at locations where the Network Rail National Hazard Directory prohibits 'Red Zone' working.

Open line working with warning given by unassisted lookouts shall not be permitted in any of the following circumstances:

- ☐ where more than two unassisted lookouts (excluding site and touch lookouts) are required to provide warning of trains approaching from any one direction;
- ☐ where more than four unassisted lookouts (excluding site and touch lookouts) are required to provide warning of trains approaching from all required directions; or
- ☐ where the available sighting distance is insufficient to provide the warning time required.