

# Wessex Route: 019 Go-Live Information Sheet

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## **Purpose.**

This document is intended to provide basic information to help those on the Wessex Route affected by the L2 standard change to 019 Go Live on the 23<sup>rd</sup> September 2017. It is not the definitive L3 Business Process document; this will follow.

A copy of this Information Sheet should be provided to all Responsible Managers, Planners, and Persons in Charge to support them through the first few weeks of the change.

In instances where Network Rail Managers manage Contractors, the arrangements required to manage this Standard will be discussed in line with existing Safety Management of Contractors.

This Information Sheet explains the following aspects of the change:

- When you need to produce a Safe Work Pack (SWP)
- Clarification of the roles associated with the change
- A description of the Safe Work Pack
- The key aspects of using the new SSOWPs 2.5 system and Form F 0.1
- The process to be used when undertaking Emergency Access
- Management of the risk of runaways and the hierarchy of control associated with this risk
- The On Site Changes that results from the introduction of this change.
- The process for returning SWPs within 7 days
- The necessary assurance checks.

## **1. When do you need a SWP**

- When you are working on or about the line or you can affect the safety of the operational railway.
- An Incident Response Pack (IRP) is required when you are responding to an incident or fault.

## **2. Roles.**

- The Responsible Manager is the Manager who decides that the work will be done; he/she will select the capable Person in Charge and Planner that will collaborate to produce the SWP.
- The Planner will be competent in SSOWPs Planning and will use SSOWPs 2.5 for the production of the SWP.

- The Person in Charge will hold the COSS competence (or IWA competence if planning to work alone).
- The Planner and the Person in Charge will collaborate to produce the SWP. This document will contain the operational risk and controls (SSoW) and the task and site risks and controls.
- The Person in Charge is accountable for the safety of themselves and all persons in their workgroup.
- The Responsible Manager (RM) does not have to be the Line Manager of the Person in Charge provided agreements are in place between suitable RMs to provide supportive cover or to enable deputies to assist with duties, as agreed by the Senior Business Unit Manager.
- Nothing in this standard affects the Rule Book or other Network Rail standard role responsibilities e.g. Engineering Supervisor, COSS, PC, Signaller etc.

### **3. The Safe Work Pack.**

The Safe Work Pack (SWP):

- Is a risk assessment and risk control document.
- Is provided for the Person in Charge to undertake work safely.
- Must be concise and relevant for the protection of staff from operational, task and location; this is about significant risks – things that can really hurt someone.
- Is for use by the Operations and Maintenance functions; the primary source of information about the task and site risks are the Task Risk Control Sheets (TRCS). These sheets are 'linked' in SSOWPS 2.5 and are to be referenced in the SWP.
- It should be noted that:
  - All possible TRCS do not have to be referenced – only the ones that present a significant risk should be used, otherwise the information is neither concise nor relevant.
  - TRCS do not have to be printed out in full and added to every SWP.
  - Hard copies from previously issued manuals can be used on site for briefing and allocation of risk owners.
  - Electronic copies can be emailed to Persons in Charge and saved as documents on i-pads for later use.
- Works Delivery will use WPP & Task Briefing sheets.
- Where the COSS and the Person in Charge is the same person there is only a need to sign one signature sheet after the workgroup briefing.
- Where the COSS is different from the Person in Charge, the SWP is designed to be split into two sections if necessary.
- There should be one SWP for every task and for every Person in Charge.

#### 4. SSOWPS 2.5.

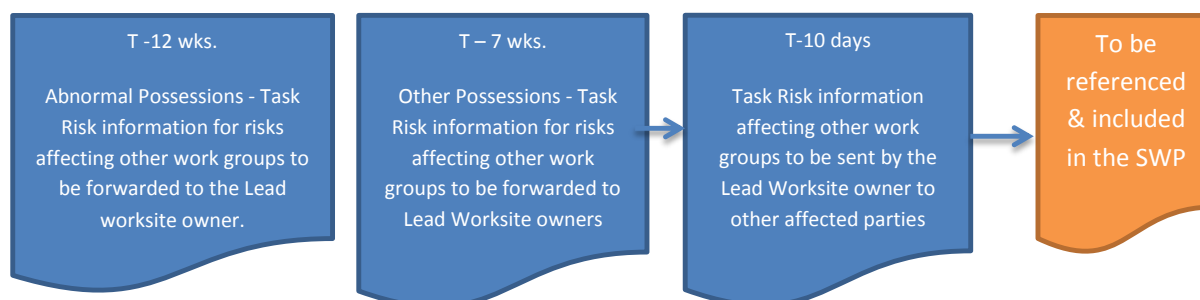
- The planner needs to add all RMs and Persons in Charge into the system. This does not need the respective individuals' Sentinel number.
- If the Planner carries out Verification and Authorisation in the SSOWPS 2.5 system on behalf of the RM or Person in Charge, this must be confirmed by email.
- If the SSOW changes, this is a new SWP.
- The job/task description must be detailed not generic.

#### 5. Use of Form F0.1.

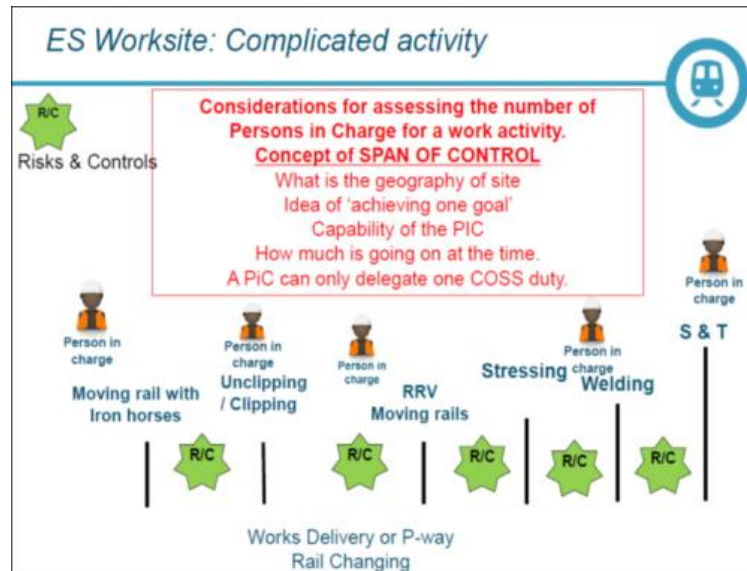
- The F0.1 is the front page of the SWP. This must be completed.
- Upon the creation and printing of the SWP, the form must be read, understood and signed, at least a shift in advance of the work in the following sequence:
  - The Planner
  - The COSS (if a separate COSS is agreed and designated at the planning stage)
  - The Person in Charge who created the SWP and who is the Person in Charge allocated the work when he/she has verified it
  - The authorising RM.
- If the SWP has not been authorised by the RM, the Person in Charge cannot validate and use it.

#### 6. During Engineering Access.

- The Person in Charge must be made aware of any risks created by others to the workgroup and the controls to be applied.
- All individuals in the Section, IMSM, Works Delivery and Route Planner roles have an obligation to support the provision of this information to the Person in Charge.
- Under normal planning timescales the 'SWP Task Risk Sheet for Adjacent Functions form' must be completed and passed to the Worksite owner where such risks occur, as follows:



- When short term changes to the plan occur, this information must be provided to the Person in Charge as soon as practicable.
- Where a work activity is complicated or made up of many smaller tasks the RM and Person in Charge will have to decide whether this is one SWP and Person in Charge or several, remembering the COSS role can only be delegated once. The following slide (from the 019 briefing) provides further clarification on this point:



- The following factors should be considered when choosing one or more Persons in Charge:
  - What is the geography of the site? Can the full site be seen and controlled by one Person in Charge and one COSS taking the responsibilities and accountabilities of those roles?
  - What is the capability of the Person in Charge? This includes their experience, knowledge, and confidence to deliver the work activity safely.
  - What distinct activities within the overall work delivery would need additional risk controls based on existing Rule Book or other formal work instructions e.g. RRVs.
  - Do all the activities happen at the same time or is the overall work staggered over a period of time and do not conflict? e.g. S&T support.
  - What activities would naturally require a Team Leader to be delegated with specific task risk and control knowledge? e.g. Welders.
  - What task or site risks would affect other task groups and increase the overall risks associated with being in the work area?
- If there are subsidiary workgroups working for a Person in Charge from another discipline/function the Planner or Person in Charge will request that the SWP Task Risk Sheet for Subsidiary Functions Form be submitted, to enable the Person in Charge to manage the risks and controls on site.

## 7. Risk of Runaways.

- a. When considering the deployment of On Track Plant (OTP) or Rail Mounted Hand Trolley the RM, Planner and Person in Charge shall inform other RMs, Planners or Person in Charges of work groups likely to be working in a site. This may be either through:
  - The submission of SWP Task Risk Sheet for Adjacent Functions during the engineering access planning process for T3 possession arrangements
  - Any other written means where the work group is not in a possession.
- b. During work planning, the RM, Planner and Person in Charge creating the risk will apply the hierarchy of control detailed below in order to eliminate or reduce the risk of runaways. The Person in Charge shall ensure the identified risk controls are enacted on site.
  - Eliminate the risk by:
    - Re-planning the work to other access where the risk to others no longer exists, *if not possible due to the need to deliver work to maintain compliance then.*
    - Set points to eliminate the risk by eliminating the pathway of the equipment causing the risk, *if not possible due to ES need to own and use the points then.*
  - Reduce the risk by:
    - Compliance to NR/L2/RMVP/0200 Infrastructure Plant Manual and
    - Compliance to GE/RT 8000 Handbook 10 – Use of Hand trolley including (when applicable) when stationary, one hand trolley attendant to be present at all times, or the use of ‘scotching equipment’.
- c. RM, Planners and Person in Charge of a workgroup at risk from a runaway shall follow this hierarchy of control to ascertain the most appropriate method of control:
  - Isolate the risk by:
    - Removal of a section of rail either, associated with the work activity or near the site of work, with prior written permission from the Track Maintenance Engineer responsible for the section of running line, or
    - Use of a physical barrier or material across the running rail at the site of work, or
  - Control the risk by:
    - Using a physical barrier or material across the running rail at the site of work of the potential at risk work groups, or
  - Implement a Secondary warning system.
    - Use of Vortok Rearguard warning system at the site of work of the potential at risk work groups. *Note: This option is subject to the ‘disproportionate 25% rule’ identified in NR/L2/OHS/019 v9.*

- Where there are more than one potential 'at risk' work groups, arrangements can be agreed between RM, Planners and Persons in Charge for one Vortok Rearguard secondary warning system to be deployed at the initial 'at risk site' and supplementary warning systems between workgroups e.g. use of mobile phones, lookout flags or horns can be agreed, or
  - Prior to setting up the site of work, the Person in Charge for the 'at risk workgroup' will contact the Person in Charge presenting the risk (users for RRVs and Hand trolleys) and confirm the controls planned in Section b have been put in place, or
  - Use of an appointed watchman to keep an 'awareness' in the direction from which a risk may approach. Note that this is not a competence.
- d. An appropriate Assurance programme will be put in place by the Business Unit (IMDM or equivalent) to monitor compliance to NR/L2/RMVP/0200 Infrastructure Plant Manual and GE/RT 8000 Handbook 10 – Use of Hand Trolley.

## **8. On-site changes**

- If, whilst on site, the Person in Charge becomes aware of changes to risks or controls, the group must be stood down if necessary, the situation reviewed, changes made and the workgroup re-briefed. This must be noted in the SWP.
- The RM must be consulted and an Authority Number given in the following circumstances;
  - Move down the Hierarchy of Operational Control, (Protection or Warning)
  - Site of work limits need extending to cover additional work,
  - A significant change to work content and/or risk controls is required
  - Changes to site or task details are not supported by information in the SWP,
  - Additional circumstances as specified by Responsible Manager.

## **9. SWP returned within 7 days.**

- All SWPs including IRPs must be returned to the Planner or RM within 7 days. In rare circumstances, due to operational and geographical constraints, Operations and Level Crossing Teams can extend this to 14 days with additional written arrangements.
- Where SWPs are not returned, or not used, RMs will investigate and keep records.

## **10. Assurance checks and Records to be kept.**

- Responsible Managers shall monitor compliance to the SWP planning process by:

- Reviewing all SWPs that have been returned with highlighted errors/amendments.
- Reviewing at least 10% of the completed and implemented SWPs, up to a maximum of 50 packs per period; checking for planning and implementation errors and unsafe practices. In doing so consideration should be given to whether:
  - The SSOW plan produced by the Planner was accurate and appropriate (mileage, lines at site, SSOW, etc.)
  - The SSOW plan was implemented as planned (including cross checking information with signal box records, where applicable) and any changes made were authorised;
  - The SSOW Pack was verified and that this was done to the required timescales;
  - All relevant fields were completed accurately (including signatures, method of warning, lookout details etc. and that the correct warning time and sighting distance were calculated).
- Based on the findings of this review the RM shall discuss the errors found with the individuals responsible for those errors and record any actions taken to prevent re-occurrence.
- The RM also needs to assure themselves that all instances of SWPs being verified on the same shift as the work are recorded along with the reason why same day verification has occurred.