

# Health, Safety and Environment Period Bulletin P4

## Significant Events in the Period

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 Week 1	29	30	01	02	03	04
05 Week 2	06	07	08	09	10	11
12 Week 3	13	14	15	16	17	18
19 Week 4	20	21	22	23	24	25

Everyone Home Safe	NR	Contractor
No Lost Time Injury	2	2
Lost Time Injury	1	0
Near Miss / Line Block	1	0
Road Traffic Accident	0	0

Period 4 saw a reduction in the number of LT accidents from 3 in the previous period to 1. The period also witnessed one significant LB irregularity and an increase in the number of Operational Close Calls reported.



**08/07/2020**, a member of Woking P-way team sustained a compound fracture of the bone in his right foot when it was crushed under a 54ft length of flat-bottomed rail, weighing just under a ton. The rail had been removed and positioned in the 4ft, the IP was standing in the 4ft with his feet pointing toward the foot of the rail. While the new rail was being lifted into place with an iron man, the old rail rolled over and onto the individuals foot. It is not clear what caused the rail to tip over however, it was not possible to place the old rail in the cess or the 6ft due to a RRAP at this location. The incident is under investigation. Safety Bulletin to be published. LTI.

**Discussion Points:** Ensuring there is clear on-site communications and control when team handling is taking place.



**08/07/2020 - Line Blockage Irregularity.** At 0142 hrs between Raynes Park and Wimbledon Junction 5Y50 was signalled past W188 into a planned Line Block on the Up Slow. Three members of the S&T staff were conducting cyclical work on 801A pts on the Up fast when they saw the lights of the approaching train and swiftly moved into the Down Fast. The Signaller Panel 3 had failed take off the Automatic Route Setting (ARS) which enabled the routing of 5Y50. This is currently under investigation; issues identified include the maintenance of indicator lights on the signallers panel as well as planning of LB with additional protection if possible. Operations Safety Alert of 10/07/20 refers.

**22/07/2020—Line Blockage Irregularity.** A work group made up of a COSS/PiC and 2 apprentices from Eastleigh P-Way, requested a LB on the Down Netley. After accessing the track via Platform 4 at St Denys on the Up Road, they noticed the lights of an approaching train and were able get to a position of safety (POS) with at least 10 secs to spare. The COSS/PIC challenged the Signaller who clearly confirmed from the reviewed voice coms, that the LB was for the Down Netley line while the COSS, thought the LB had been taken on the Up Netley. Note: A previous conversations took place between the COSS/PIC and the Signaller, where a request for a LB which incorporated both lines, could not be granted. The incident is under investigation.

**Discussion Points;** The importance of coming to a clear understanding during safety critical communication.



**16/07/2020 – The Possession Support Staff (PSS) placed the detonator protection on the Down Main Fast and Up Main low at Durnsford Road on the incorrect side of the points, countryside vice London side. The (PSS) was familiar with the location but did not have the sufficient time to review the SWP prior to work taking place. Prior to the activity, the PICOP had briefed the support staff over the phone due to the current COVID-19 situation. The error was identified when the Duty ODM undertook an Assurance check. The full details of the incident can be found on Safety Bulletin issued on the 17/07/2020.**

**Discussion Points:** How do you assure yourself that a briefing is fully understood by the other party, if it can't take place face to face?

**05/07/2020 -** The Possession Support Staff (PSS) responsible for placing detonator protection and operating hook switches had signed strapping staff onto his SWP, that covered the strapping location (as per an earlier request from the ES), so they could access their strapping location and save a long walk which would have delayed the start of the work. The PSS COSS escorted them to the location, left them there and went off to perform other PSS duties for the PICOP. Thus, leaving the strapping staff unattended on the infrastructure without a COSS or SSOW/SWP in place.

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**21/07/2020** - PSS (NWR) crossed two open lines (line speed 25mph), Up & Down Cobham countryside of Guildford Station without a valid SWP to access the track to place protection, instead of using the planned access at Guildford station. Subject to investigation.

**07/07/2020** - Due to a poor mobile phone signal, the PICOP gave authority to the Signaller at Brockenhurst to pass on an instruction to the Tamper Driver to make its way from BH367 Signal down to the Detonator protection on the Up Main at Redbridge. Upon giving the instruction, the PICOP forgot to mention the arrangements of Totton level crossing and fortunately due to drivers route knowledge, the Driver noticed the error and came to a stand at E784 Signal protecting Totton Level crossing. The level crossing wasn't under local control and had the tamper proceeded further it would have proceeded over the level crossing with the barriers in the air albeit with red road light flash. The incident is under investigation. The full details of the incident can be found on the Safety Bulletin issued on the 07/07/2020.

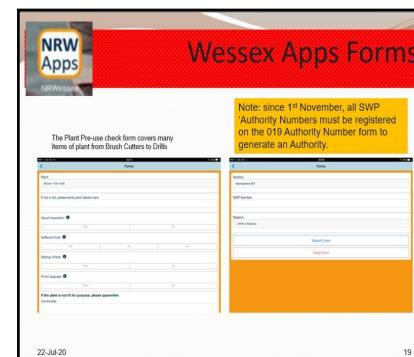
*Discussion Points: The importance of remaining focused and paying attention to details in safety critical tasks.*

## SWP and issuing and recording of an Authority Number

There are only four instances when a deviation from a pre-planned SWP is permitted and must be authorised by the Responsible Manager (RM) or an On-Call Manager.

These instances are:

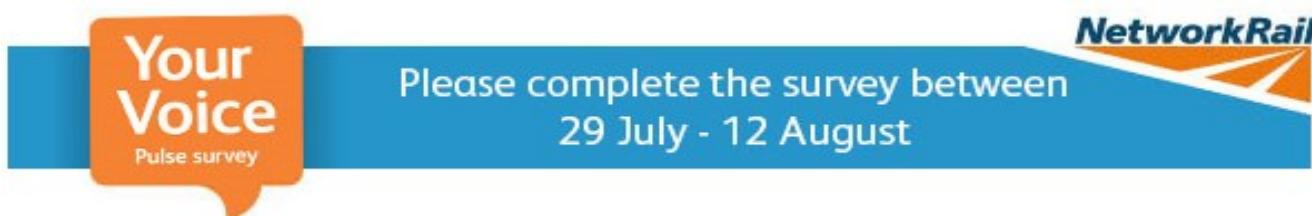
1. Change of the Person in Charge (PiC) on the shift, due to unforeseen circumstances. The PiC must have sufficient time to verify the SWP.
2. Change from and authorised level in the hierarchy of operational risk control and implementing a lower level.
3. Significant change of the task risk on the shift.
4. Change of the site of work from the pre-planned site of work if the task risk remains the same.



The screenshot shows the 'Wessex Apps Forms' interface. It features a note: 'Note: since 1<sup>st</sup> November, all SWP 'Authority Numbers must be registered on the 019 Authority Number form to generate an Authority.' Below this is a preview of the '019 Authority Number' form, which includes fields for 'Report ID', 'Report Date', 'Report Type', and 'Close Date'.

Since the 1<sup>st</sup> November 2018, all SWP Authority Numbers must be registered on the 019 Authority Number form (Wessex Apps Forms) to generate an authority. These records can be used for auditing purposes.

**If an audit of your section were carried out next week, would you pass?**



**Your Voice**  
Pulse survey

Please complete the survey between  
29 July - 12 August

## Have your say

The first Your Voice Pulse Survey is open from **29 July - 12 August 2020**.

Don't miss out on the chance to have your say. The feedback will highlight any areas where improvements could be made and put action plans in place to support changes.

The survey is open to all employees working directly for Network Rail, takes less than 5 minutes to complete and is completely confidential.

You should have received an email from [techsupport@modernsurvey.com](mailto:techsupport@modernsurvey.com) with the subject Network Rail – Your Voice 2020 Pulse Survey, inviting you to take part or you can scan this QR code to take you to the survey.



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## How to get your Driver Licence checked

A driver licence check **MUST** be completed prior to driving a Network Rail-owned, leased, hired vehicle or a private vehicle on company business.

Before you drive on behalf of Network Rail for business, including short-term hires, please read the [Network Rail Drivers handbook](#) – and/or the Large goods vehicle (LGV) handbook.

There are only two valid forms of driving licence check:

### Method 1 (Electronic Licence Check):

Fill out the D906 form (request a copy from [HRAdministrationHRSS@networkrail.co.uk](mailto:HRAdministrationHRSS@networkrail.co.uk)) and follow instructions on form to submit to HR Admin. This will be processed within 5 working days.

Your licence check will be carried out automatically for you for the next 3 years

### Method 2 (View My Licence):

If you are uncomfortable providing data to a third party company then you can carry out a "View My Licence Check". A self-declaration check is no longer valid.

To do this, the driver should log on to <https://www.gov.uk/view-driving-licence>, and enter their details to generate an 8 digit check code which can be saved as a PDF document.

The PDF document or the 8 digits check code along with the last 8 digits of your drivers licence number to [HRAdministrationHRSS@networkrail.co.uk](mailto:HRAdministrationHRSS@networkrail.co.uk) Please include driver's employee number in the email subject and copy in your line manager.

This licence checks will need to be manually repeated every six months.



[View my licence - How to guide](#)

## First ORR Prosecution Relating to Fatigue



The ORR has brought its first prosecution in relation to fatigue.

Two workers died in a road accident on the A1 in June 2013 while travelling to Doncaster in a company van after a night shift in Stevenage. The two workers were suffering the effects of fatigue and may have fallen asleep at the wheel or experienced 'microsleeps', which hugely increased the risk of a traffic accident.

The company was ordered to pay fines and costs of £750k for failing to ensure its workers were sufficiently rested to work and travel safely. The company was found guilty of failing to comply with the H&S @ Work Act Sections 2 and 3 and Regulation 3 of the Management of H&S @ Work Regulations.

The judge said the company's gravest failing was not to perform a suitable and sufficient risk assessment on the day before the fatalities therefore failing to comply with its own fatigue management procedures.

The ORR Investigation said 'We hope this has acted as a reminder to companies that safety comes first and fatigue policies should be enforced to ensure their workforce is not too tired to work'.



Visit the Fatigue Reduction Hub to access resources, including how to have regular fatigue conversations with your teams and comply with the new Network Rail Fatigue Management Standard – NR/L2/OHS/003:

<https://networkrail.sharepoint.com/sites/FatigueReduction/SitePages/Home.aspx>

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## Upgraded Rail Land Rover Delivered to Wessex



Always use equipment that is fit for its intended purpose.

The Second upgraded Rail Land Rover was delivered to Basingstoke P-way Team on the 23rd July.

The list of Safety improvements and upgrades include:

- New directional LED lighting at the front, rear and on the sides to improve site lighting all around the site of work.
- A 360deg camera system to give the driver/operator a plan view to assist with maintaining the exclusion zone.
- Repainted white to comply with the our NR road fleet with new NR signage.
- New and improved racking for tools and material storage, with secured shelving to increase security whilst travelling.
- New design of Gas bottle holders for the new type of gas bottles.
- New charging points in the rear for charging battery powered portable plant whilst at the depot to eliminate the need to remove the tools from the vehicle for charging.



## Use of Face Covering



As the COVID-19 lockdown measures are eased across the country, the potential increase in the movement of people, could make it difficult to maintain 2 metres social distancing at all times.



To further manage the known risk of virus transmission, the Government's *Coronavirus, Wearing of Face Coverings in a Relevant Place (England) Regulations 2020*, was passed to legislate on the wearing of face coverings in specified locations and sectors including transportation.

Network Rail has applied a risk assessed based approach to comply with the regulation and guidelines on face covering, to ensure that where 2 metres distance cannot be maintained, workforce will be required to wear face covering. These measures apply to all Network Rail operations.

## Station Environment

Colleagues working at stations including contract staff and members of the supply chain, whether they are managed by Network Rail or a train operating company (TOC), are required to wear face covering in areas open to the travelling public.

These measures are necessary to ensure that we are;

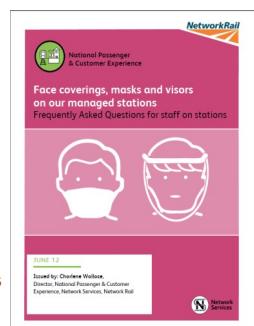
1. **Consistent in our message:** We are asking our passengers to wear face coverings. If we do not wear a face covering, visor or face mask, we can't expect passengers to wear a face covering. We are setting an example that passengers can easily follow
2. **Protecting you and your families:** Visors, face masks and face coverings are important in making sure we protect our teams as passenger numbers increase. Interacting with passengers is a crucial part of the role of our staff. When passenger numbers increase it will become increasingly difficult to keep everyone 2 meters apart
3. **Protecting our passengers:** Wearing visors, face masks or face coverings will help us to protect passengers and demonstrate we care about them and help prevent the spread of the virus.

**“Network Rail must lead by example and this provides us with an opportunity to really live our values by showing care for one another and doing our best to keep safe”.**

**“It remains our responsibility to do everything we can to control the virus and protect colleagues and passengers”.**

**(John Halsall 04-Jun-2020)**

**Teams are now able to purchase COVID-19 PPE from iProc**



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## Environment



### Reptiles

The lineside can be attractive habitat for many species including reptiles. As well as the vegetation and natural hibernacula, reptiles often also find refuge in equipment casing and troughing due to its favourable temperature.

Due to reptiles legal protection\*, a worksites potential for reptile habitat should be considered alongside the potential risk of their harm or disturbance. This may indicate a requirement for surveys, mitigation measures or even licenses

Despite implementation of these stages, reptiles may still be encountered unexpectedly on site.



#### What to do and consider when finding reptiles unexpectedly during works:

- Stop works, and do not touch or move the reptile/s. Inform line manager
- If unsure of the species or level of protection\* check with an Ecologist or Environment Specialist.
- Consider if the nature of the work is going to require the reptiles be moved, or if can they be 'worked around'.
- If reptiles are found inside troughing or a loc case etc, and if safe, the door/lid can be left open/adjar to change the ambient temperature and they will likely move off on their own. If they do not move away, consult an ecologist.
- If reptiles are found within vegetation or ballast during vegetation works or intrusive works, consult an ecologist.
- Handling should be a last resort for any species, and Smooth snakes and sand lizards must only be handled by a licenced ecologist.

\*Adders, smooth snakes, slow worms, sand lizards, common lizard and grass snake are all legally protected against being intentionally killed or injured. Sand Lizards and Smooth Snakes are also European Protected Species, meaning it is also illegal to capture or disturb them or their habitat.

### Sustainability Training Survey

The Southern region sustainability team recognises that training our staff is critical to achieving the successful outcomes of our Sustainability Strategy. We are working to ensure everyone gets the required level of training, to help us drive forward the sustainability agenda.

We value your opinion and therefore would like to welcome you to complete this short 5 minute survey to ensure we are prioritising our training needs. [The survey can be found here.](#)

### Vita Health Virtual Physiotherapy Service



Are you experiencing any aches and pains either as a result of recent working from home changes, or something longer-term that is affecting your wellbeing or your ability to do your job?

Vita Health Group is the new name for RehabWorks; your trusted physio provider.

- Free, self-referral physiotherapy service
- Guidance and support from a physiotherapist – virtually via video link
- Physiotherapy treatment including home exercises where clinically appropriate
- You don't need to see your GP first – simply self-refer using the number below
- Your condition does not have to be work related
- You don't need to be absent to access the service
- Some cases may be seen face to face after August 1<sup>st</sup>
- Line managers are able to refer physiotherapy for more complex musculoskeletal issues.



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To access rapid support, or for further information call: 0800 0833324 (option 5)

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