Level 3

Work instruction

COVID-19 Contingency Plan: Safe Working Practices
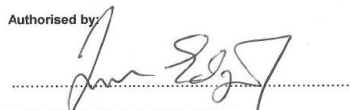
Content approved by:

Ian Griffiths,
Standard & Control Document Owner
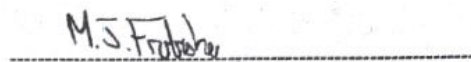
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NetworkRail

Ref:	**NR/L3/MTC/CP009**
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

User information

This Network Rail document contains colour-coding according to the following Red–Amber–Green classification.

<div style="border: 2px solid red;">

Red requirements – *no variations permitted*

- Red requirements are to be complied with and achieved at all times.

- Red requirements are presented in a red box.

- Red requirements are monitored for compliance.

- Non-compliances will be investigated and corrective actions enforced.

</div>

Amber requirements – *variations permitted subject to approved risk analysis and mitigation*

- Amber requirements are to be complied with unless an approved variation is in place.

- Amber requirements are presented with an amber sidebar.

- Amber requirements are monitored for compliance.

- Variations can only be approved through the national variations process.

- Non-approved variations will be investigated and corrective actions enforced.

Green guidance – *to be used unless alternative solutions are followed*

- Guidance should be followed unless an alternative solution produces a better result.

- Guidance is presented with a dotted green sidebar.

- Guidance is not monitored for compliance.

- Alternative solutions should be documented to demonstrate effective control.

Ref:	NR/L3/MTC/CP009
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

Compliance

This Network Rail standard/control document is mandatory and shall be complied with by Network Rail Infrastructure Limited and its contractors if applicable from 29 September 2020.

Where it is considered not reasonably practicable[1] to comply with the requirements in this standard/control document, permission to comply with a specified alternative should be sought in accordance with the Network Rail standards and controls process, or with the Railway Group Standards Code if applicable.

If this standard/control document contains requirements that are designed to demonstrate compliance with legislation they shall be complied with irrespective of a project's Governance for Railway Investment Projects (GRIP) stage.

NOTE 1: Legislation includes Technical Specifications for Interoperability (TSIs).

NOTE 2: The relationship of this standard/control document with legislation and/or external standards is described in the purpose of this standard.

Disclaimer

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[1] *This can include gross proportionate project costs with the agreement of the Network Rail Assurance Panel (NRAP).*

Ref:	NR/L3/MTC/CP009
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

Issue record

Issue	Date	Comments
1	April 2020	First issue
2	April 2020	Second issue following feedback from stakeholders, reworded various clauses to better articulate their meaning and reordered the document.
3	May 2020	Additional guidance around vehicles and clarity around social distancing. Reordered the document and brought in line with Government guidance
4	June 2020	Update to include the latest definitions of categories, latest advice on social distancing and clarity of cleaning products and surfaces and waste disposal.
5	August 2020	Update to reflect change in social distancing advice and add guidance on local lockdowns
6	September 2020	Update to align with latest government advice and to align with NRs internal HR FAQs

Ref:	NR/L3/MTC/CP009
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

Contents

Ref:	**NR/L3/MTC/CP009**
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

1 Purpose

The purpose of this document is to provide instruction for protecting our workforce and implementing consistent safety measures in line with the UK Government's guidelines on protection controls and social distancing measures following the outbreak of COVID-19.

2 Scope

This document applies to all Network Rail staff.

It applies to all activities carried out to support the operational running of the infrastructure from the date of publication.

NOTE 1: Our staff & their welfare is our number one priority and it is recognised that, during this global pandemic, our operational staff will be at increased risk.

NOTE 2: All activities will be undertaken safely with the relevant minimum resources, with suitably qualified staff, safety measures implemented, and social distancing being applied (where practicable, see clause 3).

NOTE 3: Network Rail will support any member of staff when they invoke Work Safe Procedure.

3 Definitions

Term	Definition
Social distancing	A separation in line with latest government advice.
Clinically extremely vulnerable	At high risk to health from Covid-19. *NOTE: The government website provides a definition and list of vulnerable conditions.*
Shielding	Remaining at home and avoiding contact with others where deemed Clinically Extremely Vulnerable Please refer to FAQs
Clinically vulnerable (or Moderate Risk)	The government website provides a definition and list of vulnerable conditions.
Self isolation	Remaining at home for the duration of time specified

Ref:	**NR/L3/MTC/CP009**
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

4 Symptoms

Do not come to work if you or any members of your household are showing any COVID-19 symptoms.

NOTE 1: *These include high temperature of 37.8 ^{0}C or more and/or a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours) and/or a loss or change to your sense of smell or taste. If you usually have a cough, it might be worse than usual.*

Employees shall self-isolate in line with current government requirements.

NOTE 2: *This is to comply with Government / Public Health England advice.*

5 Rail Industry Coronavirus Forum (RICF) Principles for managing the risk of exposure to COVID 19 to passengers and employees across the GB mainline rail industry

The industry principles set out a series of principles that should be followed across the GB rail industry to manage the risk of exposure to COVID-19. The principles have been formulated through discussion with the railway industry, the Office of Rail and Road (as the health and safety enforcement authority) and the trades unions.

The principles identify the requirement to risk assess activities and working environments, where there is a return to work, however this process should also be applied where an individual identifies themselves as being Clinically Vulnerable (or moderate risk). The risk assessment guidance to be followed can be found in the Network Rail COVID 19 Workplace Recovery Plan, and also the appropriate risk assessment, P2 checklist or P2 checklist for planning the return to workplace following shielding templates.

The risk assessment should consider where social distancing measures, or adequate protection from the use of PPE cannot be achieved whether it is appropriate for the individual to undertake the activity or whether alternative activities could be considered. The risk assessment should be completed in conjunction with the individual employee and should also discuss any reasonable adjustments if necessary.

Where an individual cannot work from home, or the risk assessment has been inconclusive on measures to be taken either the employee, the manager can contact Optima and request a Covid Consultation for the employee.

Ref:	**NR/L3/MTC/CP009**
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

6 Social distancing

6.1 General principles

Social distancing principles shall be applied by all employees.

If social distancing cannot be applied in line with the requirements detailed within this document, then report the details to your line manager or supervisor and do not proceed with the activity.

Further guidance can be found in the Frequently Asked Questions on MyConnect and the Government website.

6.2 Clinically extremely vulnerable

Clinically extremely vulnerable individuals can now return to the workplace.

A P2 checklist for planning the return to workplace following shielding and a discussion on whether any reasonable adjustments are required shall be completed before a return.

A shielding pack has been developed to support managers and employees when planning for a return to work.

In the event of a local lockdown, each local authority decides whether any shielding is required and those affected are notified by a text or e-mail directly from the local authority.

6.3 Clinically vulnerable (or Moderate Risk)

Public Health England is not advising self-isolation but is recommending working from home if it is possible. If an employee who meets the criteria cannot work from home, then they are expected to attend for work as normal following social distancing, hygiene and PPR guidance.

Ref:	**NR/L3/MTC/CP009**
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

7 Localised lockdown

Rail staff and line management in an area which becomes subject to directions made by a local authority under these regulations should use their local council web site to stay up to date on restrictions in place and comply with those local restrictions.

Line managers will brief staff on local lockdowns and staff should follow local and regional guidelines.

8 Staff

8.1 All Staff

Staff shall:

a) only travel to work if it is not possible to undertake their duties at home;

b) not congregate with colleagues, contractors or others within depots;

NOTE 1: Congregating is more than two people not adhering to social distancing or for more time than is necessary to complete the work activity.

c) wash their hands with soap and water a minimum of the start of the day, at each change of task, and every two hours thereafter, and for at least 20 seconds before drinking, eating and smoking, or use hand sanitiser gel if soap and water are not available;

NOTE 2: Even more frequently is preferable and more effective in stopping the spread of COVID-19.

d) avoid touching their eyes, nose or mouth without having washed their hands immediately previously;

e) report to their line manager any symptoms, or close contact with a person displaying symptoms of COVID-19 as soon as reasonably practicable, and;

f) stop work and invoke the work safe procedure if any of the above cannot be adhered to or they believe that any of the line manager's responsibilities have not been adhered to.

Ref:	**NR/L3/MTC/CP009**
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

8.2 Line Management

In addition to existing risks, managers shall risk assess all reasonably foreseeable COVID-19 risks in conjunction with the Person in Charge to agree the risks and identify and plan control measures prior to the work commencing.

When prioritising works, consider:

a) implementing home start and finish where practicable; and

b) if an employee is not required for the work activity then training and competency updating should be considered and whether there are any other activities that could be undertaken from home.

When planning works, consider:

a) cleaning resources available for minimising the spread of COVID-19 to and from staff, vehicles, and facilities;

b) the availability of personal protective equipment as identified in the documented risk assessments

c) the availability of competent staff; and

d) staggered start times.

Ref:	NR/L3/MTC/CP009
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

9 Vehicles and On Track Plant (OTP)

9.1 Road Vehicles

If you have no symptoms of COVID-19, consider:

a) if you can you go directly to site (using a company vehicle);

b) if a select member(s) of your team can collect a vehicle from the depot and pick you up from home or a designated meeting place away from the depot and still maintain social distancing within that vehicle;

c) Where there is a requirement, and a Network Rail vehicle cannot be provided and it is still necessary, Network Rail maintenance staff can use a private vehicle.

NOTE 1: For Network Rail staff please refer to your line manager and follow separate guidance on use of personal vehicles issued by Route Services.

NOTE 2: For Principal Contractors and supply chain personnel, please be advised Network Rail will not cover insurance and mileage allowance and you will need to follow internal company procedures as appropriate.

For Network Rail vehicles, sanitising wipes shall be provided for cleaning down before and after each shift by the user.

Cleaning shall, as minimum, be completed at the start and end of every shift, and whenever there has been a change of driver and occupants.

Clean items regularly touched such as; handles, the gear stick, indicator stalks and steering wheel more thoroughly.

It is expected that occupants are cognisant of the items which have been and will be most frequently touched and clean them well.

Do not use the vehicle if you do not have the necessary supplies to clean the vehicle and report to the line manager as soon as reasonably practicable.

Road vehicles shall be single occupancy, unless staff are able to travel in a vehicle with an approved barrier installed.

For operational vehicles, if an approved barrier is installed two people may be permitted. Staff shall travel individually in separate vehicles including their own vehicles whenever this is possible.

Where it is required that there are two people (including the driver) in a road vehicle, only a vehicle with an approved barrier shall be used.

NOTE 3: For guidance on what would be considered as an approved barrier please contact your Road Vehicle Compliance Manager.

Where single occupancy is not practicable vehicles should be occupied in such a way to maintain a maximum distance between the occupants. The passenger should sit as far away as possible on the diagonal from the driver where achievable.

Small crew cab vans shall only be used for single occupancy.

NOTE 4: Examples of these vehicles are Ford Transit Connect, Vauxhall Combo, Fiat Diablo and Peugeot Partner.

Ref:	NR/L3/MTC/CP009
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

9.2 On Track Plant

OTPs shall be supplied with sanitisation products.

Cleaning shall, as minimum, be completed at the start and end of every shift.

Clean items regularly touched such as handles and the main controls more thoroughly.

It is expected that occupants are aware of the items which have been and will be most frequently touched and clean them well.

Do not use the vehicle if you do not have the necessary supplies to clean the vehicle and report to the line manager as soon as reasonably practicable.

OTP cabs shall only be occupied by a single operator.

This includes both when used on the road and when used on or near the line.

Apply additional controls such as use of remote technology, additional personnel carriers or send and receive practices.

10 When at a work location

Before attending a work location, consider whether this could be avoided.

Use electronic methods for transferring documentation where possible. Do not collect and return paperwork in person unless an area for collecting and returning paperwork is unavailable and electronic transfer is not possible.

Where stores are managed by a member of staff, tool collection and return shall only be to a designated area.

Tools shall be cleaned with sanitisation wipes or soap and water at the start and end of every shift.

Limit the number of people going into the stores area to an absolute minimum. Social distancing should be considered at all times.

Conversations between staff shall be undertaken while maintaining social distancing. Where this is not possible these shall take place via telephone.

Wear gloves and safety glasses wherever practicable, regardless of whether social distancing could be achieved.

11 Welfare Facilities

The messing/breakout area shall be wiped down both before and after use and all areas used for eating shall be cleaned at the end of each break and shift or the canteen or welfare unit shall be closed.

Where a canteen or welfare unit has been closed for this reason, staff shall be allocated alternative welfare facilities by their line manager before the work commences/resumes.

Do not use communal messing facilities or breakout areas if social distancing cannot be achieved.

Ref:	NR/L3/MTC/CP009
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

Breaks should be staggered to prevent any numbers of people occupying messing/breakout areas that might break social distancing guidance.

Hand cleaning facilities or hand sanitiser shall be available at the entrance of any room where people eat and should be used by staff when entering and leaving the area.

12 Work location Controls

All visitors shall have permission to attend before arrival at or attempting to gain access to any work locations.

To avoid congestion and contact at sign in points adequate planning is required to enable staggered start and finish times.

All briefings should be held outdoors in the open where possible, adhering to social distancing guidance.

Work location shall include suitable washing facilities including water of a suitable temperature and soap. Hand sanitiser shall be provided if there is no technical way of providing washing facilities. If neither can be provided, the work shall not proceed.

Equipment worn for additional protection against COVID-19 such as face masks, face coverings and gloves can be disposed of in the normal black bin waste.

NOTE: Where it has been agreed locally, colleagues will continue to double-bag these waste items, label them, and store them for 72 hours before collection as general waste.

Do not share Personal Protective Equipment unless it has been designed for re-use and it has undergone an approved cleaning procedure since its previous use.

Respiratory Protective Equipment should be used in line with government guidelines or where specified in the task risk control sheets.

If they cannot maintain social distancing employees are required to:

   a) improve the area's cleaning regime (such as Zoono or appropriate);

   b) wear face coverings and open windows where possible;

   c) wash hands for at least 20 seconds before drinking, eating and smoking; and

   d) take staggered breaks where necessary.

13 Work Activities

Work requiring skin to skin contact shall not be carried out.

Where it is not possible to carry out the task and maintain social distancing guidance, the line manager shall also review the Task Risk Controls with the Person In Charge (PIC) to minimise the specific risks of COVID-19.

Task Risk Control Sheets can be found at
https://workforce.hub.networkrail.co.uk/Pages/Covid-19.aspx.

Ref:	NR/L3/MTC/CP009
Issue:	6
Date:	25 September 2020
Compliance date:	29 September 2020

14 Communications

Where site-based communications are controlled using the voice activated back to back radios (DECT Communications equipment), the sponge wind sock shall be removed. The voice activated back to back radios shall be cleaned both before and after the shift by the individual who uses it. The voice activated back to back radios shall not be passed from person to person during the shift.

When planning jobs consisting of more than one shift, the number of voice activated back to back radios shall be increased to one per machine per shift.

Do not share voice activated back to back radios unless unplanned circumstances dictate that this is necessary.

Where employees are required to share or distribute voice activated back to back radios, these will be cleaned using sanitisation wipes before and after use as a minimum.

If cleaning products are not available, voice activated back to back radios shall not to be shared.

15 Measures to be Taken in the Event of Someone Reporting or Displaying COVID-19 Symptoms while at work

The person who becomes ill shall distance themselves from the other workers by more than 2 metres where safe and apply a disposable face mask.

Arrangements shall be in place for transportation off site if an individual starts to feel unwell.

Contact with others should be avoided when returning to their vehicle. If they are unable to drive, someone on site can drive them home.

Employees should take measures to protect themselves such as person sitting in rear facing seat and 2 metres apart from the driver of the vehicle with the windows open where possible.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or high temperature they shall wash their hands for 20 seconds.

Washing hands thoroughly after any contact with someone who is unwell with symptoms consistent with coronavirus infection is Government guidance.

If a member of staff has been taken unwell or in contact with someone who was taken unwell with an issue relating to COVID-19 this needs to be reported to their line manager immediately.

Standard and control document briefing note

NetworkRail

Ref: NR/L3/MTC/CP009		Issue: 6
Title: COVID-19 Contingency Plan: Safe Working Practices		
Publication date: 25 September 2020	**Compliance Date:** 29 September 2020	
Standard/Control Document Owner: Professional Head of Maintenance		
Non-compliance rep (Approver of TRACKER applications): Ian Griffiths, Professional Head of Maintenance		
Technical lead/contact for briefings: Ian Griffiths, Professional Head of Maintenance		**Tel:** 07802 892276

Purpose:	Scope:
The purpose of this document is to provide instruction for protecting our workforce and implementing consistent safety measures in line with the UK Government's guidelines on protection controls and social distancing measures following the outbreak of COVID-19.	This document applies to all Network Rail staff. It applies to all activities carried out to support the operational running of the Infrastructure from the date of publication. *NOTE 1: Our staff & their welfare is our number one priority and it is recognised that, during this global pandemic, our operational staff will be at increased risk.* *NOTE 2: All activities will be undertaken safely with the relevant minimum resources, with suitably qualified staff, safety measures implemented, and social distancing being applied (where practicable, see clause 3).* *NOTE 3: Network Rail will support any member of staff when they invoke Work Safe Procedure.*

Overview of change

1. Some requirements have been simplified and consolidated.

2. Following current government guidelines as regards local lockdowns has been added.

3. Line managers brief local arrangements for local lockdowns in place of guidance for things to consider.

4. Scope has been limited to NR employees.

Reasons for change

These amendments have been made to bring it in line with changing government guidelines and in agreement with trade unions.

Affected documents:
Reference   *Impact*

NR/L3/MTC/CP009 ISSUE 5   Superseded

Briefing requirements:
Will Briefing Management System be used to deliver the briefing to posts listed below? No
Technical briefings are given to those who have specific responsibilities within this standard/control document.
Awareness briefings are given to those who might be affected by the content but have no specific responsibilities within the standard/control document.
Details of the briefing arrangements are included in the associated briefing programme.
All posts identified for briefing must be as described in OrgPlus.
Roles are directly briefed and do not cascade briefings.

Briefing (A-Awareness/ T-Technical)	Post	Function	Responsible for cascade briefing? Y/N
T	Route Asset Manager	Regions	Y
T	Senior Route Asset Manager	Regions	Y
T	Director Engineering and Asset Management	Regions	Y
T	Head of Maintenance Delivery	Regions	Y
T	Infrastructure Maintenance Delivery Manager	Regions	Y
T	Infrastructure Maintenance Engineer	Regions	Y
T	Infrastructure Maintenance Services manager	Regions	Y
T	Systems Support Manager	Regions	Y

T	Maintenance Engineer (all types)	Regions	Y
T	Section Manager (all)	Regions	Y
T	Managing Director, Infrastructure Projects	Infrastructure Projects	Y
T	Programme Director [Track]	Infrastructure Projects	Y
T	Programme Management Director	Infrastructure Projects	Y
T	Major Programme Director [Signalling]	Infrastructure Projects	Y
T	Programme Director [Signalling - Northern]	Infrastructure Projects	Y
T	Programme Director [Signalling - Southern]	Infrastructure Projects	Y
T	Major Programme Director [Thameslink]	Infrastructure Projects	Y
T	Managing Director, Eastern	Regions	Y
T	Major Programme Director [Northern Programmes]	Regions	Y
T	Route Delivery Director	Regions	Y
T	Director of Engineering & Design [Eng Mgmt]	Regions	Y
T	Project Director	Regions	Y
T	Capital Delivery Director, Eastern	Regions	Y
T	Deputy Regional Director	Regions	Y
T	Route Delivery Director [East Midlands]	Regions	Y
T	Route Delivery Director [Anglia]	Regions	Y
T	Route Delivery Director [LNE Renewals]	Regions	Y
T	Route Delivery Director [LNE East Coast Mainline]	Regions	Y
T	Programme Director [Track]	Regions	Y
T	Alliance Director [Central]	Regions	Y
T	Operations Director [Central Alliance]	Regions	Y
T	Project Director [Northern - East]	Regions	Y
T	Route Financial Director	Regions	Y
T	Director Engineering & Asset Management, Eastern	Regions	Y
T	Director, Route Asset Management	Regions	Y
T	Route Director, Anglia	Regions	Y
T	Route Programme Director (Works Delivery)	Regions	Y
T	Director, Route Business Development & Sponsorship	Regions	Y
T	Director, Route Health, Safety Quality & Environment	Regions	Y
T	Route Director, East Midlands	Regions	Y
T	Route Director, North East	Regions	Y
T	Route Director, East Coast	Regions	Y
T	Managing Director, Southern	Regions	Y
T	Managing Director, Network Rail High Speed	Regions	Y
T	Director, High Speed Engineering & Asset Management	Regions	Y
T	Director, High Speed Delivery	Regions	Y
T	Capital Delivery Director, Southern	Regions	Y
T	Project Director [Close Out]	Regions	Y
T	Project Director [London Bridge - Stations & Civils]	Regions	Y
T	Programme Director (High Capacity Railway Systems)	Regions	Y
T	Project Director [High Capacity Infrastructure]	Regions	Y
T	Programme Management Director	Regions	Y
T	Signalling Project Director [Southern - East]	Regions	Y

T	Route Delivery Director [South East]	Regions	Y
T	Programme Director	Regions	Y
T	Route Delivery Director [Wessex]	Regions	Y
T	Director Engineering & Asset Management, Southern	Regions	Y
T	Route Director, Kent	Regions	Y
T	Route Director, Wessex	Regions	Y
T	Programme Director [Service Delivery Transformation]	Regions	Y
T	Route Director, Sussex	Regions	Y
T	Director, Route Sponsorship	Regions	Y
T	Health Safety & Environment Director	Regions	Y
T	Managing Director, Wales & Western	Regions	Y
T	Route Managing Director	Regions	Y
T	Capital Delivery Director, Wales & Western	Regions	Y
T	Project Director [Paddington to Reading]	Regions	Y
T	Alliance Director [SRSA] [Southern]	Regions	Y
T	Signalling Project Director [Southern - West]	Regions	Y
T	Major Programme Director [GWRM]	Regions	Y
T	Project Director [TVA]	Regions	Y
T	Project Director [WEA]	Regions	Y
T	Project Director [Wales]	Regions	Y
T	Route Delivery Director [Wales]	Regions	Y
T	Route Delivery Director [Western]	Regions	Y
T	Director Engineering & Asset Management, Wales & Western	Regions	Y
T	Engineering Assurance Director	Regions	Y
T	Route Director, Wales	Regions	Y
T	Route Director, Western	Regions	Y
T	Special Projects Director [Crossrail]	Regions	Y
T	Special Projects Director [Elizabeth Line]	Regions	Y
T	Human Resources Director, Wales & Western	Regions	Y
T	Managing Director, North West & Central	Regions	Y
T	Capital Delivery Director, North West & Central	Regions	Y
T	Route Delivery Director [LNW Renewals]	Regions	Y
T	Project Director [Northern - West]	Regions	Y
T	Route Delivery Director [LNW Enhancements]	Regions	Y
T	Programme Director [On Network Works]	Regions	Y
T	Director Engineering & Asset Management, North West &Central	Regions	Y
T	Route Director, North West	Regions	Y
T	Director, North of England Rail	Regions	Y
T	Route Director, Central	Regions	Y
T	Route Director, West Coast Mainline South	Regions	Y
T	Managing Director, Scotland's Railway	Regions	Y
T	Scotrail Alliance Infrastructure Director [Old Structure]	Regions	Y
T	ScotRail Engineering Director	Regions	Y
T	ScotRail Operations Director	Regions	Y

Briefing (A-Awareness/ T-Technical)	Role	Function	
T	Capital Delivery Director, Scotland	Regions	Y
T	Project Director [RSAS]	Regions	Y
T	Alliance Operations Director [RSAS]	Regions	Y
T	Director Engineering & Asset Management, Scotland	Regions	Y
T	Route Director, Scotland	Regions	Y
T	Route Delivery Director [LNE East Coast Mainline]	Regions	Y
T	Director NR Telecoms	Regions	Y
T	Head of Operation (Telecoms)	Regions	Y
T	Head of Delivery (Telecoms)	Regions	Y
T	Head of Telecoms Asset Management	Regions	Y
T	National Telecoms Asset & Performance Manager (all Regions)	Regions	Y
Briefing *(A-Awareness/ T-Technical)*	**Role**	**Function**	
N/A			

NOTE: *Contractors are responsible for arranging and undertaking their own Technical and Awareness Briefings in accordance with their own processes and procedures.*