

Completion of a Safe Work Pack (SWP) by a PIC/COSS/IWA and any party involved in the planning process

Overview

The Health and Safety at Work Act and associated regulations has sections devoted to the obligation of an organisation to provide (amongst many other obligations) Safe Systems of Work, Safe Access and Egress, Supervision, the identification of significant risks and the mitigation of those risks.

In terms of putting staff to work on the infrastructure, the processes to meet these obligations are encapsulated in the industry RSSB owned Rule Book, NR standard NR/L2/OHS/019 (Safety of staff working on or near the line) and ultimately delivered for NR staff using the SSOWP v2.5 system.

The purpose of this How to Guide is to provide adequate information to enable a basic understanding of the information contained in each SWP. And to perform a basic assessment of whether the organisation is meeting its obligation in relation to the activity of putting staff to work on the infrastructure.

This document does not have within its scope the details of the NR3180.

Useful Reminders

- All used Safe Work Packs (SWP's) and Incident Response Packs (IRP's) must be returned to the Planner
- All unused SWP's must also be returned to the Planner
- All SWP's must be archived for a period of 6 years
- SWP's produced using the SSOWP v2.5 system must be kept in the depot for a period of 3 months
- All IRP's must be kept in the depot for a period of 2 years

Status: OK

SWP Validation Form

Ref:	NR/L2/OHS/019/F01.1
Issue:	1
Date:	04 March 2017
Compliance date:	03 July 2017

Rejected at the authorisation stage YES/NO

Describe work being undertaken

If there is a delegated COSS, he/she must sign here before the PIC verifies the pack. If PIC is the COSS, the PIC circles YES or NO for the next three questions.

CREATED by: Planner
I confirm this SWP has been checked and is compliant with NR/L2/OHS/019:

Planner name:	Signature:	Date:
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VERIFIED by: Person in charge
I confirm the following are appropriate for the task and are included in the SWP. Circle Yes or No for each question, and sign the declaration below

Protection / Warning arrangements (hierarchy of control) suitable for the work.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
COSS Signature and endorsement	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
Task / Site Risk and controls	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
Any necessary permit to work arrangements identified	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
If any of the above statements are answered NO, reject the SWP and return it to the planner.			
The welfare facilities have been identified and are appropriate	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
Comments If SWP rejected:			

AUTHORISED by: Responsible Manager
Complete as part of review/discussion with person in charge. Circle Yes or No for each question, and sign the declaration below.

Work content is understood by the person in charge	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
Necessary competence within team to undertake task	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
Risk controls are suitable and sufficient	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
The appropriate hierarchy of Safe System of Work has been selected	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
Any additional specific controls identified	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
Responsible Manager's authorisation and confirmation this SWP is complete, and includes any specific additional information required to manage risk on site (cannot be the same person as the verifier). If any of the above statements are answered NO, reject the SWP.			
The welfare facilities have been identified and are appropriate	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
Print Name:	Signature and/or Authority Number:	Date:	
Note: Authority number is required when timescales have not been met or major changes have been required			

Version: 2.5.2.2

If the SWP is rejected due to errors or requires adjustments - circle YES and return to the Planner

Planner name is pre-populated. 019 does not mandate planner's signature but this is "Best Practice"

Remember the PIC and RM cannot be the same person. The PIC must verify before the RM authorises the SWP. PIC needs to circle YES/NO for each question

PIC to sign and date when SWP is reviewed and to verify the SWP. If this is done electronically, note of who, how and when should be made and the email kept for audit purposes

RM needs to circle YES/NO for each question

Signature or Authority Number must be populated as well as the date. The same person shall not authorise and verify the same SWP. If a SWP has not been verified & authorised, it should not be used!

The Person in Charge (PIC) shall verify the suitability of the SWP:

- A minimum of one shift in advance of the work taking place, or
- On the same day, where the following exceptional circumstance apply:
 - Unforeseen absence of the named PIC has meant that another PIC had to be nominated by the Responsible Manager (RM) in the previous 24 hours
 - The newly nominated PIC has adequate time to verify the SWP including, time to read and understand the nature and complexity of the work and provide feedback to the RM prior to authorisation of the SWP

All instances where a SWP is verified on the same shift the work is being undertaken, shall be recorded by the RM.

NO SWP can be given an Authority Number if it hasn't previously been Verified (PiC) and Authorised.(RM)

For cyclical and repeated tasks, the RM shall check the accuracy and appropriateness of each SWP in consultation with a PIC who is familiar with the area and the work that is to be undertaken.

The RM may authorise the SWP to be implemented repeatedly without further authorisation where he/she is satisfied that:

- a) the SWP is suitable and adequate, and
- b) the PIC is competent

The SWP may be implemented repeatedly for the following periods (THIS MUST BE RECORDED):

- 12-month period when the SWP uses protection, and
- 6-month period when the SWP uses warning

WORK INFORMATION							
Plan ref no.	13898965	Function	P Way	Number of Safe Systems	1		
Name of COSS/IWA			Sentinel card no.				
Local Name: Guildford Yard - North Box & Up Carr Sidings							
Nature of work Hand Point Inspection - North Box & Up Carr Sidings							
Worksite Mileage ELR		NGL	Start	29 m 55 ch	End	30 m 2 ch	
Worksite Mileage ELR		WPH1	Start	29 m 70 ch	End	30 m 43 ch	
Worksite Mileage ELR		GTW1	Start	30 m 2 ch	End	30 m 40 ch	
Start date and time of work		15/01/2020 10:00	End date and time of work		15/01/2020 12:00		
Name of authorised access point			Guildford Platform 4 ramp end 30m20ch / Guildford Up Carrage Sidings 30m25ch		Mileage	0 m 0 ch	
Post code		OS Grid Ref	GPS Co-ord				
Narrative Text (Arrangement to walk to site description) Guildford Platform 4 ramp end 30m20ch / Guildford Up Carrage Sidings 30m25ch							
SAFE SYSTEM OF WORK - Working start 15/01/2020 10:00 Duration 120 mins Safe System 1							
ELR	NGL	FROM	29 m 55 ch	TO	30 m 2 ch	WON	
ELR	WPH1	FROM	29 m 70 ch	TO	30 m 43 ch		
ELR	GTW1	FROM	30 m 2 ch	TO	30 m 40 ch		
	Protection			Warning			
	Safeguarded	Fenced	Separated	Permanent Warning System	TOWS	Human Activated (e.g. LOWS)	Portable Warning System
Planned							YES
Actual							
Name	Direction	Status	Speed	Blocked From	Blocked to	Electrification	SLW
Up Main	Bl	Open	85			DC	
On Main	Bl	Open	90			DC	
Up Ash	Bl	Open	40			DC	
On Ash	Bl	Open	40			DC	
Up Cobham	Bl	Open	30			DC	
On Cobham	Bl	Open	30			DC	
North Box Siding	Bl	Open	15			DC	
Guildford Up Carrage Sidings	Bl	Open	15			DC	
Resource Lookout requirements	Method of warning			Position of safety (workgroup)			
Site lookout / IWA	1	Line Speed		Warning Time		Available sighting distance	
Touch Lookout	0						
Intermediate/Distant	0	Required sighting distance					
Site Warden	0	Type of fence (fenced only)		Distance from nearest open line (FENCED or SEPARATED warning)			
Lines for each lookout to observe and lookout position(s) for safety							
Name of authorised egress point			Guildford Platform 4 ramp end 30m20ch / Guildford Up Carrage Sidings 30m25ch		Mileage	0 m 0 ch	
Post code		OS Grid Ref	GPS Co-ord				
Version: 2.5.2.2		Printed: 15/01/2020 14:14				1 of 7	

Select COSS or IWA, cross out not applicable

Fill in the name of the COSS/IWA and complete the Sentinel details

Check all the information on this page is correct, including Worksite ELR's, Worksite mileage, Date and time of work, Access point mileage, Safe system of work ELR's, Safe system of work mileage's, Planned Protection method and All Lines on site

Select the actual protection method and tick the relevant box

This box must display the right number of planned resources, and this must be adhered to by the COSS.

This could be the number of operatives, hand tools, etc.

Required and Available sighting distance are NOT ALWAYS the same. Range finders could be used to assist when setting up a safe system of work (SSOW)

This is the date when the plan was printed. Plan should be used within a maximum of 7 days from the date it was created or as agreed with the Planner

- Method of Warning could be: horn, flag, verbal or touch.
- Position of Safety: you need to specify and brief the exact position of safety to your team and record it on the SWP.
- Line Speed: enter the maximum speed for the location (from the Sectional Appendix).
- Warning Time: work out your warning time using the sighting distance chart on Page 3 and the line speed at your location.
- Required Sighting Distance: calculate your sighting distance and specify whether it is in yards or metres.
- Available Sighting Distance: Check your available sighting distance, use a Range Finder if available and record on the pack. Remember – available sighting is not always the same as required sighting distance.

Record of Work Arrangements and Briefing Form V14		Plan: 13898965	Type: Non Cyclic	Status: OK	RT8909
Narrative Text (Arrangement to walk from site description) Guildford Platform 4 ramp end 30m20ch / Guildford Up Carriage Sidings 30m26ch					
NOMINATED PEOPLE Site Wardens, ATWB Operator or Lookouts (TOWS, LQWB, distant, intermediate, site, machine or touch)					
Name (print)	Role	Competence expiry date for role performed			
Risks Identified and Controls to be applied by person in charge					
Specific Risk Requiring Control		Control to be applied			
GA20 - Working Adjacent to DC Electrified Raila - Risk level 1-3		Refer to Risk CS			
TH00 - Generic Track Risks		Refer to Risk CS			
Welfare Arrangements					
CP38 Category	Location	Other Relevant Information			
N/A	Until the Wessex Route welfare strategic plan has been delivered with NR/L3/INV/CP036, the welfare facilities for the worksite are any public toilet within reasonable vicinity.	Until the Wessex Route welfare strategic plan has been delivered with NR/L3/INV/CP036, the welfare facilities for the worksite are any public toilet within reasonable vicinity.			
Emergency Arrangements					
Emergency Arrangements		First Aid Arrangements			
Royal Surrey County Hospital Egerton Road Guildford Surrey GU7 7XX Tel: 01483 571 122*		PIC, team member - first aid kit will be in Van or depot			

This section must be populated with the details of Lookouts or Site Wardens...including Touch Lookout if used.

This section should include the name, address and post code of the nearest A&E hospital. Only one hospital should be listed / select one with better road access if more than one at the same distance.

Qualified First Aider, or the person nominated on site to lead a first aid or emergency response. **For non-cyclical work** – there should be a named first aider identified at the planning stage.

For cyclical work – the PIC must identify the first aider as part of his briefing and record the name

The Location should be a named location, with address and post code supplied. Agreement should be in place to use the facility if it is not NWR owned.

Other relevant info could include the passcode to the door of the facility. It is acknowledged that the named location may not currently be compliant with the travel time required as per the Welfare standard

Task Risk – there should be a small number of the most significant risks. Use the questions and guidance below to challenge the relevance of task risk control (TRC) sheets in your SWP:

1. The inclusion of TRCS is not to identify every risk or to replace the competence and experience of a team member to carry out the task safely – it is a reminder for the PIC (who has been involved in the planning process and is therefore aware) of the main risks associated with that task. **Does the selected Task Risk Control Sheet constitute one of the most important risks? – if not don't use it.**
2. **What are the risks that could really hurt someone.... focus on those?**
3. Whilst we need to be careful about familiarity, it would be sensible to include risks associated with tasks that are done infrequently, the team will not be as familiar with these.
4. If you ignored the list of TRC sheets in the SWP but needed to brief your team on the risks associated with the job you were doing, **which risk controls would you brief?** In which case the other TRCS shouldn't be included.
5. Briefing a long list of task risks and controls is not helpful and the concentration of the team would be affected. People will miss key information they need to understand. **Keep it focussed.**
6. Inevitably more complex jobs of longer duration will have more risks. If risks and controls are only relevant on certain shifts (e.g. the last shift is the only shift when welding activities and S&T testing will take place but there are no RRV activities) then the SWP for this shift should reflect this.
7. If you had to justify why you picked certain task risks, would you be able to explain the logic behind your choice? Remember that every TRC sheet will need to be briefed out on site and the team will need to sign to confirm they were briefed, and they understood the briefing.
8. It is difficult to specify the correct number of TRCSs, however as a guide, - a simple task should **not include more than 5 to 6 TRC sheets.**

SIGHTING DISTANCE CHART In Miles, Yards and Metres

Max Speed	15 secs	20 secs	25 secs	30 secs	35 secs	40 secs	45 secs	48 secs	Max Speed	15 secs	20 secs	25 secs	30 secs	35 secs	40 secs	45 secs
125mph	900y	1240y	1540y	1m 00y	1m 380y	1m 700y	1m 1000y		125mph	900m	1350m	1400m	1750m	2000m	2300m	2600m
120mph	880y	1180y	1480y	1m 01y	1m 350y	1m 650y	1m 780y		120mph	800m	1100m	1300m	1650m	1800m	2100m	2400m
115mph	860y	1140y	1420y	1m 02y	1m 220y	1m 500y	1m 700y		115mph	800m	1100m	1300m	1650m	1800m	2000m	2300m
110mph	830y	1080y	1360y	1m 03y	1m 140y	1m 400y	1m 580y		110mph	800m	1000m	1300m	1600m	1800m	2000m	2300m
105mph	790y	1020y	1260y	1m 04y	1m 120y	1m 300y	1m 480y		105mph	700m	900m	1200m	1550m	1600m	1800m	2050m
100mph	740y	960y	1240y	1m 05y	1m 250y	1m 500y	1m 640y		100mph	700m	900m	1200m	1550m	1600m	1800m	2050m
95mph	700y	940y	1180y	1m 06y	1m 400y	1m 500y	1m 540y		95mph	650m	850m	1100m	1350m	1600m	1750m	1950m
90mph	680y	880y	1100y	1m 07y	1m 220y	1m 400y	1m 520y		90mph	650m	850m	1050m	1250m	1400m	1700m	1850m
85mph	640y	840y	1040y	1m 08y	1m 260y	1m 440y	1m 520y		85mph	650m	750m	900m	1100m	1300m	1500m	1650m
80mph	600y	800y	980y	1m 09y	1m 180y	1m 380y	1m 480y		80mph	600m	700m	850m	1050m	1200m	1400m	1550m
75mph	560y	760y	920y	1m 10y	1m 200y	1m 400y	1m 500y		75mph	550m	650m	700m	850m	1000m	1150m	1450m
70mph	520y	720y	880y	1m 11y	1m 280y	1m 500y	1m 600y		70mph	450m	600m	700m	900m	1000m	1200m	1350m
65mph	480y	640y	800y	1m 12y	1m 320y	1m 500y	1m 640y		65mph	450m	600m	700m	900m	1000m	1200m	1350m
60mph	440y	600y	740y	1m 13y	1m 440y	1m 500y	1m 720y		60mph	450m	650m	700m	950m	980m	1100m	1250m
55mph	420y	540y	680y	1m 14y	1m 20y	950y	1m 820y		55mph	400m	500m	650m	750m	900m	1000m	1150m
50mph	380y	500y	580y	1m 15y	1m 240y	600y	1m 920y		50mph	350m	450m	500m	600m	700m	800m	900m
45mph	340y	440y	550y	580y	700y	700y	1m 000y		45mph	320m	420m	500m	620m	720m	820m	920m
40mph	300y	400y	500y	500y	700y	800y	850y		40mph	280m	350m	450m	540m	640m	730m	820m
35mph	260y	360y	440y	520y	600y	700y	780y		35mph	240m	320m	400m	480m	580m	670m	720m
30mph	220y	320y	380y	440y	520y	600y	680y		30mph	220m	300m	340m	430m	480m	540m	620m
25mph	200y	260y	320y	360y	400y	500y	560y		25mph	180m	240m	300m	380m	430m	490m	550m
20mph	180y	220y	280y	320y	360y	400y	440y		18mph	120m	160m	180m	220m	240m	280m	320m
15mph	120y	180y	200y	220y	260y	300y	340y		15mph	80m	100m	120m	140m	160m	180m	220m
10mph	60y	100y	140y	160y	180y	200y	220y		5mph	40m	60m	80m	100m	120m	130m	140m
5mph	40y	60y	80y	80y	100y	100y	120y									

LOOKOUTS AND IWA Calculating required Warning Time and Sighting Distance

Site Lookout(s)							
Maximum speed of trains							
Time needed to stop work and down tools							
Time needed to reach the position of safety							
Add 5 secs if site lookout is looking out in both directions OR using LOW0							
Add 5 secs if you are working alone (without Lookout)							
Add 10 secs (minimum time to be in a position of safety)							
Original required warning time							
Req. sighting distance to achieve Original req. warning time							
Available sighting distance with only site Lookout(s)							
If the available sighting distance is less than the required sighting distance, you must appoint a distant lookout(s)							
ADD DISTANT LOOKOUT(s)							
Original required warning time (use from above)							
Add 5 secs for an distant lookout(s)							
New required warning time							
Required sighting distance to achieve New required warning time							
Available sighting distance with distant Lookout(s)							
If the available sighting distance is less than the req. sighting distance, you can't work with Lookout(s) or IWA							

Specify the lines you calculated your sighting distance and warning time for and record them individually in a separate column. You can record up to 8 lines

- Ensure you check your available sighting distance against the Sighting Distance Chart.
- Always test your Safe System of Work (SSOW) before allowing the task to commence.
- Specify on this page if your warning time and sighting distance calculations are for the Up or Down Line.
- Confirm if you used metres or yards to check and record your sighting distance.
- If the mileage changes, your calculation should be based on the highest speed of the line.

SITE SPECIFIC HAZARDS				
Red Zone Prohibitions Including Start and End mileage				
Guildford South JN - Ash JN <site of>	GTW1	COSS or IWA may not work alone	HWR	30 m 2 ch
Guildford station COSS or IWA may not work alone. Minimum 2 lookouts.				30 m 40 ch
Guildford Station Platforms 6 - 7	GTW1	Red Zone Working Prohibited	HWR	30 m 5 ch
Red Zone Working Prohibited, no position of safety between platforms				30 m 20 ch
Guildford COSS or IWA may not work alone	GTW1	COSS or IWA may not work alone	HWR	30 m 31 ch
Sharp bends, sightline distance and industrial noise. <i>Distant Lookout & Lookout or possession</i>				31 m 40 ch
Guildford station COSS / IWA may not work alone.	NGL	COSS or IWA may not work alone	HWR	29 m 45 ch
Minimum 2 lookouts				30 m 4 ch
Guildford Station platforms 2 & 3	NGL	Red Zone Working Prohibited	HWR	29 m 65 ch
Red Zone Working Prohibited in platforms 2 & 3 in Guildford Station				30 m 0 ch
Guildford Station COSS or IWA may not work alone	WPH1	COSS or IWA may not work alone	HWR	30 m 0 ch
Minimum 2 lookouts				30 m 40 ch
Guildford Station Platforms 4 & 5	WPH1	Red Zone Working Prohibited	HWR	30 m 20 ch
Red Zone working prohibited up & down Main, Platforms 4 and 5				30 m 35 ch
Chalk Tunnel & St Catherine's Tunnel <Sand Tunnel>	WPH1	Red Zone Working Prohibited	HWR	30 m 40 ch
Chalk Tunnel & St Catherine's Tunnel <Sand Tunnel>				31 m 20 ch
Specified hazards from Hazard Directory (e.g. Restricted Sighting)				
Guildford <Guildford Park Road> clearance hazard	WPH1	Restricted Clearance	HCC	30 m 2 ch
Guildford station country end clearance hazard	WPH1	Restricted Clearance	HCC	30 m 33 ch
Guildford <Chalk Tunnel> clearance hazard	WPH1	Restricted Clearance	HCC	30 m 42 ch
Additional Information or Instructions at Planning stage				
This GWP is for hand point inspections at North Box siding and Guildford Up Carriage sidings,				
This GWP is for red zone working with no booked supporting LB, if any red zone prohibited area is required to be entered then a line side request for LB must be arranged with the controlling signal box - Please review signals required for line side line blockage requests before start of work and accessing the track				
Check with controlling signal box prior to commencement of works for abnormal working arrangements.				
If any TRCS have been missed by planner, then the PIC can add any relevant sheets he/she considers important to the task				
PIC/COSS to confirm access and egress points to be used and brief all team on route to and from site				
All Electrified Lines/Hook switches/Cables running to and from them should be regarded as LIVE at ALL times, unless proven otherwise				
On electrified lines – Insulated tools & shrouds to be used in accordance with DCCR standards				
Correct PPE to be worn for the tasks to be undertaken as per task risk control sheet				
The COSS or SWL must also assess the working conditions on the day (taking into account environmental and individual personal factors)				
Life saving rules to be adhered too at all times - REMEMBER SAFETY IS EVERYONES RESPONSIBILITY				
Extra care should be taken when working within the moving parts of G&C to prevent trapped feet & Hands				
If at any moment you think the site can not be safely protected using Red Zone, upgrade to Green Zone through controlling signal box, if unable to achieve a green zone cease work immediately, and inform your line manager to plan in as G2 working				
If this GWP is for different locations along the route, i.e. GWP mileage is over 20 chain and two or more locations will be visited the COSS MUST re-enter the team at every location				
When using lookout protection, if at any time you can't achieve the required distance with number of lookouts on this GWP, increase lookout numbers, if you still can't reach required distance needed, stop work, try for a line side green zone request, if declined report to manager for planning as a green zone				
Additional Site Specific hazards identified by COSS				
Is an Isolation permit required for this work in AC/DC areas Yes / No				
Is an Isolation permit required for this work in AC/DC areas Yes / No				

This section includes any additional information/comments from the Planner. Please review these carefully. If it states information that is wrong, note to the planner for removal before re-issue.

The information in this section is extracted from the Hazard Directory. Ensure you review the hazards as on occasions changes are made or new hazards are identified. Always check for Red Zone Working Prohibited areas, Restricted Sighting areas and Limited clearance areas. Ensure you read the free text as there could be some relevant information about the hazard

If there are any additional site-specific hazards, the COSS/PIC should record them here.

NOTE: Slips, trips and falls are not hazards.

Record Of Work Arrangements and Briefing Form V14		Plan: 13898965	Type: Non Cyclic	Status: OK	RT898
DECLARATION					
By signing this form you are confirming that you have received a full brief and that you understand it. If you have any questions or think the SSWOP is or becomes unsafe, tell the COSS immediately					
Name (print)	Signature	Sentinel card no.			
COSS signature Filled in by COSS		Date			
Change of COSS (if required)					
Relief COSS name	Sentinel card no.				
Signature	Date	Time			
CHANGE FROM PLANNED SAFE SYSTEM OF WORK					
Details of change					
Authorised by (name)	Role				
Signature / Authority No.	Date	Time			
EMERGENCY CONTACT DETAILS					
Signal box / Panel / Workstation	Telephone				
GUILDFORD	01483 302311				
Electrical Control Room	Telephone				
Eastleigh	023 8061 3314 - 089 7472/7547				
COSS/MA FEEDBACK ON SAFE SYSTEM OF WORK PLANNING					
(e.g. changes in hazards, wrong access point etc.)					
SITE ACCESS POINTS					
Access Points including Start and End mileage					
Guildford walking route	GTW1	Authorised Walking Route. From station over the Passimeter Bridge to Guildford Park Road. Turn left and enter Guildford P/Way depot via steps <coded gate access> or continue via Guildford Park Road left to station car park then left to gate under Passimeter Bridge to sidings.	HA	30 m 5 ch	30 m 15 ch
Guildford Station.	GTW1	Authorised Walking Route. The authorised route for crossing the line is either via the bridge or Subway for all purposes.	HA	30 m 14 ch	30 m 14 ch
Guildford Station car Park.	GTW1	Authorised Access Point - Pedestrian. Authorised access point for pedestrians. Guildford Stn car park - gate under footbridge.	MAP	30 m 14 ch	30 m 14 ch
Guildford Down Ash Sidings.	GTW1	Authorised Access Point - Vehicle. Authorised Access Point - Vehicle, gates located at end of maintenance depot.	MAV	30 m 19 ch	30 m 19 ch
GUILDFORD STATION END OF CAR PARK	NGL	Authorised Access Point - Pedestrian. Pedestrian access via London end of station car park.	MAP	29 m 58 ch	29 m 58 ch
Guildford Station Platform 1	NGL	Authorised Access Point - Pedestrian. Risk Rating 6. Hazard Rating 2,Score 12,Steps No.	MAP	29 m 63 ch	29 m 63 ch
Guildford station area	NGL	Authorised Walking Route. The authorised walking route for crossing the line is via the bridge or subway for all purposes	HA	29 m 71 ch	29 m 71 ch
Guildford Station Platform 2	NGL	Authorised Access Point. Enter station via country end of platform 2. Risk Rating 6. Hazard Rating 2,Score 12,Steps No.	MA	29 m 75 ch	29 m 75 ch
Guildford ASC	NGL	Authorised Access Point - Vehicle. Risk Rating 3. Hazard Rating 3,Score 9,Steps No.	MAP	30 m 2 ch	30 m 2 ch
North Box Sidings walking route	WPH1	Authorised Walking Route. Authorised walking route and safe cess along length of North Box Sidings.	HA	29 m 70 ch	30 m 2 ch
Guildford walking route	WPH1	Authorised Walking Route. From the station over the passimeter Bridge to Guildford Park Road. Turn left and enter Guildford Carriage sidings via steps. Once on the dock level, turn right to another set of steps located underneath the passimeter walkway, continue down these steps, turn	HA	30 m 0 ch	30 m 0 ch
Guildford walking route	WPH1	Authorised Walking Route. The authorised route for crossing the line is either via the bridge or Subway for all purposes.	HA	30 m 26 ch	30 m 26 ch
GUILDFORD STN C/E	WPH1	Authorised Access Point - Pedestrian. Risk Rating 6. Hazard Rating 2,Score 12,Steps No.	MAP	30 m 35 ch	30 m 35 ch
Chalk Tunnel Guildford End Bridge 17	WPH1	Authorised Access Point - Pedestrian. Risk Rating 3. Hazard Rating 2,Score 6,Steps No.	MAP	30 m 42 ch	30 m 42 ch

This section should be signed by all members of the team to confirm they were briefed by the COSS on the Safe System of Work (operational risks) and they understood the briefing

If the COSS changes, the details must be recorded here

When there are errors or changes necessary to the SWP this section is where the COSS should record it and an authority number will be issued. The changes/amendments should be noted, addressed and taken into consideration for future SWPs by the Planner

List of access points that are within the limits of the Safe System of Work are extracted from the Hazard Directory. Ensure only approved Access Points are used. If you find an access point that is not fit for purpose, raise a Close Call or report it to your Line Manager

Access Points:

- The SSOWP system will include all access points that are available between the limits of the SSOW that are entered by the planner when creating the SWP.
- This section is often cross referenced earlier in the plan under the Authorised Access as 'any access point'. That would be wrong.
- This information is here because there are additional access points should a work group need to come on/off track during work or between component parts. If it is necessary to use an access point that was not identified at the planning stage, the COSS/PIC should assess whether it is covered by the SSOW.

Risk Control Briefing and PIC Acceptance

Ref:	NR/L2/OH8/018/F01.2
Issue:	1
Date:	04 March 2017
Compliance date:	03 July 2017

SWP Ref. 13898965	Date & Time of Work 15 Jan 2020 10:00
Brief Description of Work Hand Point Inspection - North Box & Up Carr Gildings	

This section lists all the task risks that were selected to identify the key risks

Risks Identified and controls to be applied				
Specific Risk Requiring Control	Control to be applied	Person in charge of risks (if different from PIC)	Signature of Person Controlling Risks	Confirm Risks Briefed (signature)
Safe System 1	Working	NGL and others	29 m 55 ch to 30 m 2 ch	
Operational Risks (Train, OTM or OTP movements)	Refer to RT9909/COSS			
TK09 - Generic Track Risks	Refer to Risk CS			
GA20 - Working Adjacent to DC Electrified Rails - Risk level 1-3	Refer to Risk CS			

This is where the PIC notes reassignment of risk controls to others and obtain their signatures. EG; Welders, S&T, Person looking after manual handling risks.

Welfare Arrangements		
CP38 Category	Location	Other Relevant Information
Safe System 1	Working	NGL and others 29 m 55 ch to 30 m 2 ch
N/A		Until the Wessex Route welfare strategic plan has been delivered with NR/L3/INI/CP0036, the welfare facilities for the worksite are any public toilet within reasonable vicinity.
Emergency Arrangements		
Arrangement Details	First Aid Arrangements	
Safe System 1	Working	NGL and others 29 m 55 ch to 30 m 2 ch
Royal Surrey County Hospital Egerton Road Guildford Surrey GU1 7XX Tel: 01483 571 122		PIO, team member - first aid kit will be in Van or depot
Emergency Contact Details		
Signal box / Panel / Workstation	Telephone	
GUILDFORD	01483 302311	
Electrical Control Room	Telephone	
Eastleigh	023 8061 3314 - 089 7472/7547	

Information regarding the Welfare Arrangements, Emergency Arrangements and contact details that are contained in RT9909 form are repeated on F01.2 form

Signing for risk and controls.

- The PIC has the overall accountability for on-site safety.
- If no risks and controls are re-allocated to another person in this sheet, confirmation signature is needed here against all TRCS that briefings have occurred.
- However, the PIC may choose to delegate a risk and control. For example, if the PIC is part of a P-way team but there is a welding activity taking place, the lead welder will be responsible for controlling the risk/s associated with the welding.

- It was recognised in the past that staff are required to sign each SWP too many times.
- Local Wessex instruction was issued, confirming that it will be sufficient for the staff to sign the second page of the Risk Control Briefing (F01.2 form) only and they do not have to sign the Declaration part on the form RT9909.
- This signature will be treated as confirmation that all staff received and understood the briefing on all task, operational and site risks.