

## 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

Rejected	YES	NO
Errors / Changes	YES	NO

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

Describe work being undertaken

Cyclical	Repeated	Non-Cyclical	YES
SWP Ref: 13898965	SWP expiry date	Date & Time of Work	15 Jan 2020 10:00
Brief Description of Work: Hand Point Inspection - North Box & Up Carr Sidings			

## CREATED by: Planner

I confirm this SWP has been checked and is compliant with NR/L2/OHS/019:		
Planner name:	Signature:	Date:
Andrew Smith		

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

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.

## 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.	Y	N
COSS Signature and endorsement:	Y	N
Task / Site Risk and controls	Y	N
Any necessary permit to work arrangements identified	N/A	Y 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	Y	N
Comments if SWP rejected:		
Name of Person in charge:	Signature:	Date:
DARREN WALSH		

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

## 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	Y	N
Necessary competence within team to undertake task	Y	N
Risk controls are suitable and sufficient	Y	N
The appropriate hierarchy of Safe System of Work has been selected	Y	N
Any additional specific controls identified	N/A	Y 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	Y	N
Print Name:	Signature and/or Authority Number:	Date:
Graham Owen		
Note: Authority number is required when timescales have not been reviewed for major changes have been required		

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. 1389965 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 and 30m20ch / Guildford Up Carriage Sidings 30m26ch 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 and 30m20ch / Guildford Up Carriage Sidings 30m26ch

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

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	Lookouts
Planned							YES
Actual							

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.

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 Carriage Sidings	Bl	Open	15			DC	

Resource Lookout requirements		Method of warning		Position of safety (workgroup)	
Site lookout / IWA	1	Line Speed		Warning Time	
Touch Lookout	0	Required sighting distance		Available sighting distance	
Intermediate/Distant	0				
Site Warden	0				

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)

Equipment/Staff Resources

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 and 30m20ch / Guildford Up Carriage Sidings 30m26ch Mileage 0 m 0 ch

Post code OS Grid Ref GPS Co-ord

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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 Oldings 30m26ch

**NOMINATED PEOPLE**  
Site Wardens, ATWS Operator or Lookouts (TOWS, LOWS, 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 Rails - Risk level 1-3	Refer to Risk CS
TK00 - 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/INI/CP0036, 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/INI/CP0036, 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	Max Speed	15 SECS	20 SECS	25 SECS	30 SECS	35 SECS	40 SECS	45 SECS
10mph	820y	1240y	1640y	1m 80y	1m 380y	1m 700y	1m 1000y	10mph	800m	1200m	1600m	1700m	2000m	2300m	2600m
12mph	890y	1330y	1760y	1m 88y	1m 400y	1m 750y	1m 1100y	12mph	800m	1100m	1400m	1600m	1800m	2100m	2400m
15mph	960y	1440y	1920y	1m 96y	1m 500y	1m 800y	1m 1200y	15mph	800m	1100m	1300m	1500m	1700m	1900m	2100m
18mph	1030y	1560y	2080y	1m 103y	1m 540y	1m 860y	1m 1300y	18mph	800m	1100m	1200m	1400m	1600m	1800m	2000m
20mph	1100y	1680y	2240y	1m 110y	1m 580y	1m 900y	1m 1400y	20mph	800m	1100m	1100m	1300m	1500m	1700m	1900m
25mph	1240y	1920y	2560y	1m 124y	1m 670y	1m 1050y	1m 1600y	25mph	800m	1100m	1000m	1200m	1400m	1600m	1800m
30mph	1440y	2160y	2880y	1m 144y	1m 790y	1m 1200y	1m 1800y	30mph	800m	1100m	900m	1100m	1300m	1500m	1700m
35mph	1640y	2460y	3280y	1m 164y	1m 900y	1m 1350y	1m 2000y	35mph	800m	1100m	800m	1000m	1200m	1400m	1600m
40mph	1840y	2760y	3680y	1m 184y	1m 1000y	1m 1500y	1m 2200y	40mph	800m	1100m	700m	900m	1100m	1300m	1500m
45mph	2040y	3060y	4080y	1m 204y	1m 1100y	1m 1600y	1m 2400y	45mph	800m	1100m	600m	800m	1000m	1200m	1400m
50mph	2240y	3360y	4480y	1m 224y	1m 1200y	1m 1700y	1m 2600y	50mph	800m	1100m	500m	700m	900m	1100m	1300m
55mph	2440y	3660y	4880y	1m 244y	1m 1300y	1m 1800y	1m 2800y	55mph	800m	1100m	400m	600m	800m	1000m	1200m
60mph	2640y	3960y	5280y	1m 264y	1m 1400y	1m 1900y	1m 3000y	60mph	800m	1100m	300m	500m	700m	900m	1100m
65mph	2840y	4260y	5680y	1m 284y	1m 1500y	1m 2000y	1m 3200y	65mph	800m	1100m	200m	400m	600m	800m	1000m
70mph	3040y	4560y	6080y	1m 304y	1m 1600y	1m 2100y	1m 3400y	70mph	800m	1100m	100m	300m	500m	700m	900m
75mph	3240y	4860y	6480y	1m 324y	1m 1700y	1m 2200y	1m 3600y	75mph	800m	1100m	0m	200m	400m	600m	800m
80mph	3440y	5160y	6880y	1m 344y	1m 1800y	1m 2300y	1m 3800y	80mph	800m	1100m	0m	100m	300m	500m	700m
85mph	3640y	5460y	7280y	1m 364y	1m 1900y	1m 2400y	1m 4000y	85mph	800m	1100m	0m	0m	200m	400m	600m
90mph	3840y	5760y	7680y	1m 384y	1m 2000y	1m 2500y	1m 4200y	90mph	800m	1100m	0m	0m	100m	300m	500m
95mph	4040y	6060y	8080y	1m 404y	1m 2100y	1m 2600y	1m 4400y	95mph	800m	1100m	0m	0m	0m	100m	300m
100mph	4240y	6360y	8480y	1m 424y	1m 2200y	1m 2700y	1m 4600y	100mph	800m	1100m	0m	0m	0m	0m	100m

## 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 LOWS							
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 required sighting distance, you must appoint an intermediate lookout(s)							
ADD INTERMEDIATE LOOKOUT(S)							
New warning time required (use from above)							
Add 5 secs for an intermediate lookout(s)							
Final required warning time							
Req. sighting distance to achieve Final req. 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.							

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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					
<b>Red Zone Prohibitions including Start and End mileage</b>					
Guldford South JN - Ash JN - site of:	STW1	COSS or IWA may not work alone	HWP	30 m 2 ch	30 m 40 ch
Guldford Station COSS or IWA may not work alone. Minimum 2 lookouts					
Guldford Station Platforms 6 - 7	STW1	Red Zone Working Prohibited	HWR	30 m 5 ch	30 m 20 ch
Red Zone Working Prohibited, no position of safety between platforms					
Guldford COSS or IWA may not work alone	STW1	COSS or IWA may not work alone	HWP	30 m 31 ch	31 m 42 ch
Sharp bends, sighting distance and industrial noise. Divided Lookout & Lookout or possession					
Guldford station COSS / IWA may not work alone.	NGL	COSS or IWA may not work alone	HWP	29 m 45 ch	30 m 4 ch
Minimum 2 lookouts					
Guldford Station platforms 2 & 3	NGL	Red Zone Working Prohibited	HWR	29 m 65 ch	30 m 0 ch
Red Zone Working Prohibited in platforms 2 & 3 in Guldford Station					
Guldford Station COSS or IWA may not work alone	WPH1	COSS or IWA may not work alone	HWP	30 m 0 ch	30 m 40 ch
Minimum 2 lookouts					
Guldford Station Platforms 4 & 5	WPH1	Red Zone Working Prohibited	HWR	30 m 20 ch	30 m 35 ch
Red Zone Working prohibited up & down Main Platforms 4 and 5					
Chalk Tunnel & St Catherine's Tunnel - Sand Tunnel	WPH1	Red Zone Working Prohibited	HWR	30 m 40 ch	31 m 20 ch
<b>Specified hazards from Hazard Directory (e.g. Restricted Sighting)</b>					
Guldford - Guldford Park Road - clearance hazard	WPH1	Restricted Clearance	HCC	30 m 2 ch	30 m 3 ch
Guldford station country end clearance hazard	WPH1	Restricted Clearance	HCC	30 m 33 ch	30 m 34 ch
Guldford - Chalk Tunnel - clearance hazard	WPH1	Restricted Clearance	HCC	30 m 42 ch	31 m 1 ch
<b>Additional information or instructions at Planning stage</b>					
This SWP is for hand point inspections at North Box Siding and Guldford Up Carriage sidings.					
This SWP 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 TRCG 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 DCR 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 to at all times - REMEMBER SAFETY IS EVERYONES RESPONSIBILITY					
Extra care should be taken when working within the moving parts of SSC 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 GZ working					
If this SWP is for different locations along the route, i.e. SWP mileage is over 20 chain and two or more locations will be visited the COSS MUST re-brief 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 SWP, 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					
<b>Additional Site Specific hazards identified by COSS</b>					
Is an isolation permit required for this work in AC/DC areas Yes / No					
If No, treat all lines as LIVE					

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.





Status: OK

## Risk Control Briefing and PIC Acceptance

Ref:	NR/L2/OHS/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 Sidings	

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/CO00			
TK00 - Generic Track Risks	Refer to Risk C0			
2A20 - Working Adjacent to DC Electrified Rails - Risk level: 1-3	Refer to Risk C0			

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

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/IN/CPO036, 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/IN/CPO036, the welfare facilities for the worksite are any public toilet within reasonable vicinity.

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

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 GU7 7XX Tel: 01483 571 122"		PIC, 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	

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## 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.



Detail why the SWP was rejected

This section should be signed by all the group members to confirm they received a full brief on task, operational and site risks

This section is completed on site, the SWP is either Accepted or Rejected and this needs to be circled

Ensure this section is completed

Status: OK

ACCEPTED by: Person in charge on site			
Person in charge of delivering the work, shall complete this section.			
I Accept / Reject this SWP (Please circle)			
If rejected, detail briefly change(s) needed:			
General comments:			
Person in charge (Name):		Signature:	
Date:		Location:	
Change of PIC (if required)			
Relief PIC Name:	Signature:	Date:	Time:
By signing this form, you are confirming that you have received a full brief on the operational, task, and site risks for this work and the controls that are to be used. If you have any questions, think that the controls are not being applied, or it is unsafe then tell the PIC			
Name (print)	Signature	Sentinel card no.	
Completion of Work Sign Off by PIC			
I confirm the above SWP contents were appropriate for the task. Circle Yes or No for each question, and sign the declaration below.			
Protection / Warning arrangements (hierarchy of control) were suitable for the work	Y	N	
Task Risk & Site Risk controls were suitable	Y	N	
Appropriate permits to work were included	N/A	Y	N
Welfare facilities were appropriate	Y	N	
The work at site is completed and clear for the safe passage of trains	Y	N	
State any changes or additions that should be made to improve this SWP for future use. If not applicable, state "None".			
Person in charge (Name):		Signature:	

PIC should answer all the questions and circle as appropriate. PIC to enter his name and sign the SWP

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- 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.