

A decorative graphic on the left side of the slide, consisting of a series of vertical blue bars of varying heights connected by a horizontal base, resembling a stylized rail track.

# Working on track in a possession

Learning from Events Week

1 – 7 June 2020

A decorative graphic on the right side of the slide, identical to the one on the left, consisting of a series of vertical blue bars of varying heights connected by a horizontal base, resembling a stylized rail track.

# Possession

A running line is under possession when arrangements have been made to block the line and engineering trains or on-track plant (OTP) may be used.

A possession on a running line will be under the control of a person in charge of the possession (PICOP).

The PICOP is responsible for authorising the movement of engineering trains or OTP anywhere within the possession other than a worksite.

A possession may also be arranged for a siding or group of sidings. This type of possession will be under the control of a person in charge of the siding possession (PICOS).



# NETWORK RAIL Scotland Route

SC

Week No.  
**8**

## WEEKLY OPERATING NOTICE

Containing

SAFETY NOTICES  
 TEMPORARY SPEED RESTRICTIONS  
 ENGINEERING ARRANGEMENTS  
 SIGNALLING AND PERMANENT WAY ALTERATIONS  
 (NEW ITEMS)  
 (DETAILS OF WORK ALREADY CARRIED OUT)  
 GENERAL INSTRUCTIONS AND NOTICES  
 (AMENDMENTS TO OPERATING PUBLICATIONS)  
 (MISCELLANEOUS INSTRUCTIONS)

**SATURDAY 23 MAY 2020  
 to  
 FRIDAY 29 MAY 2020**

**THIS NOTICE COVERS ALL LINES SHOWN IN THE  
 SCOTLAND ROUTE SECTIONAL APPENDIX**

*If the weekly supply of this notice is not received at the normal time, application must be made to your local Manager*

### SECTION B - ENGINEERING ARRANGEMENTS

At or Between	Lines Affected	Remarks
<b>SC001 GRETNA JN TO GLASGOW CENTRAL (VIA BEATTIECK) - Continued</b>		

#### SUNDAY 24 MAY

Ref. No.	P2020/2588819	Possession Manager	Route Business	SC West	
Item 10	Shieldmuir and Newton East Jn	All Lines Possession	0100 SUN	to 0800 SUN	C15 Drainage Only 90m1682yds and 94m650yds W2020/6474335
	Mossend West Jn and Uddingston Jn	All Lines Possession	0100 SUN	to 0800 SUN	C15 Drainage Only 2m505yds and 0m0yds W2020/6474272
	Viewpark Sidings	Viewpark Sidings Possession	0100 SUN	to 0600 SUN	Permanent Way Inspection 88m0yds and 94m957yds W2020/6564185
					Permanent Way Inspection 88m27yds and 93m445yds W2020/6709939
					S&T Work 88m1320yds and 94m957yds W2020/6813962

#### ISOLATION OF ELECTRICAL SECTIONS

0100 Sun to 0800 Sun  
 GN3 and 4, Complete.

#### PROTECTION LIMITS

Down WCML: Beyond GMM445 to Approach GMN175#  
 Up WCML: Beyond GMN178# to Approach GMM462  
 Down Holytown: Beyond 122A pts  
 Up Holytown: Approach GMY332#

#### GENERAL REMARKS

LOGANS ROAD CCTV LC ON LOCAL CONTROL (IMDM MOTHERWELL TO PROVIDE)  
 PROTECTING SIGNALS ARE:-  
 DOWN WCML: GMM399  
 UP WCML: GMM385

#### ENGINEERING TRAINS IN POSSESSION

POSSESSION TAKEN AROUND  
 6K25 AT SIGNAL GMN182 ON THE UP WCML

RRV/S IN USE WITHIN THIS POSSESSION

POSSESSION CONTAINS RUNAWAY RISK

#### SUNDAY 24 MAY

Ref. No.	P2020/2670927	Possession Manager	Route Business	SC West	
Item 11	Newton East Jn and Polmadie	Down & Up Main/Fast Possession	0100 SUN	to 0720 SUN	Preparatory Work 96m438yds and 98m39yds W2020/6516690
		Down North Connecting Line Possession	0100 SUN	to 0720 SUN	Permanent Way Inspection 94m957yds and 97m1103yds W2020/6564208
		Up North Connecting Line Possession	0100 SUN	to 0720 SUN	

## PICOP taking the possession

Contact relevant signaller and confirm possession reference number and then confirm:

- The line that they will be taking under possession, (train or trains)
- Signals, Block markers, Points or crossings,
- Points, Level crossings, Detonator protection,
- The time the possession is to be taken.

## PICOP arranging the possession protection

When the line is clear, signaller will confirm signals at danger and route closed, then:

- Complete RT3198 section 1 and read back to signaller.
- When signaller is satisfied the details are correct then the protection can be placed.
- When all protection is in place, complete RT3198 section 2 and tell the signaller.
- When the signaller is satisfied the line concerned is correctly protected, they will inform the PICOP that the possession is granted.



**Section 1 Possession details**

Name of PICOP		Signal box	
Employer		Panel/workstation	
WON Item No (if applicable)		Phone number	
Line to be blocked		Possession limits (Mileage)	From To
Protecting signals to be kept at danger		Agreed location of detonator protection	
<b>Possession to be taken around train standing at signal</b>			
Train number			
At signal			

**Section 2 Protection arrangements**

Detonator Protection	Placed	Withdrawn	Detonator Protection	Placed	Withdrawn
PLB/dets beyond these signals/points	Time	Time	PLB/dets on approach to these signals/points	Time	Time
	Date	Date		Date	Date
	Time	Time		Time	Time
	Date	Date		Date	Date
	Time	Time		Time	Time
	Date	Date		Date	Date

Token issued	Time	Date	Token returned	Time	Date
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Points	Secured	Un-secured	SPRS	Operated	To normal
Points to be secured	Time	Time	SPRS operated at these signals	Time	Time
	Date	Date		Date	Date
	Time	Time		Time	Time
	Date	Date		Date	Date

**Section 3 Level crossing arrangements**

Level Crossing	#	Arranged	Withdrawn	Level Crossing	#	Arranged	Withdrawn
		Time	Time			Time	Time
		Date	Date			Date	Date
		Time	Time			Time	Time
		Date	Date			Date	Date

In the # column enter -

<b>N</b>	If there is normal working at the crossing	<b>A</b>	If an attendant is required throughout (at AHBC, OCTV, OO or RC crossings)	<b>E</b>	If the road signals/detectors are switched off (at ABCL or AOCL crossings)	<b>Q</b>	If an attendant is required some of the time (at AHBC, OCTV, OO or RC crossings)
<b>W</b>	If wrong direction movements must be cautioned (at crossings worked by the signal/crossing keeper or those with white lights) or stop before crossing (at crossings with red/green lights)	<b>C</b>	If all movements must be cautioned (at crossings worked by the signal/crossing keeper or where red/green lights have been switched off)				

<b>Possession granted at:</b>	Time	Date	Signaller's initials
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**Section 4 Record of work**

Work sites				ES or SWL			
Site No.	Work site limits (mileage)	Authority given	Work completed	Site No.	Name of ES or SWL (or relief)	Phone number	Start of duty
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date

**Section 5 IWA/COSS using possession arrangements outside a work site**

Name of IWA/COSS	Phone number	Employer	Authority given at	Work completed at
			Time/Date	Time/Date

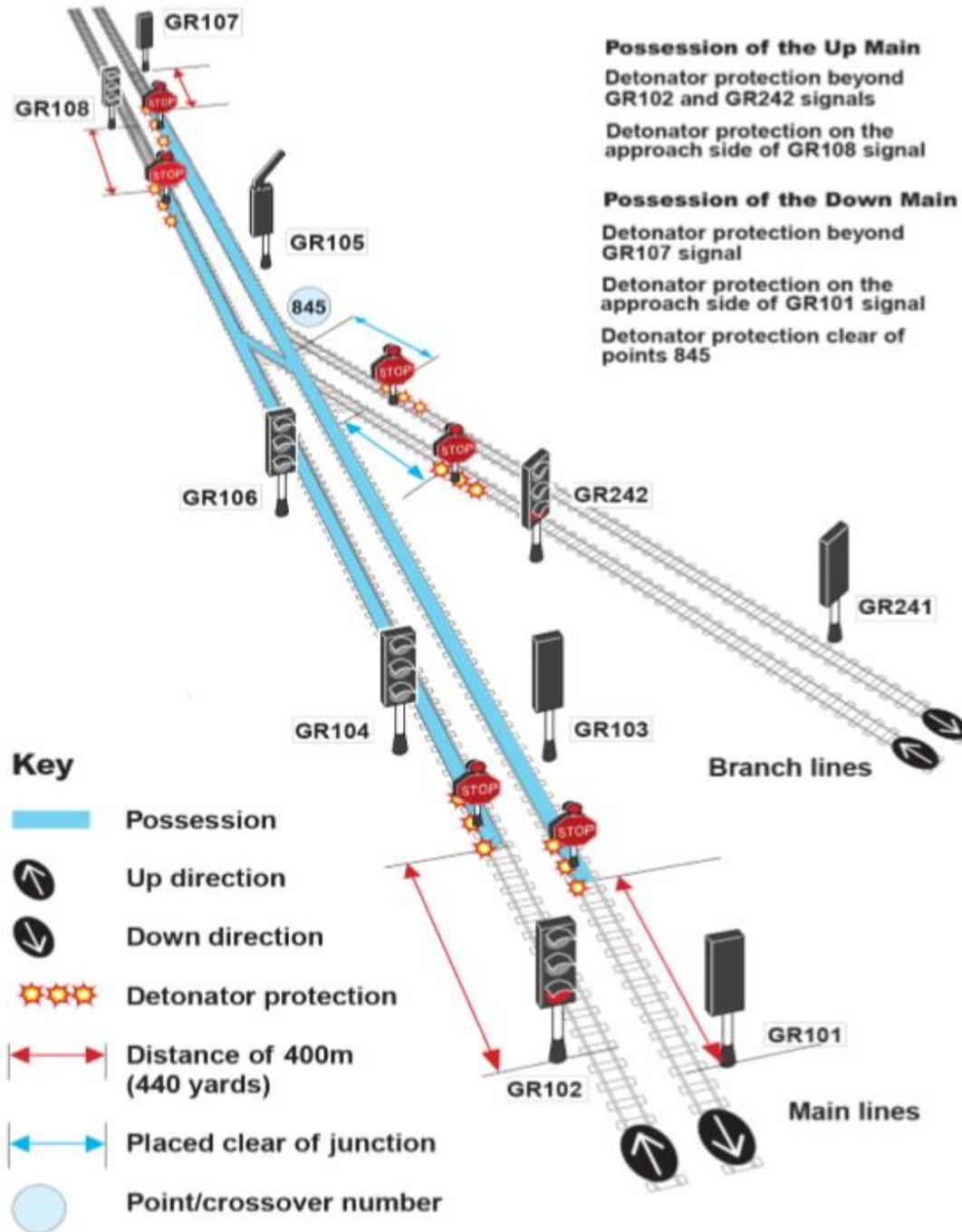
**Section 6 Change of PICOP**

Name of new PICOP	Employer	Start of duty	Name of new PICOP	Employer	Start of duty
		Time			Time
		Date			Date
		Time			Time
		Date			Date
		Time			Time
		Date			Date

Possession to be given up with train standing at signal	Train	Number	At signal	Number
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<b>Possession given up at:</b>	Time	Date
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# Possession



# Work Site

A work site is the portion of line within a possession of a running line where work will take place and usually has a work-site marker board at each end.

Each work site is under the control of an engineering supervisor (ES) or safe work leader (SWL). The ES or SWL is responsible for authorising the movement of engineering trains or OTP entering or within the work site.

The ES or SWL is also responsible for authorising every IWA or COSS to set up their safe system of work within the work site.



# Setting up a work site

ES must contact the PICOP and state the published reference if there is one then confirm:

- The line, mileage of work site marker boards (WSMBs)
- Trains and arrangements for level crossings.

PICOP authorises ES to set up their work site, ES may allow duties relating to the isolation of AC OLE/ DC CRE equipment to start and for the placing of the WSMBs.

- WSMBs if there are engineering trains or OTP within the possession,
- WSMBs in the 4 foot approx. 100 metres from work site.
- WSMBs exact locations recorded on the RT3199 Work-site Certificate.

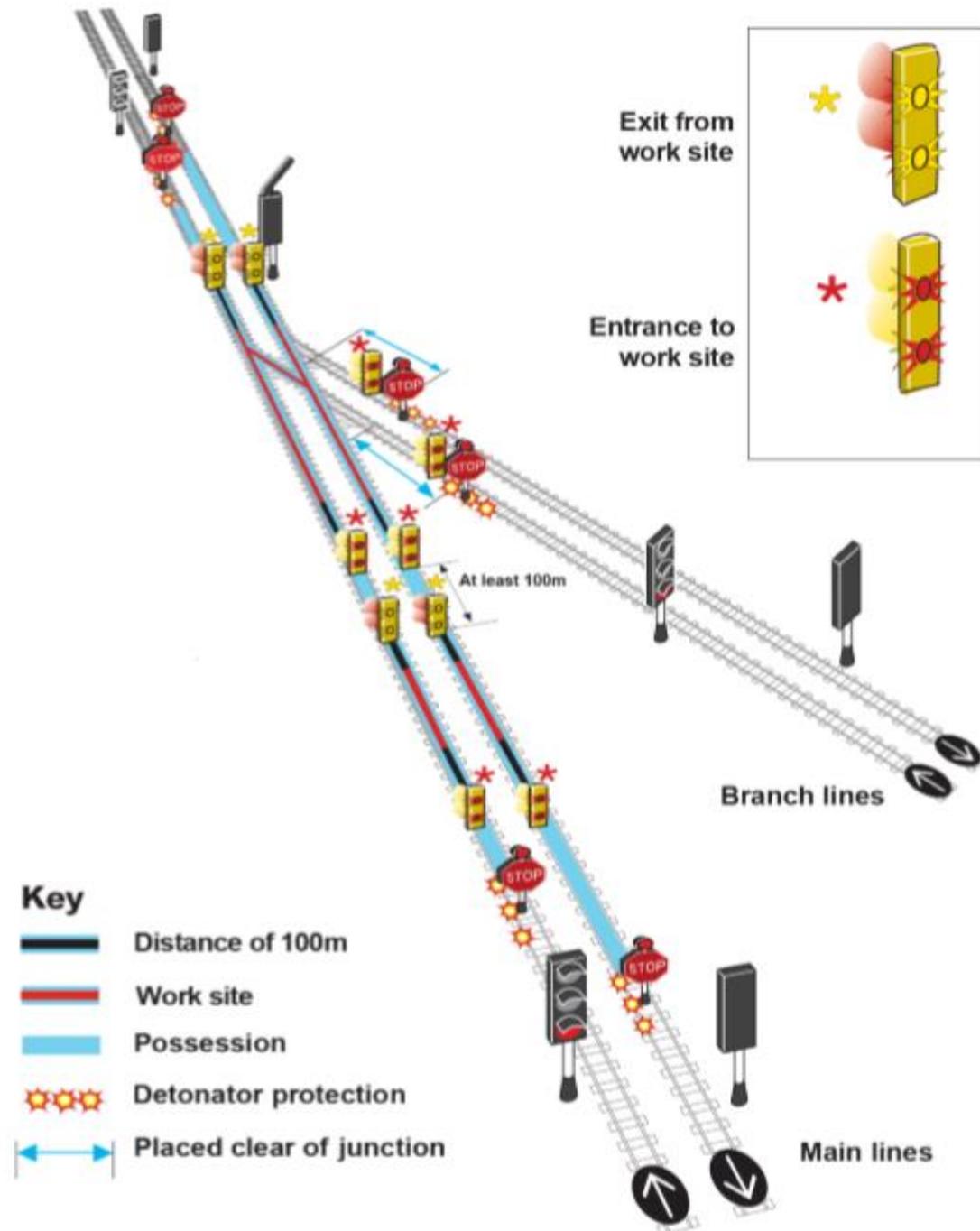
ES must tell the PICOP when all of the WSMBs are in position.

- PICOP will dictate the necessary details which you record in the RT3199,
- Details must include arrangements for any level crossings within the worksite.
- Read back to PICOP, when satisfied all details in order for work to start, you will be given PICOPs full initials and authority to allow work to start.
- Enter these details in RT3199 and you may now consider the work site granted.





# Worksites



## Agreeing the safe system of work with each COSS/ IWA

When the worksite has been granted, ES may allow work to take place.

Before starting work, ES must give each COSS and each Individual Working Alone (IWA) a work site briefing.

ES must agree with each COSS and each IWA:

- The limits of their site of work;
- The nature of the work, and;
- The safe system of work they will use.

ES must enter the details of your agreement on your RT3199 Work-site certificate and get the COSS or IWA to sign it.



RT9909  
December 2003 (Side 1 of 2)

GENERAL INFORMATION									
Name of COSS			Sentinel card No.						
Date									
Nature of Work *									
Time work started			Time work finished						
Location and lines affected *									
How to contact the Signaller in an emergency *									
Lines at the site *									
Direction (any SLW etc?)									
Open or blocked? *									
Speed (line or T/ESR)									
Access and egress arrangements to / from working area *									
Hazards associated with access / egress (conductor rails tripping, vegetation, overhead cables or OLE, etc.) *									
Hazards associated with the site (conductor rails, tripping, vegetation, overhead cables or OLE, buried services, etc.) *									
Limits of the working area and how these are defined *									
Permit to work arrangements (AC or DC lines) if appropriate. If no permit to work is held electrified lines are LIVE *									
SAFE SYSTEM OF WORK									
Tick the relevant box. Only tick 'Planned' column if you have been provided with a planned safe system of work	Walking on or near the line to / from the working area			Whilst carrying out the work					
	Planned *	Actual		Planned *	Actual				
Safeguarded Green Zone									
Fenced Green Zone									
Separated Green Zone									
Red Zone with ATWS									
Red Zone with TOWS									
Red Zone with LOWS									
Red Zone with Pee Wee									
Red Zone with Lookout(s) only									
Reason and authority for change from planned safe system of work									

RT9909  
December 2003 (Side 2 of 2)

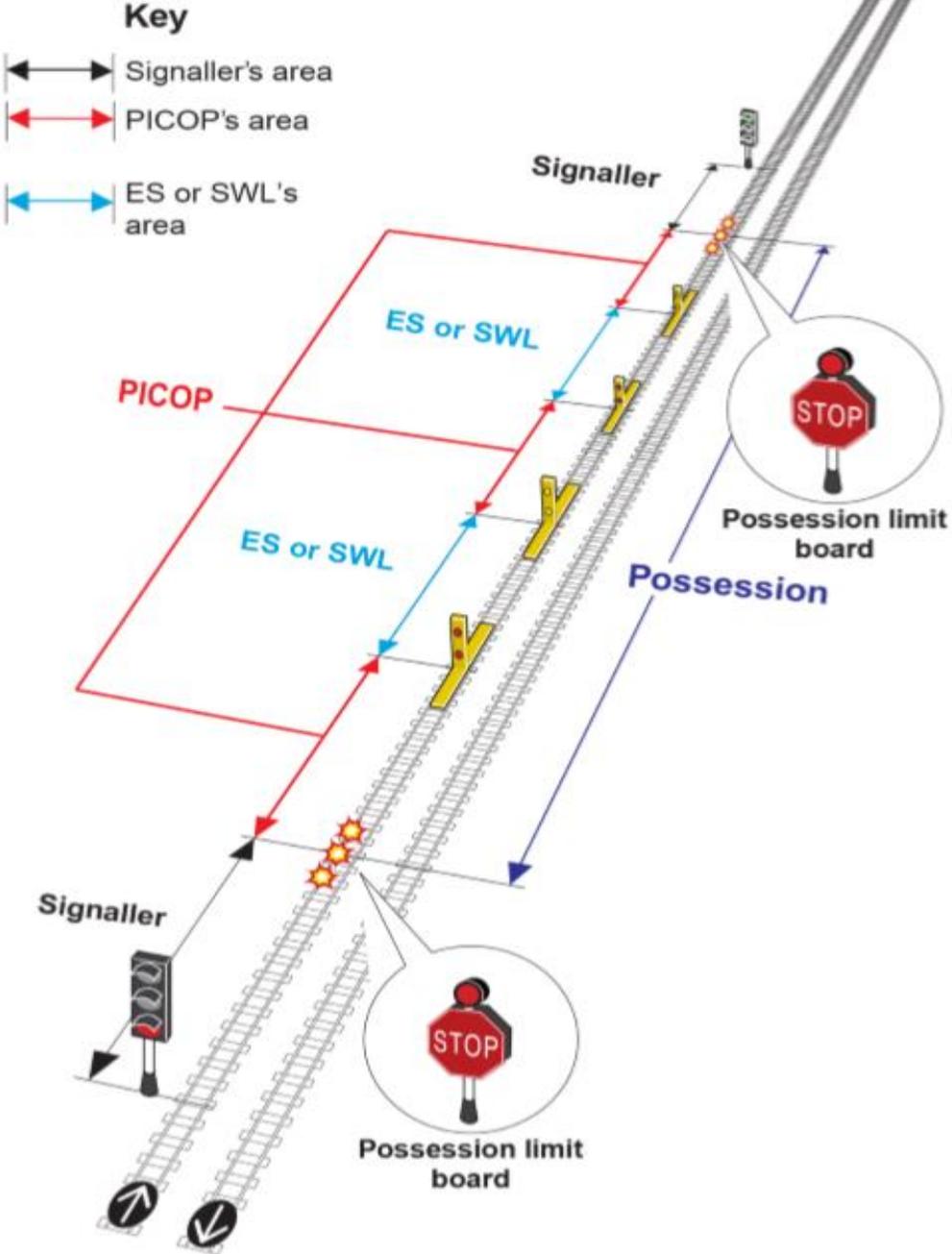
GREEN ZONE WORKING ONLY (complete as applicable) *			
Type of fence (fenced only)			
Distance from line (fenced only)			
Separation distance (separated only)			
How Site Warden will give the warning (separated only)			
RED ZONE WORKING ONLY			
How the warning will be given *			
Location(s) of position(s) of safety			
Details of any SEPARATED GREEN ZONE Site Wardens, RED ZONE ATWS Operator or RED ZONE Lookouts (TOWS, LOWS, Pee Wee, distant, intermediate, site, machine or touch)			
Name	Sentinel Card No.	Location	Role

DECLARATION. (Each member of the group to sign to confirm that they have understood the briefing)			
Signature	Sentinel Card No.	Signature	Sentinel Card No.

COSS DECLARATION. Each member of the group to sign to confirm that they have understood the briefing	
Signature	

\* Where the work is pre-planned, these parts of the form should be completed before it is provided to the COSS

# Areas of Responsibility



## Examples;

The ES received a phone call from the PICOP during mid-shift that the marker boards had been incorrectly placed. ES assistant did not sign in on the ES form and took instructions verbally over the phone from the ES.

SWL2 received a call that the worksite marker boards were on the wrong side of the PICOP protection.

SWL2 arrived on site this morning and after signing guys in received a phone call. They were advised that one of the worksite markerboards had been placed facing the wrong way and was then asked to go and check this. On arrival they discovered that the worksite markerboard was actually on the wrong side of the PICOP's board.

COSS gave permission for a workgroup to go trackside before the possession had been granted and before speaking with the ES, two trains subsequently came through the area before they accessed track.

COSS phoned the ES to check the possession had been granted and then staff accessed track. Stoneblower 80215 was travelling to work at 110m 1470y, COSS and several staff were working at 112m 1420y. The COSS for the workgroup at 112m 1420y alleges they had not been advised that a Stoneblower was due to pass their location of work & reports that the Stoneblower driver was also not aware. Other COSS staff booked in the worksite have confirmed the Stoneblower movements were in the briefing.



## What contributed to the OCCs;

Pressure on PICOP due to workload.

No evidence PICOP briefed ES on possession arrangements.

ES assistant did not use all the information available to place the worksite marker boards in the correct location.

ES assistant had not been given adequate time to walk to location where detonator protection had to be placed.

Actual positions of the worksite marker boards were not detailed in any of the supporting information packs.

Briefing conducted in car park and not in ES cabins supplied.

No evidence ES briefed COSS/ MCs or PSA on amended possession arrangements.

The ES did not phone the COSS before the Stoneblower transit to confirm that the workgroup was clear of the line.

Failure of the ES & COSS to reach understanding on the access point being used due to different terminologies used.

Lack of communication between the different contractors workgroups on the night.



What do you think we could do better?

