

## Roles and Responsibilities – Asset Protection.

### What is the Safe Work Pack?

The Network Rail Asset Protection team are required to monitor outside party and third party works. Prior to work beginning the Asset Protection team will collate all of the relevant information (including the SWP where applicable) that will provide information on;

- What activities are being undertaken;
- how the work is intended to be carried out;
- the risks imported to Network Rail infrastructure as a result of the work; and
- what arrangements are in place to effectively manage those risks.

The term 'SWP' when used by **Asset Protection** refers to the documentation provided to the **person in charge** for the outside party/third party work they are to monitor. This can be in a hard copy paper format or electronically where available.

The contents of a SWP when provided for Asset Protection purposes will be:

- A cover sheet (F01 form or equivalent) confirming adherence to this guidance note, including the name of the **person in charge**;
- method statement and risk assessment(s) for the work, provided by the outside party/third party;
- Details of the welfare arrangements;
- Emergency arrangements.

If Asset Protection monitoring activities require or may require the person in charge to go on or near the line, the SWP will also need to include:

- A part completed RT9909 (see the Rule Book GE/RT8000) or recognised equivalent;
- A part completed RT3181 form(s) (where blockage(s) of the line are part of the SSOW);
- Information and controls that will allow safe access and egress, including walking to and from site;
- Relevant Task risk information and controls required (e.g. method statements and risk assessments);
- Specific permits, where applicable, such as Lifting Plans, Electrical, Isolation, Hot Works, Confined Spaces, etc.
- Details of the possession arrangements (e.g. a copy or extract from the relevant WON and/or a copy or extract from the PICOP pack), including **protection** arrangements (where appropriate);
- Extracts from the Sectional Appendix showing the relevant running lines, track layout and work location for the entire mileage for which the work group will be **on or near the line**;
- Extracts from the **National Hazard Directory** that are relevant to the work and location (these may be included on the RT9909 form);
- Additional signalling or track diagrams (where appropriate).

The information contained in the SWP should be concise and relevant to the task and location of where the work is being undertaken. The SWP should provide clear

information that the **person in charge** can effectively use to manage the risks to them and identify where there is a potential for outside party/third party works to pose a risk to Network Rail infrastructure.

The production of the SWP will normally include, where applicable, collaboration between the **responsible manager, planner, the person in charge** and persons with any necessary technical expertise and familiarity with the task and risks involved.

The **person in charge** will verify the suitability and fitness for purpose of the SWP a minimum of one shift in advance of when the work is to take place.

To verify the SWP, the **person in charge** shall conduct a thorough check of the information that is contained within it, making sure that it contains the necessary information detailed above.

When checking the SWP, the **person in charge** should consider and confirm that the SWP;

- effectively identifies the risks to Network Rail infrastructure associated with the outside party/third party work and how they will be managed;
- contains all necessary elements as identified above;
- is not unnecessarily long or contains information not relevant to the work;
- contains the correct information for operational safety arrangements, e.g. correct protection limits/signal numbers, isolation limits, possession information.

If the work requires protection measure to be deployed (e.g. line blockage with additional protection) and COSS duties have been delegated, the **person in charge** will provide the COSS with an opportunity to check the operational safety element of the pack (e.g. SSOWPS) and make sure that the COSS completes a review of the pack, confirming the details are correct and can be implemented. If the COSS is satisfied with the operational safety management information they will endorse the F01 form in the relevant section.

If the COSS is not satisfied with the operational safety element of the SWP, they will return it to the **person in charge**, informing them of the errors and changes required. The person in charge will make arrangements for the pack to be amended, after which they again provide the COSS with an opportunity to conduct their check.

Where the COSS duties are delegated the **person in charge** shall only complete the verification of the SWP once the COSS has endorsed the F01 form. Without the COSS endorsement, the verification process cannot be completed.

Once the **person in charge** is happy with the contents of the SWP and has necessary endorsements where required, they shall complete the verification section of the F01 form and return the SWP to the **responsible manager** for authorisation.

At least 1 shift before the work, the **responsible manager** will undertake a review of the SWP and check that **person in charge** has completed their verification. As a minimum this should be a check that the F01 form has been correctly completed. The **responsible manager** can also speak with the **person in charge** directly to confirm their understanding of the SWP contents and how it will be implemented.

## The Responsible Manager (Asset Protection)

In the Network Rail Asset Protection organisation, the Responsible Manager's responsibilities and accountabilities are the same as those highlighted in Section 5.2 of NR/L2/OHS/019.

Responsible Manager's within Network Rail's Asset Protection organisation can include role such as;

- Asset Protection Project Manager;
- Construction Manager;
- Scheme Project Manager.

## The Planner (Asset Protection)

The person nominated to act as **Planner** in this process is responsible for planning the work in accordance with the priorities set by the RM. An example of a planner in the Asset Protection organisation could be an Access Planner or similar.

The **Planner** shall adhere to the requirements planning requirements laid out in NR/L2/OHS/019 and its modules.

## The person in charge (Asset Protection)

When a **person in charge** has been nominated for Asset Protection purposes they are only accountable for protecting their own safety and the safety of persons in the work group from the risk of being struck by trains (Operational Risk).

The **person in charge** has no accountability for the actions or omissions of outside parties/third parties or their activities. However, their responsibility does lie with;

- preventing outside parties causing damage to Network Rail infrastructure or any related operational loss (e.g. safety and/or performance impact); and
- for making sure that the task is undertaken in accordance with the agreed risk assessment(s) and method statement(s) so as to not affect Network Rail's staff or infrastructure.

There is still a requirement for the person in charge to verify the SWP a minimum of 1 shift prior to the work commencing. In addition to the checks required by the 019 standard the person in charge should use this verification to satisfy themselves that they have the knowledge of processes being used in the outside party/third party works and understand the method statement, risks and associated controls.