Rail Infrastructure Assurance Group
Thursday 23rd July 2015 at Stonebridge Golf Club, Coventry

The meeting was chaired by Sharon Hillstead, supported by Andrew Adams (Deputy) and Grace Nikobari (Secretary).

Attendees

Member	Organisation
Sharon Hillstead (RIAG Chair)	Atkins Rail
Andrew Adams (RIAG Vice chair)	Thales GTS
Grace Nikobari (RIAG Secretary)	Atkins Rail
Paul Taylor (ISLG Representative)	Colas Rail
Malcolm McPhail	Amey
Bernard Grainger	Babcock
Mike Brown	Balfour Beatty
Steve Mann	Colas Rail
Dale Church	Costain
Kate Robson	Kier
Darren Chatwin	Laing O'Rourke
Carole Slimm	Morgan Sindall
Andy Pheby	Network Rail
Andy Bain	RSSB
Paul Barker	Siemens
Vitalis Ndeda	VolkerFitzpatrick
Michelle Malone	Volker Rail
Simon Shaw	Coyles
Daren Norris	Osborne

Guest Name	Company
Angi Bell	Sentinel

Apologies

| Member Name	Company
Bill Peak	Keltbray
James McMorrow (sent rep in place)	VolkerFitzpatrick
Paul Liley	Carillion
Ray Caines	Buckingham Group
Tavid Dobson (sent rep in place)	RSSB
Andrew Bushell (sent rep in place)	Babcock

Item 1 – Meeting Feedback

For full meeting notes please see files in folder: *Item 1: Meeting Feedback*

Meeting feedback was received from Andrew Adams of Thales, Carole Slimm of Morgan Sindall, Sharon Hillstead of Atkins, Mike Brown of Balfour Beatty and Darren Chatwin of Laing O'Rourke. All feedback was briefed out to the group.

M&EE Plenary meeting, Wednesday 17th June 2015

Concern raised over the civils side of Plant Management within the industry. COP0028 'use of non-rail mounted plant in a railway environment' is being developed. Carole Slimm asked the group to send any issues they would like to be raised in the next M&EE meeting. Network Rail are working on a review of the POS scheme. Please send interest to Carole if you would like to get involved or have documents to be reviewed and contributed to the scheme. Paul Conway is the M&EE Contact and can direct you to any of the plant sub groups;
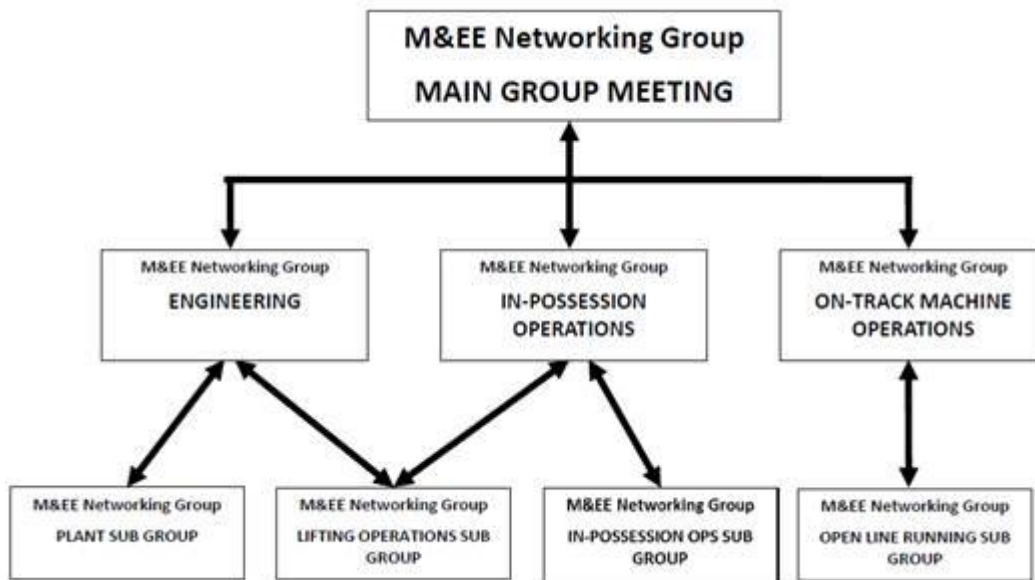
Action: *Peter Stone (Network Rail) to be invited to September RIAG meeting. Carole Slime put forward to support Network Audit POS Scheme for ISLG.*

Track Safety Alliance (TSA), Wednesday 8th July 2015

Mist free Safety Goggles – TSA Mark Wright having a further meeting with the supplier.

Action: *Details will be shared with RIAG by Sharon re safety googles. If you quote TSA re Safety Aid you will receive a discount.*

Action: *Sharon is meeting with Mark Wright to ensure working groups are joined up.*

Rail Supplier National Conference, Tuesday 7th July 2015

Darren Chatwin and Andrew Adams had distributed slides from the conference to the group prior to the RIAG meeting. They highlighted the low numbers of fatalities and accidents, although it was discussed that there have been a number of significant close calls. Also mentioned was a video from 1980s, notably showing workers on track not wearing suitable/modern requirements for PPE. Video link: Age Of The Train - Current Affairs On The Midland

ISLG, Wednesday 22nd July 2015

A few points covered in ISLG meeting feedback provided by Sharon Hillstead:
- REEF group have been challenged on changes to EPIs;
- ISLG are looking to get involved with other working groups;
- A reminder that Iron man is coming back into focus (on Safety Central);
- Signalling events- ISLG arranging for their next meeting.
- POS Scheme – Network Rail are reviewing.

Action: *Sharon to share with the group when available: Safety by Design presentation slides and Paul Taylor to share new Network Rail organisation layout.*

Action: *RIAG members to share examples of issues/different ways we are working on our projects eg. Southern shields. This is to accumulate variations across the industry so that we can challenge Network to review this and consider either industry implementation rather than piece meal as causing issues to staff that work on numerous projects having to remember which way of working, which has the potential to import errors and more risks. This is to be raised up to ISLG.*

Action: *ISLG have been asked by Roan Willmore, Network Rail to consider Digital Railway – the Future. How can it improve safety? And to consider impact on safety? ISLG have requested an overview of what Digital Railways actually means and some form of briefing information. RIAG if any questions, please forward to SAH for ISLG.*

PDSW

Mike Brown provided key notes to update RIAG members as shown below. Companies should be aware of the 'sandpit in a box' and planners have access.

Planning and Delivering Safe Work July update

- One Route Currently Live (LNE East Midlands)

- Other routes Go Live dates are being reviewed. (Most Likely Dec 2015 to June 2016)

- Issues around getting maps for routes validated

- 50% of staff identified have been trained

- NR/L2/OHS133 Brief the Briefer Sessions being held throughout the country.

- Revised list for PDSW contacts has been published on Safety Central

- Fortnightly PDSW Software Update published on Safety Central

Balfour Beatty

Supply Chain Next Steps

- Ensure you are in close contact with your Implementation Manager

- Get Access to "Sandpit"

- Company Logins to on line Sandpit

- Classroom in a Box

- Get people on the Brief the Briefer for 133 standard briefings

- Run through real life Scenarios with your Project/Client

Balfour Beatty

Item 2 – Network Rail IP Health and Safety Update

Please see file: *Item 2: RIAG NR July*

The Network Rail Health and Safety update was presented by Andy Pheby of Network Rail.

Andy began with an overview of recent safety bulletins and new safety alerts then went on to highlight the progress made to new Network Rail bulletin templates. There has also been changes to the IP corporate team which has now merged into the STE (safety technical engineering) organisation.

A brief summary of feedback from the Suppliers Conference was provided and included an update and discussion on SAS (Skills Assessment Scheme).

Suppliers Conference July 7th

NetworkRail

The conference led on subjects of safety and finance. Business and Safety can go hand in hand

https://www.safety.networkrail.co.uk/Safety-Groups/PSLG

Time	Session Name	Overview
9.00	Francis Paonessa Introduction & Business Summary	
9.45	Safety – Solutions to the problems	• Setting the scene (Roan Willmore) • PDSW (Richard Walker and Dave Diskin, Carillion) • Skills Assessment Scheme (Simon Goodland) • TSA model of safety improvement involving frontline workers (Steve Featherstone) • Industry Common Induction (Andrew Littlejohns)
11.15	Networking Break	
11.45	Safety Break out groups led by: 1) Roger Dickinson 2) Neil Thompson 3) Steve Featherstone 4) Andy Gent	Workforce Safety – what should we do? •Delivering the benefits of SWL more efficiently/effectively (E13, Blue) •Better Collaboration to improve workforce safety (E9, Green) •Pressure and quality in the planning process (E1, Yellow) •Integrating safety with productivity (E11, Red)
12.30	Networking Lunch	
13.30	Supplier Feedback	What Suppliers are telling us.
14.00	CP5/6 – the next 4 years and beyond Neil Thompson	• Capacity & JTI Improvement Projects (Roger Dickinson) • The National Electrification Programme (Saleem Mohammed) • Major Station Redevelopment (Simon Blanchflower)
15.00	Break Out Groups Stephen Blakey	• Collaborative Working (E13, Blue) • Continuous Improvement (E9, Green) • Consistent Performance Measures (E1, Yellow) • Health & Wellbeing (E11, Red)
16.15	Q&A with Francis Paonessa	
16.45	Summary	Key Messages from the Day
17.00	CLOSE	

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Skills Assessment Scheme

NetworkRail

NEXT STEPS

Conduct Post Implementation Review

| Network Rail implement SAS | Update & adapt to enable wider usage | Industry consultation | Start date for industry briefings begins |

JUL 15 — OCT 15 — DEC 15 — JAN 16 — APR 16 — 2016 / 17
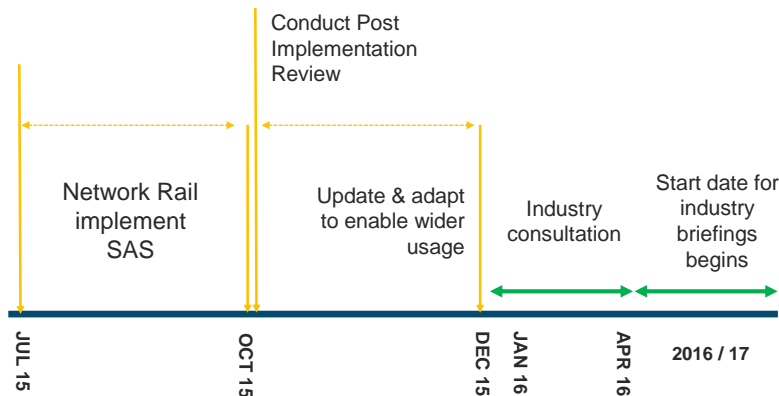
In you would like more information on the scheme or to be involved in the ongoing development of the Scheme team please contact us on

SkillsAssessment@networkrail.co.uk

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Action: *RIAG members to send Andy any issues/topics they would like him to cover in the regular RIAG NR meeting slot.*

Action: *Simon Goodland to be invited to September RIAG meeting to provide an SAS update.*

Item 3 – Road Risk Industry

Andy Bain of RSSB covered Road Risk Industry in place of Tavid Dobson.

Points raised:
- Contractors cannot report commuting incidents via NDS – needs to be joined up. Andy Pheby will take back to NR/NDS;
- The diagram showing circumstances where reporting should apply, and covering commuting, was considered very useful. Can it (with some text) be given further promotion across the industry– Andy Pheby will use extract from previous minutes to do this;
- The previous guidance that what the 'tax man' is concerned with helps define what should be reported;
- Due to Tavid being unavailable currently the programme has stalled, it is important to keep the momentum up on Road Driving Risk and further consideration needs to be given to working groups and support when the lead is absent that someone else is fully aware of the position of the project.

Item 4 – Sentinel Programme Update

Please see file: *Item 4. Sentinel Presentation for RIAG 230715*

Angi Bell of Sentinel provided an overview of the Sentinel programme.

There are four upcoming Sentinel summits being held at Westwood. Invites to be sent out imminently. Summits will raise awareness of the programme, authentication and technical improvements due January 2016.

Confirmed 2015 dates:

- Wednesday 02nd September

- Thursday 03rd September

- Monday 29th September

- Friday 02nd October

Andy Pheby stated that a close call should be raised automatically when an operative has been denied site access. This led to a group discussion on close call input and the Sentinel site access app which is in the process of being built. Key issues were authentication – site access does not mean authentication, a COSS must do this and site access is not connect to Sentinel.

Bespoke core briefing packs will be available in August - Angi asked that stakeholders to be Sentinel champions and cascade information to their contacts.

Action: *If you haven't received an invite by mid-August, the programme can be contacted Sentinel@networkrail.co.uk or for further information/questions please contact Angi Angela.Bell2@networkrail.co.uk*

Item 5 – RSSB Safety Performance Indicators Update

Please see files: *Item 5. Greg Morse ISLG 07 15 presentation, Item 5. RIAG 15.07 Greg Morse*

Accompanying the presentation was a paper of significant near misses prepared by Greg Morse for ISLG/RIAG and delivered by Andy Bain.

Andy encouraged the group into a focused discussion on key risk areas where track workers were working in unprotected areas but thought they were protected. This led to the following possible causes and actions needed to address these:

Possible causes	Comment	Possible actions
Wrong information contained in hazard directory used during planning stage		Contractors report errors. Maintainer keep up to date. NR correct directory when errors reported. Contractors follow up if no feedback.
Planners not having local knowledge	After discussion considered this was not necessary as COSS requires to have local knowledge	Where planner does not have local knowledge then check should be made to ensure that the COSS does
Signalling maps not matching maps in SSOW packs	Sometimes the maps are in 'reverse'. Principle contractors do not have access to track circuit diagrams (expensive)	Where maps don't match ensure the correct locations are known before the work. Consider giving principle contractors access to track circuit diagrams
COSS has lack of local knowledge	Desk top preparation by the COSS can help	Where there is a lack of local knowledge ensure the COSS visits the site before the work
Misunderstandings over whether sidings are in or out of possession	This relates to two different parts of the Rule Book	Where sidings may be involved in possession ensure clear understanding at the planning stage
And other problems:		
Failure to make Close Call reports as no feedback is given		Ensure feedback is given to Close Call reports

In addition, injuries during de-vegging were thought to be common but often not reported.

Item 6 – ISLG Progress and Working Groups

Please see file: Item 6. RIAG Working Groups Review of the ISLG Safety Plan (Reviewed 220715)

The Principal Contractors attending RIAG split into working groups to review the ISLG integrated safety plan.

The areas that RIAG can contribute are identified below. As are the areas that can be actioned more effectively within another working group within the Rail Industry.

Area of Review
1. Competence
2. Fatigue
3. Management of Change
4. CDM application
5. Road Driving Risk
6. Communications
7. Competent Resource (link to point 1).
8. Possession Management
9. Working at height
10. Commercial pressures/delivery/performance/interface

Action: *RIAG Steering Group to meet and draft the problem definition statements.*

Item 7 – Final and AOB/Close

Please see files in folder: *Item 7. AOB*

➢ **Daren Norris** – Use of line blockage with T-Cod. Planning track circuit IDs and SSoWPs
➢ **Daren Norris** – RIPS rules for SSoWP planners. *RIPs rules can be accessed via Achilles, there is a 3 tier management.*
➢ **Andrew Adams –** Feedback to ISLG on inconsistent application of 019 on IP
➢ **Andrew Adams –** New member application: Scott Maddison (Linbrooke) and Graham King (Keltbray) to re-join RIAG meetings
➢ **Mike Brown** – Sentinel – COSS LLT for people who have strapping ticket (Part A+B) DC lines. *There is a NCCA Sentinel Steering group.*
➢ **Carole Slimm** – Business critical rules
➢ **Network Rail ICI** – Book to convert to London underground (Conversion).

Action: *Item to be included in September RIAG meeting – Next RIAG Chair*

Next meeting will be held on Thursday 24th September at Stonebridge Golf Club