Introduction

Our Health and Safety by Design Building and Civils Working Group has developed an Aide Memoire for designers to embed the Life Saving Rules within Designs.

This Aide Memoire reflects the contributions of the Working Group including a number of workshop sessions with ideas and contributions from Network Rail Infrastructure Projects Engineering team, Consultant/Designers and Design and Build Contractors, i.e. across our industry.

The intent is that the Aide Memoire is used as one of the tools available during the design process to promote hazard identification and elimination and the reduction of risks using the Life Saving Rules.

There are some key messages:

- Life Saving Rules are a key part of Network Rail's Safety Culture, i.e. they extend beyond a simple set of rules or control measures.
- They apply to everyone working on the railway or on railway projects.
- That includes the design community during the development of engineering designs.
- They guide our decision making and influence our behaviours.
- This Aide Memoire complements arrangements to identify hazards and manage risks demanded by various pieces of health and safety legislation.
- It is not a checklist.
- It is not exhaustive.
- It should be used to prompt discussions in design teams amongst designers around how the Life Saving Rules should be considered when preparing designs that are healthy and safe.
- Although written with B&C in mind many points are equally applicable to other disciplines

Recommendations for use:

The Buildings and Civils Group members have trialled the application of this tool and provide the following guidance for use:

- This is a guidance tool for use in the Hazard Management process, is not a deliverable and is not intended as something to increase the workload of designers, but rather to assist them.
- The tool can be used at initial start-up meetings to help determine initial considerations and subsequently referred to through the design review process.
- The aide memoire would be excellent to use as training and development material for less experienced designers.
- Should be used to support and enhance effective communication and collaborative working.
- Designers should still take cognisance of the Principles of Prevention and refer to the ERIC principle.
- Can be used as validation at IDC’s to help record and drive Safe by Design items but use earlier in the process is recommended.
<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Working Responsibly

**Site Access & Egress**

“Always be sure the required plans and permits are in place, before you start a job or go on or near the line”

**Design Assurance**

**Site Lifting & Component Installations**

**Site Operating Conditions**

**Hazard Management**

“Never undertake any job unless you have been trained and assessed as competent”

**Construction Materials & Components**

**Information and Time**

### Working at Height

**Access to Height**

“Always use a safety harness when working at height, unless other protection is in place”

**Working over or near Water**

### Working with Moving Equipment

**Plant & Equipment**

“Never enter the agreed exclusion zone, unless directed to by the person in charge”

**Cranes, Hoists, Transporting and Lifting**

### Working with Electricity

**Clearances**

**Earthing and Bonding**

**Isolation**

**General**