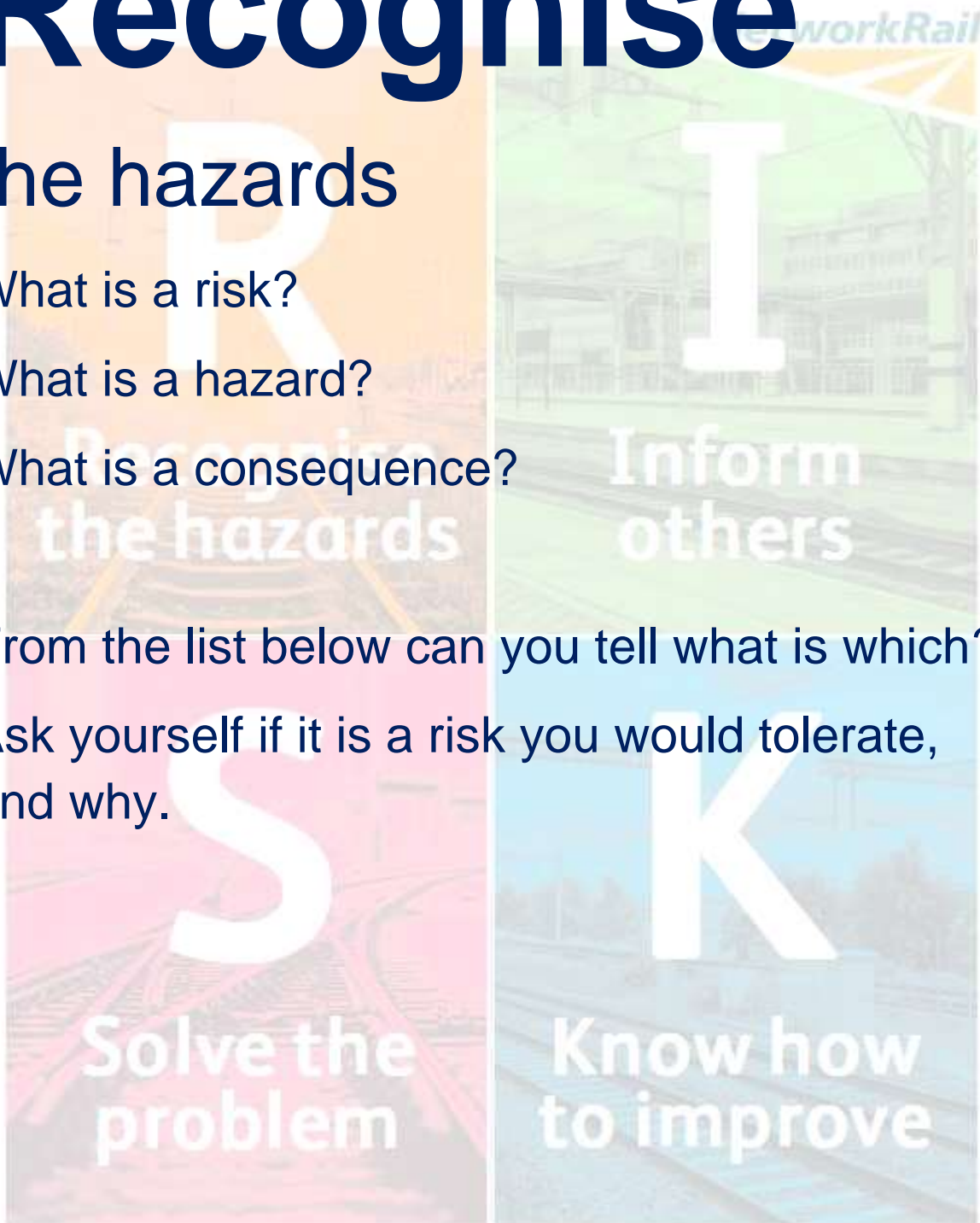# Recognise

the hazards

What is a risk?

What is a hazard?

What is a consequence?

From the list below can you tell what is which?

Ask yourself if it is a risk you would tolerate, and why.

Hole in the ground

Slip, trip, fall

Broken arm

Severe weather conditions

Muddy, slippery ground

Poor briefing

Near miss with a train

Faulty hand tool

Conforming to unsafe practices

Disciplinary procedures

Colleague under the influence

Person struck by plant

Inadequate or incorrect Safe Work Pack

Single person lift for a two-person lift

Speeding

Unsecure, shoddy access point
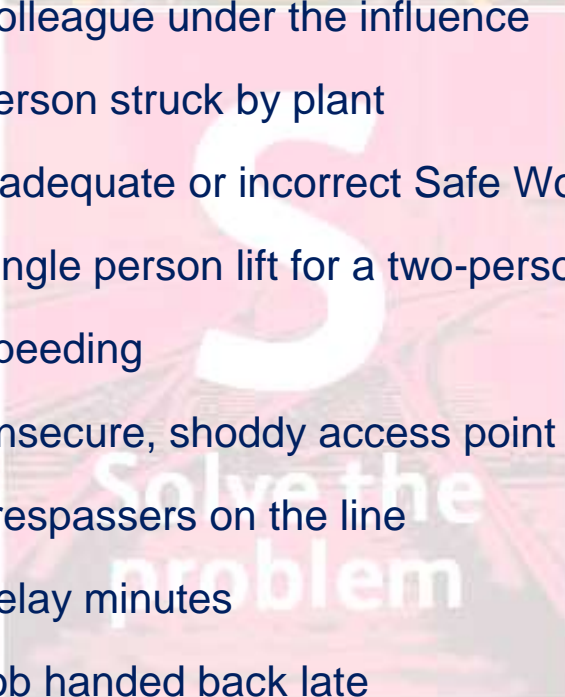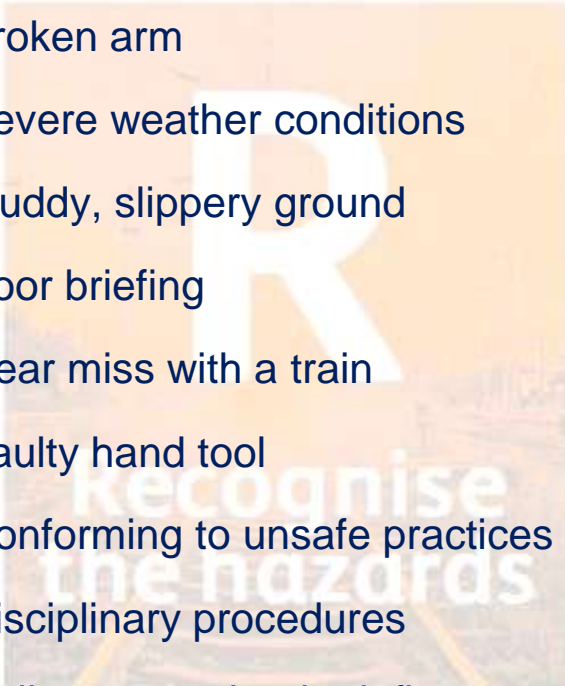
Trespassers on the line

Delay minutes

Job handed back late

Bullying

Derailment

The simple definition of a hazard is:

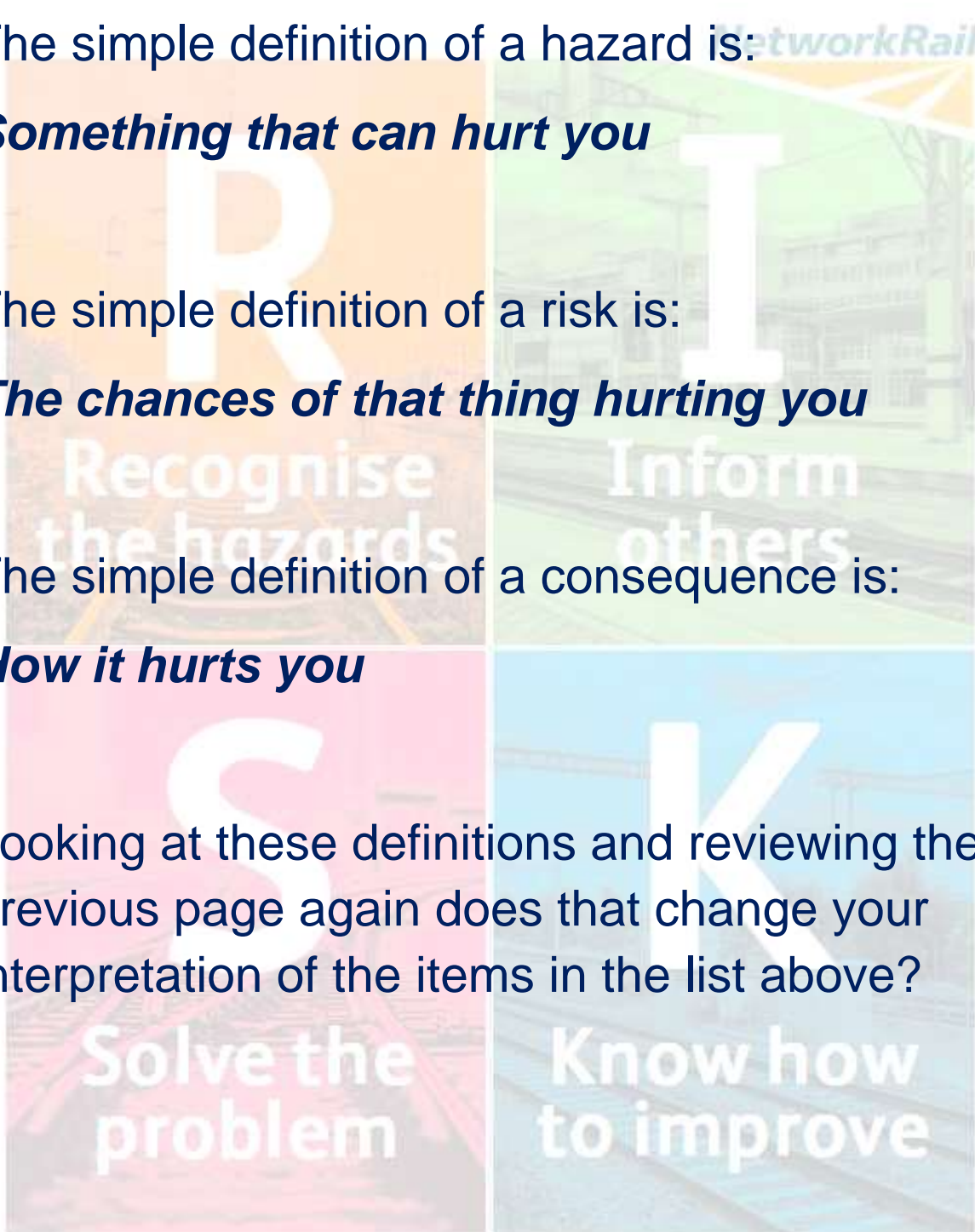*Something that can hurt you*

The simple definition of a risk is:

The chances of that thing hurting you

The simple definition of a consequence is:

How it hurts you

Looking at these definitions and reviewing the previous page again does that change your interpretation of the items in the list above?

Generally, three key factors have an influence on how we perceive hazards and risks. These can be categorised as the following. Please discuss the word clouds with your teams:

R — Recognise the hazards

I — Inform others

S — Solve the problem

K — Know how to improve

Think RISK

everyone home safe every day

PEOPLE
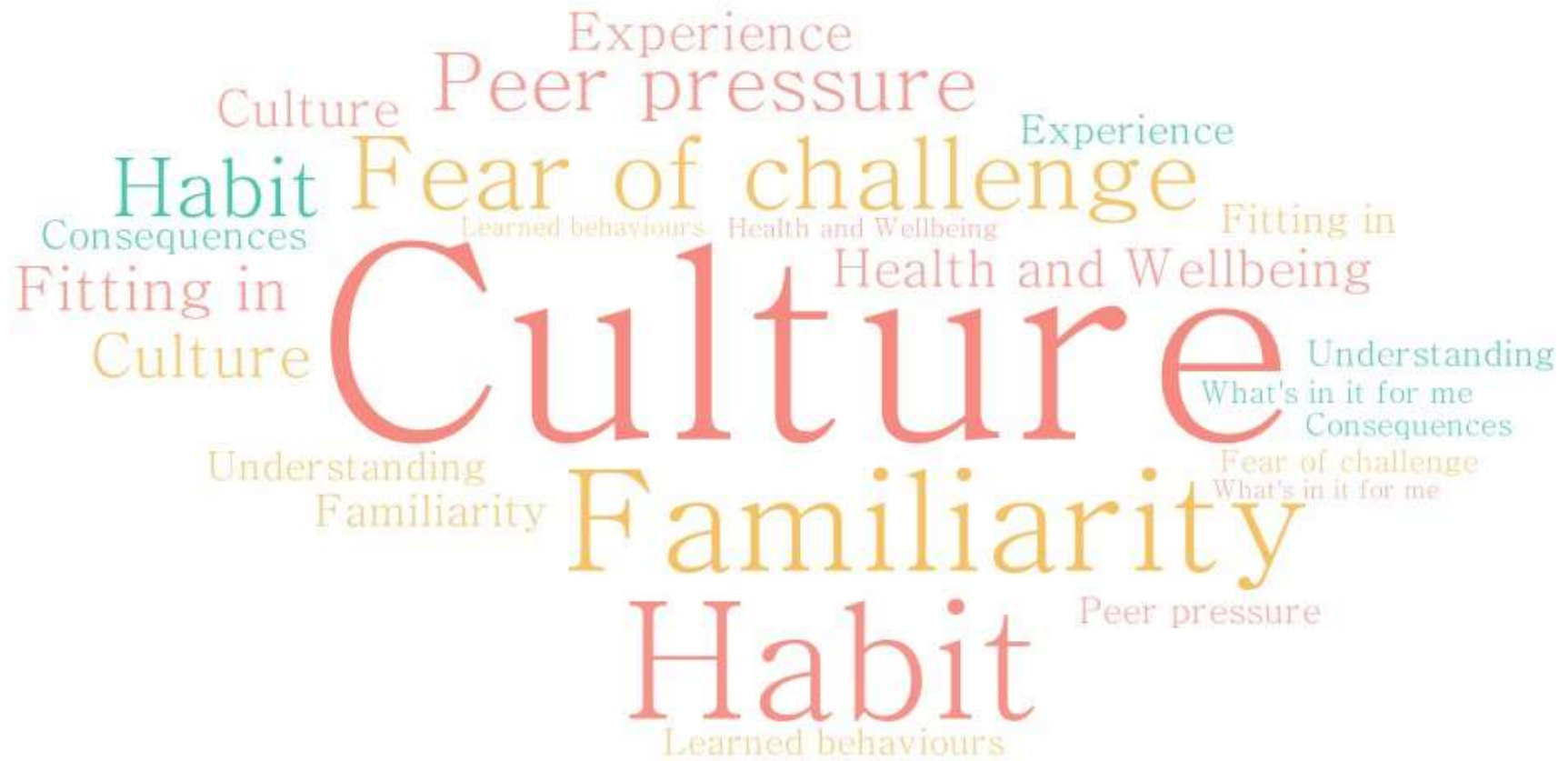
PROCESS

Hazard Directory

Lifesaving rules

Welfare arrangments

Task risk control sheets

Work Package Plans

019

Fair Culture

Competence

Emergency communications

Task Briefing sheets

Work Activity Risk Assessments

HAVS Safe Work Packs

Training

PLACE

Electricity

Weather

Air quality

Site conditions

Site conditions

Access and egress

Access and egress

Environmental

Tools and equipment

Plant and machinery

Weather

Noise

Trains

Electricity

Inform others

Can I be confident that I know what I need to know about potential risks?

This means risks to do with the working environment and activity but also to do with people and their fitness for work.

How would you typically expect to be made aware about risks?

Who do you tell when you see a hazard and identify a risk?

Do you tell your colleagues?

Can you trust them to react in a positive way?

Can the hazard be addressed and the risk removed, or is there a need to ensure that it is incorporated into Safe Work Packs for the benefit of others?

Using the handful of scenarios below, have an honest discussion about what you would do.

You join your team for your briefing before going out onto site, but the briefing is unclear. The person delivering it is not speaking clearly enough and has become distracted and before you know it the team are heading out.

In this situation what would you do and who would you inform?

As a COSS you are challenged by a team member on the clarity of your briefing.

What would you do?

The safe work pack you've been briefed on does not mention anything about exclusion zones but once you're out on site there are two large pieces of plant operating in close proximity to your activity.

In this situation what would you do and who would you inform?

A colleague is behaving strangely. They don't seem like themselves and their mind seems to be elsewhere. You are worried that they are not focusing on what they are doing.

In this situation what would you do and who would you inform?

A colleague comes to you and tells you that they are having problems at home and are not feeling themselves.

In this situation what would you do?

You see some large equipment simply lying around right next to the open line. Nobody is around and nobody is using it.

In this situation what would you do and who would you inform?

NetworkRail

R
Recognise the hazards

I
Inform others

S
Solve the problem

K
Know how to improve

Think RISK

everyone home safe every day

On the following list of influences on whether and what we share on risk, how many can you relate to?

Do you feel confident? – Do you feel confident enough to raise an issue or challenge?

It's not my problem – It's nothing to do with me and doesn't affect me.

Assumptions – It's so obviously a risk somebody somewhere must be doing something about it.

It's just not the done thing - We don't grass on colleagues

Support – Who do I tell and will I be supported?
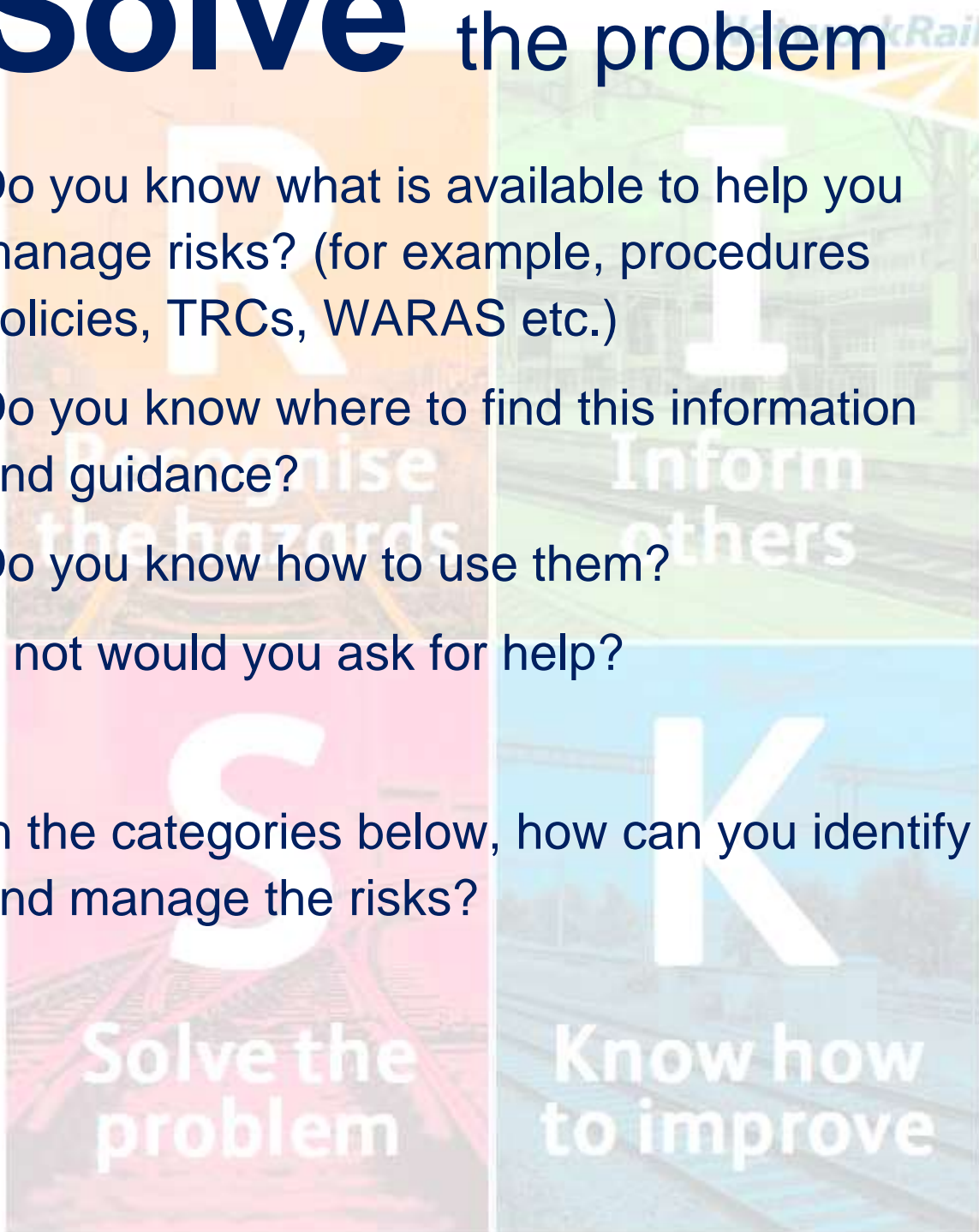
Solve the problem

Do you know what is available to help you manage risks? (for example, procedures policies, TRCs, WARAS etc.)

Do you know where to find this information and guidance?

Do you know how to use them?

If not would you ask for help?

In the categories below, how can you identify and manage the risks?

Risks assocaiated with people

- Wellbeing (physical and mental)
- Fatigue
- Competence
- Fitness for work
- Poor briefing
- Exposure to health hazards
- Behaviours/Culture
- Experience

## Risks assocaiated with Plant/Trains and equipment

- Type of Plant
- Movements of Trains & Plant
- Exclusion Zones
- Tools & Equipment
- Competence

Risks assocaiated with Process

- Authority
- Planning
- Communication
- Knowledge/understanding
- How to access the information

Risks assocaiated with Place

- Tasks being undertaken
- Site conditions
- People
- Weather
- Access points
- Environmental issues
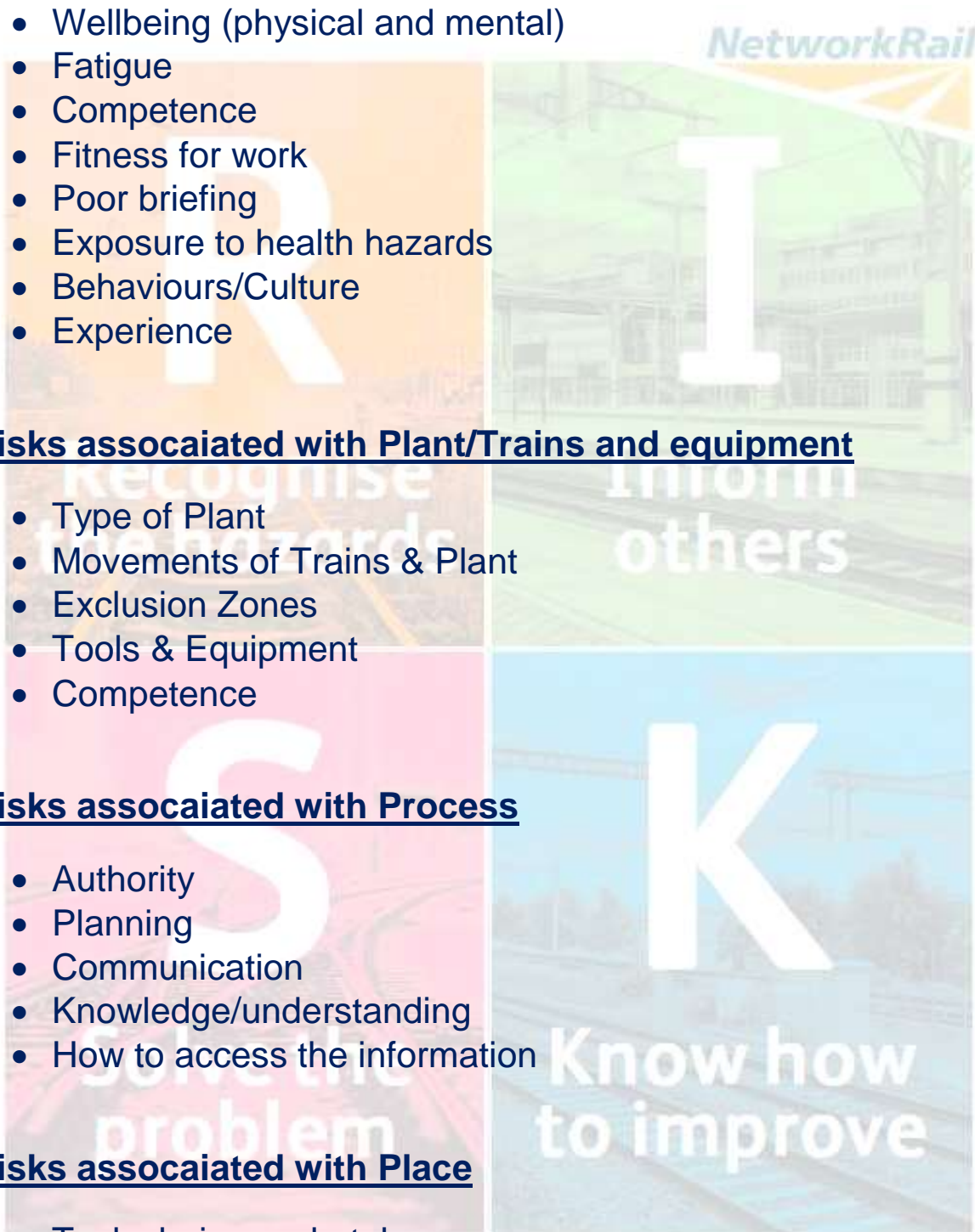
You would find support and information regarding managing the risk on the subjects above by using the below resources that are available:

People

***HAVS** assessments, know the levels and the points, protect yourself, long term exposure can cause permanent damage*

***Noise** assessment and hearing protection, wear the right protection, hearing damage is permanent*

***Respiratory** - protection and face fit testing, be clean shave and wear the right type of RPE for the job you are doing*

***Sleep, shift-working, fatigue** - nutrition and hydration play an important role in reducing fatigue as well as getting a good period of rest and also consider travel to and from place of work*

***Drugs and alcohol policy** - including over the counter and prescription medicines, do you know how to declare and how to check.*

***Stress and resilience** – Let somebody know if you are struggling with stress. Speak to your manager if you can and explain the challenges you are facing. Tools such as the Health Management Action Plan and lots of guidance and advice is available on Safety Central to help support these conversations.*

***Safety Culture & behaviours** – There are behavioural change techniques and tools that can be made available to your team to help encourage a positive step further in safety culture.*

***Health advice** – Visit the Health & Wellbeing page on Safety Central for access to a huge variety of advice and support material on physical and mental health.*

***Occupational Health provider (OH Assist)** - if you feel in need of advice, whether the issue be an emotional, mental or physical, then OH Assist are there to support our employees.*

***Lifesaving rules** – Our Lifesaving Rules are the core guiding principles of Network Rail's Safety Vision. Make sure you are aware of the rules and what they mean as they cover the greatest risks we face every day.*

***Fair Culture** – The Fair Culture process is in place to ensure that when something goes wrong we are able to find out how and why in a way that is open, thorough, fair and inclusive.*

***Ergonomics** – we need to fit well into our workplaces, systems and tools. This is more than just the chair we sit in, and covers the risks involved with our*

suitable interaction with materials. Manual handling assessments are a perfect example of this.

Plant/Trains (and equipment)

Competence

Sentinel system *- you can use this system to check your track competencies*

Oracle system *is the place where all of your competencies are recorded and is where the information for your ACC is provided from.*

Lifesaving rules

HAVS rating- *each piece of powered equipment has a vibration level and you need to know these so you can keep yourself safe*

Noise *(appropriate Ear Defenders for the task)*

Respiratory *(appropriate Mask/protection for the task)*

Correct Tool for that task *– make sure that the correct tool identified for the task is provided and compliant. Don't use substitutes and where there is doubt, stop the job.*

Process

Fatigue management standard

Task risk control sheets *- Do you have a copy of and have you seen the Task Risk Control sheet? This should contain control measures for all known and up to date risks for your activity*

Work Package Plans *– Has this been provided and is it specific to the site and activity?*

Task Briefing sheets *– Does this look current and up to date? Have you read it properly? If you are concerned it is not adequate then flag the issue.*

WARAs *– For every activity our staff undertake there should be a Work Activity Risk Assessment. Before starting the activity, make sure you are aware of the core risks and their controls associated with it.*

Safe work packs *– Make sure you have received and read and been briefed on the Safe Work Pack. This should be the core source of information on the risks and controls associated with your activity.*

Competence – *Are your competences up to date? Are your colleagues'?*

Training – *Are you and your colleagues trained sufficiently for the task you're undertaking? If there is a training need this needs to be addressed before an individual can proceed.*

019 – *the 019 standard for staff working on or near the line contains all of the information you need to ensure that you are working correctly and have the systems to manage the risks in this environment.*

Planning

Lifesaving rules

Worksafe Procedure – *If you feel that a practice or condition is unsafe then you have the power to invoke the Worksafe Procedure and stop the job.*

Electrical permits – *Are all of the necessary permits in place and in date where electricity is involved in an activity?*

Rule Book

Special Instructions *(including for Signallers)*

Place

Site visits – *Regular planned and unplanned visits to site to assess conditions and working practices should be in place.*

Monitoring/assurance – *A wider structure of monitoring activity and review of work needs to be maintained regularly and kept current.*

Task risk control sheets

Safe Work Packs

Lifesaving rules

Briefings and safety discussions – *Use team briefings and Safety Hour sessions to share knowledge about risks as well as identifying them. Let colleagues know how you controlled risk.*

Hazard Directory – *Make sure that you consult the Hazard Directory for a comprehensive view of known hazards related to your location.*

Sectional Appendix

Environment - Be conscious of the physical environment that you are working in. This includes the conditions underfoot, as well as trains and machinery in the vicinity, other team activities than your own.

Which of the statements below do you feel are true?

I feel confident and trusted – Do you feel confident enough to raise an issue and feel your judgement will be trusted?

I feel I will be supported if I raise an issue– I feel confident my Manager & Team will respond positively if I raise a risk even if it slows work down?

It's not my problem – I'm busy enough as it is, I don't have time?

I don't know– I have no idea what I should do to address the risk?

It's not simple - I think I know what I should do but the system or tool I know I should use is not fit for purpose and has issues with it.
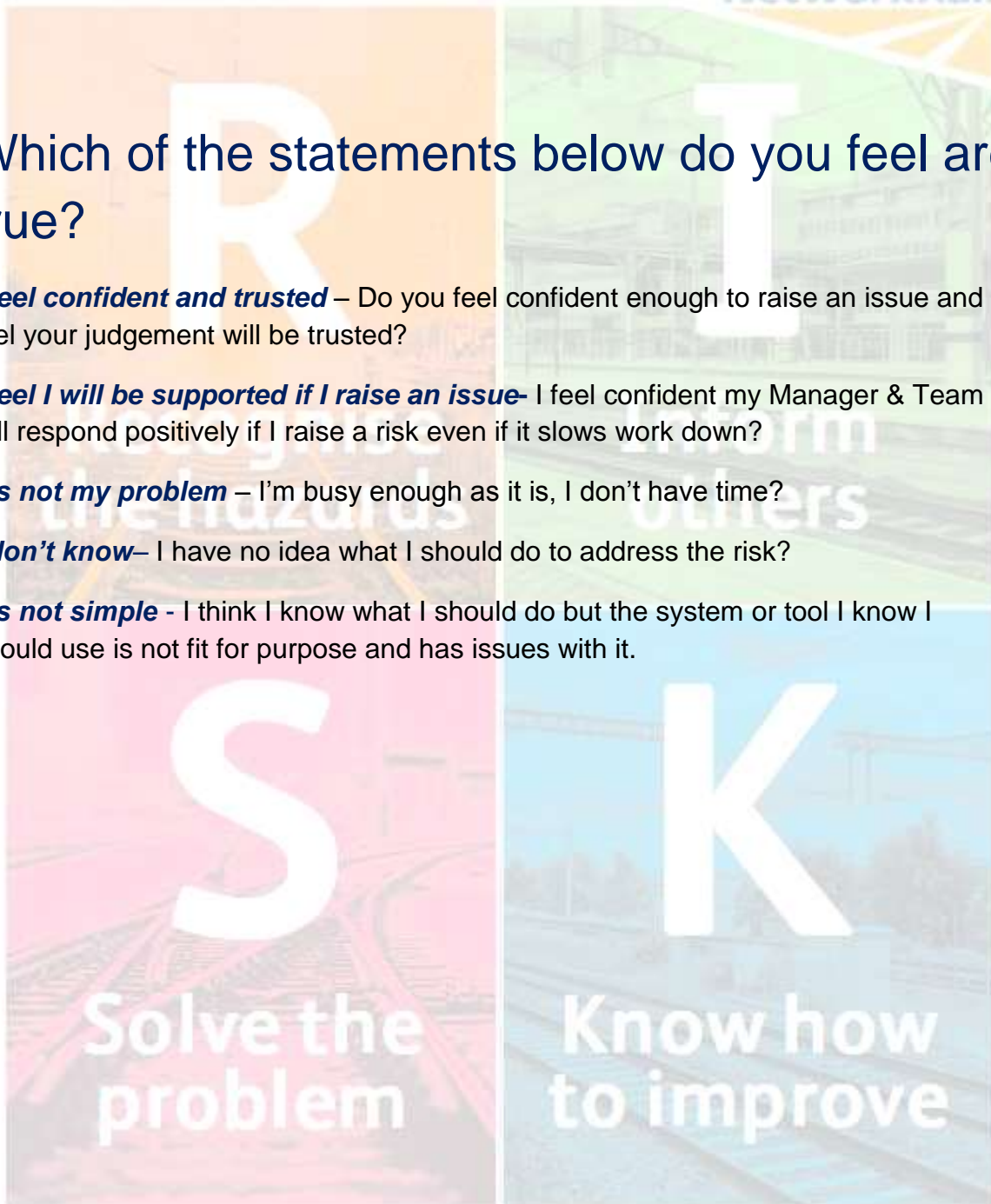
Know what next

Addressing a risk is only half the job. I have a responsibility to share what I have learned.

Would I normally let others know what I have done if I have removed a risk?

Would I know who to tell and how?

What's the point if the risk is already gone?

Below are some suggestions about what you should do once you have been involved in the removal of a risk.

Tell

Tell your colleagues. Make sure they are aware what the hazard and risk was and what has been done to address it. If there is any residual risk make sure that the relevant people know in order to update the Safe Work Pack.

Close call

If the hazard that was posed is something you would consider to be a close call, make sure you log it with the call centre and explain to them what action you have taken.

Share

Just because a hazard or risk is no longer there does not mean it is any less significant. Share what happened in your via bulletins, team briefings and Safety Hours, explaining positive action you took. Other areas in the business may have similar risks and not know about them.

Be vigilant

Don't stop there. Is there anything further you can do to continue the improvement to the control of the risk?

Keep an eye out for other hazards and risks. Let the experience and ability to manage risk be a skill to add to the others you already have.