

NR/L2/OHS/019 Simplification

Issue 12

Standard Change Briefing



019
Simplification



Introduction



This presentation will cover:

- Background to this new version of NR/L2/OHS/019 Issue 12 Simplification
- The changes explained
- Further information



Engagement Feedback



Recommendations from RAIB 07/27 Track Workers Class Investigation and RAIB Margam Report have required that Network Rail continued their commitment to improve staff safety by completing a review of the 019 standard and developing a simplified standard.

The principles of 019 have NOT changed with simplification

The review of the standard included:

- Engagement sessions with the industry on Issue 10/Issue 11 of the standard to explore:
 - Whether the standard was clear, easy to brief and supported safe working on or near the line, in line with its current principles
 - Communicated to the relevant audiences in an appropriate way
 - Independent evaluation of the existing 019 Standard



Engagement Feedback



- Engagement with the industry on issue 10/11 of 019 has been radically different in exploring whether the standard was clear and supported safe working on or near the line in line with its current principles
 - 1-2-1 interviews
 - Online surveys
 - Feedback from Infrastructure Leadership Group (ISLG) & Track Safety Alliance (TSA)
 - Focus groups which has included end users of the standard

Participants provided feedback on their feelings towards the standard, the roles, layout and comprehension, and support and communication about how updates could be provided.



Engagement Feedback



Feedback on the standard, roles, layout, and language has been instrumental in how the standard has been designed. The simplification of the standard has included:

- Re-organise content by role and push reference material to the end of the document
- Add graphics such as flow diagrams and tables for processes
- Re-phrase clauses to aid understanding and removed ambiguity
- Remove duplicate info and incorporate good practise.
- Additional functionality such as hyperlinks within the standard
- Further engagement to review the standard during development



Engagement Feedback



Post working group:

- Review by readability software to confirm ease of understanding and simple language, with improvement from 24 % to 88 % improvement
- Review by individuals with no knowledge of the standard to confirm it is easy to understand and follow
- Updates and development have been shared with Infrastructure Leadership Group (ISLG) & Track Safety Alliance (TSA) and Trade Unions. All have been highly supportive of the approach and the simplified standard.



Simplification explained.



Issue 12 has been simplified in line with the requirements and feedback from the industry. It has been designed specifically for the end users. It is now process based, following a logical journey of the planning process for the 3 roles/competencies.

Feedback from the Working Group on the how we simplified the standard and the 'what next' is currently underway. Similar surveys will be planned for each of the Town Hall Briefings will be undertaken with conclusions provided in September '23.

For the first time the standard will have an interactive briefing guide for users and a comprehensive Town Hall Briefing Programme for the industry.

Simplification explained

Purpose & Scope

The purpose of the Standard is to control the operational, site, and task risks.

This Standard describes how the planning of work shall be carried out by the Responsible Manager, the Safe Work Planner, and the Person in Charge, during the planning, verification, authorising, and implementing of a Safe Work Pack, often referred to as the SWP

OFFICIAL

Ref:	NR/L2/OHS/019
Issue:	11
Date:	03 September 2022
Compliance date:	03 September 2022

1 Purpose

The purpose of the standard is to control the risks to personnel from site risks, activity risks and train movements by requiring effective planning of work activities "on or near the line", or which could affect the area termed "on or near the line".

This standard sets out the process to manage the planning and delivery of work that:

- enables local planning – those who do the work are involved in planning the work;
- establishes the person in charge of delivering work on site;
- embeds independent verification and authorisation of the planned work and controls and manages interactions between sites of work;
- requires adequate risk assessment is carried out;
- requires a check of risks and controls at the point of work;
- identifies safety responsibilities and accountabilities; and
- is consistent with the Rule Book GE/RT8000.

The standard requires a focus on the management of the significant risks and improving the quality of the safe work packs (SWP) by providing clear, concise, relevant information to the people who need it in order to maintain safety whilst working.

2 Scope

This standard applies to all persons involved in the planning and delivery of work on or near the line or which could affect the area termed "on or near the line", carried out by or on behalf of Network Rail, outside parties, third parties, their contractors and sub-contractors.

This standard defines the process to keep people safe for work activities on or near the line and the development of a safe system of work through the production and issuing of a SWP.

This document is complementary to and is to be used in conjunction with existing rule books, regulations, legislation, standards, processes and procedures.

This standard does not specifically cover the electrical risks associated with working on or near electrified lines. Requirements and information on electrical risks associated with working on or near electrified lines can be found in:

- NR/L3/ELP/29987;
- NR/WI/ELP/3091;
- NR/WI/ELP/27051;
- NR/WI/ELP/27052;
- NR/L3/MTC/EP0152;
- NR/SP/ELP/21060;
- NR/L3/ELP/21067;

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Ref:	NR/L2/OHS/019
Issue:	12
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Compliance date:	02 September 2023

1 Purpose

The purpose of the standard is to:

- control access, egress, walking and working on or near the line including site risks and task risks and/or anything that could affect operational safety of the line;
- control train, on-track machine (OTM) and on-track plant (OTP) movement risks to people walking and/or working on or near the line.

This standard describes how the planning of work is carried out by the responsible manager (RM), Planner, person in charge, and any other individuals involved in planning the work by:

- outlining the role of Planner, RM and person in charge;
- confirming the verification (person in charge) and authorisation (RM) of the Safe Work Pack (SWP) is not done by the same person;
- confirming suitable risk assessment(s) is considered in the planning;
- confirming the person in charge can maintain a Safe System of Work (SSoW) whilst walking or working on or near the line;
- identifying the key roles involved in planning and delivering of the SSoW;
- complying with the Rule Book GE/RT8000

2 Scope

This standard applies:

- to anyone walking and/or working 'on or near the line';
- where work on the lineside has the potential to affect the safe running of the operational railway;
- to those working on behalf of Network Rail, third parties, their contractors, and sub-contractors;
- to those involved in the development of a SSoW through the production and issuing of a SWP.

A SWP is not needed for:

- a Signaller who can work under their own protection;
- Designated Persons;
- emergency services including coast guard and bomb disposal;
- pilot duties associated with modules P1 and P2 of GERT/8000;
- authorised railway staff retrieving objects from the line within platform limits to GERT/8000 Module TS1.13.1;
- work that is segregated from the railway, such as:

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Simplification explained

The Three Roles

The Responsible Manager (RM)

- is accountable for the preparation of Safe System of Work (SSoW)
- decides how the work is to be prioritised, planned, and delivered
- appoints the Planner and delegates the preparation of the SWP
- appoints the person in charge to help plan and implement the SSoW and the works
- reviews and authorises or rejects the verified SWP

The Planner

- is responsible for planning the work as instructed by the RM
- shall have suitable and sufficient task and site risk knowledge and experience, or shall consult with those who can provide such knowledge and experience
- shall be assessed and competent as a SSoW Planner



Simplification explained

The Three Roles cont.

The Person in Charge

- is accountable for their own safety and the safety of all persons in their work group
 - This includes the risk of being struck by trains and the risks associated with the task and location
- shall hold one of the following competencies:
 - COSS; or
 - when working alone, Individual Working Alone (IWA) as a minimum
- retains accountability for safety at a site of work and has the final decision as to whether a SWP is acceptable before it is implemented

Remember, the person in charge shall not perform the duties of:

- Site Warden
- Lookout



Accountabilities & Responsibilities

Table 2 of the Standard shows how one person cannot carry out the accountabilities and responsibilities of the Planner, the verifier, and the authoriser in producing a SWP

Note: the only exception is when a person in charge produces an incident response pack when a planner is not available

Table 2 shows how one person cannot carry out all the accountabilities and responsibilities of Planner, verifier, and authoriser in producing a SWP.

	RM	Planner	person in charge
Activity			
Produce a SWP	Yes-if holds Safe System of Work Planner competence	Yes-if holds Safe System of Work Planner competence	No (see Note)
Verify a SWP	No	No	Yes
Authorise a SWP	Yes	No	No
Authorise a lower hierarchy of SSoW	Yes	No	No

Table 2 – Combining accountabilities and responsibilities

NOTE: The only exception is when a person in charge produces an Incident response pack if a planner is not available.

Process for creating a SWP

4 Process for creating the SWP

4.1 The planning cycle overview

Figure 1 shows an overview of the planning cycle.

The production of the SWP includes teamwork between the RM, Planner and the person in charge and any other people with the required technical or local knowledge relevant to the SWP. Starting at item 1 and going clockwise through the diagram, each stage is discussed in further detail in the following clauses.

9. RM carries out periodic review and feeds back lessons learnt to the team

8. Planner confirms all SWPs are returned, and any issues identified by the person in charge are recorded

7. The person in charge returns all SWPs to Planner at end of shift

6. The person in charge accepts, checks, implements and maintains the SSoW onsite

5. RM reviews and authorises the SWP a minimum of a shift in advance

1. RM for task/work appoints suitable Planner and the person in charge

2. Planner enters relevant details into their planning tool to produce a baseline SWP

3. Planner shall consult with the person in charge and seek advice/guidance from other competent persons, as required, when producing a SWP

4. The person in charge verifies the SWP a minimum of a shift in advance of the planned work

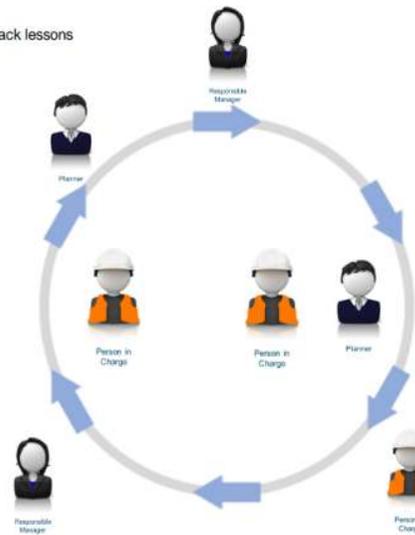


Figure 1 – An overview of the planning cycle



Simplification explained



What should a SWP contain

4.2.3.1 The SWP

The SWP is the documentation developed between the Planner, the person in charge and RM, for the work they are doing.

It contains the content of Table 3. Appendix A details the minimum required for a SWP.

Element of SWP	Provided by:		
	Planner duties	person in charge duties	RM duties
SWP VALIDATION FORM			
Where a planning system is not used - A completed cover sheet NRL/2/OHS/019/F01 , showing CREATION, VERIFICATION and AUTHORISATION sign offs, acceptance, and key risks identified	4.2.3	4.2.4	4.2.5
RT9909 FORM			
A part completed RT9909 COSS Record of Arrangements Form ready for final completion by person in charge	4.2.2	4.2.4	4.2.5
WORK INFORMATION			
Information and controls that will allow safe access and egress to the site of work, including walking to and from site, this could include several safe systems (components) and will include a specified access and egress points Task Risk information can be sourced from Task Risk Control Sheets/Work Activity Risk Assessments/Work Package Plans/Task Briefing Sheets	4.2.1	4.2.1	4.2.1
SAFE SYSTEMS OF WORK			
Details of the SSoW to be deployed during each phase of the work, including access to the site of work and egress from the site	Table 4 Table 5	4.2.4	4.2.5
HAZARD DIRECTORY			
Extracts from the National Hazard Directory that are relevant to the work and location under each SSoW being deployed	Planning System or similar	4.2.4	4.2.5
SECTIONAL APPENDIX			
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	Planning System or National Electronic	4.2.4	4.2.5

SITE RISK			
Site location risk and controls required such as (not limited to): <ul style="list-style-type: none"> Any Line Open Runaway risk <ul style="list-style-type: none"> Could your work potentially result in a runaway? Is this site of work at risk from a runaway at another site of work? Electrical hazards Test before Touch for OLE and 3rd rail systems 	4.2.1 Signal diagrams Hazard Directory & appropriate diagrams	4.2.4	4.2.5
PERMITS			
Where a permit has been identified it shall be detailed within the SWP. Permits include, lifting plans, hot work, permits to dig, isolations	Permit holder(s)	4.2.4	4.2.5
WELFARE AND EMERGENCY			
Details of the welfare facilities, including toilet facilities, washing facilities and their location. Consider gender specific needs	4.2.1	4.2.4	4.2.5
Emergency arrangements, including first aid facilities and 1st aider, nearest 24hr A&E hospital details	4.2.1	4.2.4	4.2.5
ADDITIONAL INFORMATION			
Details of the possession arrangements, including protection/warning arrangements (where appropriate) such as (not limited to): <ul style="list-style-type: none"> Weekly Operating Notice (WON)/Supplementary Operating Notice/Wire Line Clearance Verification (LCV) arrangements 	Table 4 Table 5 WON LCV	4.2.4 WON	4.2.5 WON
Additional signalling or track diagrams	Signal diagrams 5-mile diagrams Planning System or similar	4.2.4	4.2.5
A part completed NR3180 Line Blockage form(s) (where blockage(s) of the line are part of the SSoW)	Planning System or similar	Module 03	Module 03

Table 3 – Contents of the SWP



Simplification explained



Hierarchy of Control for Operational Risk

The layout has been enhanced with more content to aid the planner in deciding the most appropriate SSOW

NOTE: This is referenced as Table 2 in some [planning systems](#).

No.	SSoW	Type	Description												
1	Safeguarded site of work	Protection	Every line at site of work has been blocked to normal train movements except for engineering train/On-Track Plant/On-Track Machines movements restricted to 5mph												
2	Fenced site of work	Protection	A suitable barrier between site of work and lines open to normal train movements. The table below shows the type of barrier and distance used based on line speeds at site <table border="1" data-bbox="1422 710 2042 782"> <thead> <tr> <th>Speed of train</th> <th>0-40mph</th> <th>41-125mph</th> </tr> </thead> <tbody> <tr> <td>Rigid barrier</td> <td>at least 1.25 metres</td> <td>at least 1.25 metres</td> </tr> <tr> <td>Netting/Tape</td> <td>at least 2 metres</td> <td>at least 2 metres</td> </tr> </tbody> </table>	Speed of train	0-40mph	41-125mph	Rigid barrier	at least 1.25 metres	at least 1.25 metres	Netting/Tape	at least 2 metres	at least 2 metres			
Speed of train	0-40mph	41-125mph													
Rigid barrier	at least 1.25 metres	at least 1.25 metres													
Netting/Tape	at least 2 metres	at least 2 metres													
3	Separated site of work	Protection	The table below shows when a Site Warden (SW) is needed <table border="1" data-bbox="1422 805 2042 901"> <thead> <tr> <th>Distance to nearest line</th> <th>Size of Group</th> <th>SW needed?</th> </tr> </thead> <tbody> <tr> <td>at least 2 metres</td> <td>1 or 2 people</td> <td>No</td> </tr> <tr> <td>at least 2 metres</td> <td>+2 people</td> <td>Yes</td> </tr> <tr> <td>at least 3 metres</td> <td>Any</td> <td>No</td> </tr> </tbody> </table>	Distance to nearest line	Size of Group	SW needed?	at least 2 metres	1 or 2 people	No	at least 2 metres	+2 people	Yes	at least 3 metres	Any	No
Distance to nearest line	Size of Group	SW needed?													
at least 2 metres	1 or 2 people	No													
at least 2 metres	+2 people	Yes													
at least 3 metres	Any	No													
4	Warning systems - permanent - train activated equipment	Warning	Where there is permanently installed equipment which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work												
5	Warning systems - portable - train activated equipment	Warning	Where portable equipment can be installed which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work												
6	Warning systems - human activated equipment	Warning	Where portable equipment can be deployed and activated by a lookout to provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work COMPANY DIRECTOR APPROVAL IS REQUIRED												
7	Lookout warning	Warning	Where one or more lookouts are positioned to provide enough warning to allow everyone involved to reach a position of safety at least ten seconds before any train or vehicle arrives at the site of work; or where a COSS/IWA is working alone and looking out for themselves THIS SHALL ALWAYS BE REGARDED AS THE LAST RESORT COMPANY DIRECTOR APPROVAL IS REQUIRED												

Table 4 – Hierarchy of control for operational risks

Simplification explained

Protection & Warning systems

There has been no change to the protection and warning systems as this was out of scope of simplification (except for the colour scheme)

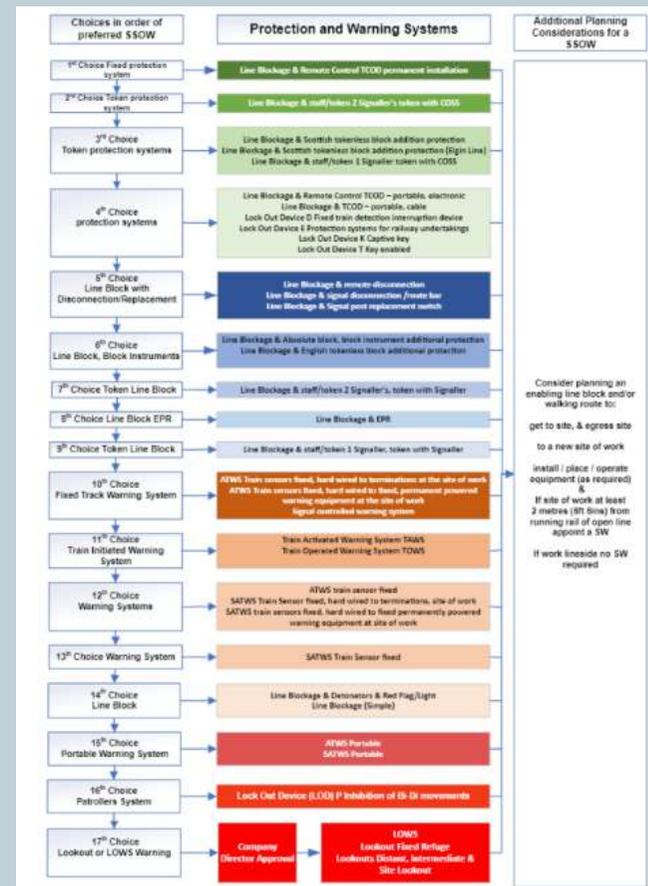


Table 5 – Hierarchy of protection and warnings systems



Simplification explained



Verifying the SWP & defining what a shift in advance means

The definition of **a shift in advance** can be found in Appendix C of the 019 Standard as follows:

The person in charge shall review and verify the SWP **on or before their last working day before the work is due to commence**. The person in charge does not review and verify on the day the work is due to commence unless:

- The nominated person in charge is unable to work
- The RM nominates a new person in charge

The RM authorises the SWP

Simplification explained

Review & authorise the SWP

The RM carries out the role of reviewing and authorising the SWP

The RM does not authorise the SWP until the person in charge has verified the SWP

The RM then checks the SWP to confirm that:

- the hierarchy of control for operational risk in Table 4 is appropriate.
- the protection and/or warning system in Table 5 chosen for both the site and task is the most appropriate
- all site, task, and operational risks have been included and all control measures are identified
- the requirements of verifying the SWP have been met.

If no errors or omissions (or when changes have been made by the Planner), the RM authorises the SWP at least a shift in advance

Simplification explained

Verifying & authorising cyclical and repeated SWPs

As a reminder a cyclical maintenance task or inspection which is performed to a frequency schedule specified in Network Rail standards
A Repeated SWP is a task that is repeated with no defined frequency

The RM checks that the SWP meets one of the above definitions and has been verified by the person in charge
The SWP is valid for:

- A maximum of 6 months when using a warning safe system of work
- A maximum of 12 months when using a protection safe system of work

The person in charge performs a final acceptance check that the cyclical or repeatable SWP is still valid

Human activated warning systems and Lookout SSoW shall not be permitted as cyclical SWPs unless approved by a company director

Simplification explained

Delegation of COSS duties

Delegation of duties can be a critical aspect. If you are not sure when the person in charge can delegate their duties, this section will clarify this.

It is recognised that certain activities rely on delegation to affectively undertake work.

The following are examples where delegation will be allowed:

where a pre-planned, specialist COSS certification is required for a specific task/area, the person in charge may not hold (for example but not limited to):

- a. ERTMS COSS on Cambrian lines
- b. RETB COSS taking line blocks in North of Scotland
- c. when the person in charge is required to be a Rail Incident Officer
- d. When acting as a Lookout or Site Warden

Simplification explained

What does a good safe work pack look like?

This section is to aid the person in charge in [verifying](#), and the RM in [authorising](#) the SWP. Table 6 provides guidance to what a good SWP looks like.

	Acceptable	Unacceptable
Work Information	<ul style="list-style-type: none"> References the relevant plan number Indicates on the F01, whether it is a cyclic, or non-cyclic SWP. Contains specific details about access point, mileages, and worksite details 	<ul style="list-style-type: none"> Contains errors or has a duplicate pack number or uses generic information.
Description	<ul style="list-style-type: none"> A specific description of the activity Including the discipline/asset involved and the task. 	<ul style="list-style-type: none"> Uses generic terms that don't specify discipline/asset or specific task involved e.g., "Inspection".
Roles	<ul style="list-style-type: none"> Each role is carried out by different people Each role is done in order The person in charge doing the work, plans the work The person in charge verifies a shift in advance 	<ul style="list-style-type: none"> One person doing all roles, Or the roles being done out of order. Under no circumstances can one person be the verifier and authoriser. The person in charge does not verify a shift in advance.
Planning the SSoW	<ul style="list-style-type: none"> The SSoW is adequate for the location and task and operational risk. The SSoW planning process shall use the next highest available choice within Table 4 and Table 5 Includes access and egress arrangements Details the LCV arrangements required 	<ul style="list-style-type: none"> The SSoW is not appropriate for the work and/or location. For example, carrying out work that affects the safety of the line using a warning system, e.g., felling a tree. The SSoW does not include safe access and egress arrangements. No Mention of LCV
Planner and person in charge relationship	<ul style="list-style-type: none"> The Planner and the person in charge shall collaborate and create the plan together or Through an online chat function where the SWP can be shared on screen. 	<ul style="list-style-type: none"> The person in charge is not appointed or involved in the planning (planned works only). The Verify section is signed (on the shift that the work is planned for.
Task Risk Controls	<ul style="list-style-type: none"> Follow principles of eliminate, reduce, isolate & control TRCS, WARAs/WPPs and TBS and any permits included, E.g., lift plans. Good practice is having controls (such as TRCS, WARAs, additional PPE as required) for all risks that are specific and relevant to the planned work. E.g., Hand Arm Vibration Syndrome, noise and ballast dust. 	<ul style="list-style-type: none"> Inadequate controls with inappropriate delegated owners. It would be very unusual for an adequate SWP to have no specific risk control measures.
Welfare	<ul style="list-style-type: none"> Welfare (such as fixed, portable and gender specific facilities) are identified, along with the location. Additional facilities, such as messing facilities, first aid arrangements and other emergency arrangements are clearly identified and linked to the work to be done 	<ul style="list-style-type: none"> The SWP does not consider welfare or make provision for the workforce. It is not acceptable to state 'Go behind a tree'

Table 6 – Guidance to what a good SWP looks like



Simplification explained

Changes to the safe work pack after authorisation

Acceptable Examples	Unacceptable Examples
Personal circumstances (family emergencies)	person in charge allocated elsewhere
Protection/warning system changes to a system original person in charge isn't competent/experienced in	Poor resourcing
person in charge not fit for duty	

Table 7 – Acceptable and Unacceptable examples of why person in charge might change on same day

Simplification explained

Making changes to the SSoW and moving down the hierarchy of control for operational risks

Acceptable Examples	Unacceptable Examples
Operational Equipment Failure	Poor Planning – Got it wrong in the planning stage
Diversion Route for another possession or accident elsewhere on the network	Essential support staff changes or delays
Unexpected operational traffic or engineering train movements	Where line blocks and possessions are combined and there are operational changes

Table 8: Acceptable and Unacceptable examples on why the hierarchy of control for operational risk may change



Simplification explained



At the end of the shift

The person in charge does this

When work is finished the person in charge shall confirm all equipment and people that can affect safety of the line, has been removed from the track prior to hand back and the line is safe for the passage of trains.

Note: Line Clearance Verification should be carried out in accordance with NR/L3/OPS/084 Line Clear Arrangements Following Engineering Works in Axle Counter Area



Simplification explained



Completing & Returning the Safe Work Pack

The person in charge does this

At end of shift, the person in charge shall:

- sign off the completion of work sign off form
- return the used or unused SWP to the Planner;
- where SWPs are unused, or errors identified, the person in charge shall state the reason why in the SWP



Simplification –changes explained



Appendix A Contents of a Safe Work Pack

There is no change to this form

Appendix B Monitoring & Assurance Framework

A new assurance section has been created to show when assurance activities need to be carried out and by whom

Appendix C Definitions

This section has been moved to the end of the standard, simplified and additional definitions have been included



Simplification explained



All the modules

The modules have been simplified to cover the additional requirement for the responsible manager, a planner and person in charge. Signposting to other relevant standards and other sources of information has also been introduced.

The new modules are:

- module 1 planning and working for fault failure & incident response
- module 2 planning & working in a possession
- module 3 planning & working using protection & warning systems
- module 4 planning & working for High Output and track renewals involving engineering trains
- module 6 planning & working for isolation duties and possession support

The Runaway Risk Module (previously Module 5) has now been removed from the standard and additional guidance will be published on this shortly by Corporate Workforce Safety. Runaway Risk is contained within the planning systems



Simplification explained



Module 1 Planning and Working for fault failure & incident response

This module describes the additional considerations for planning a SSOW for fault, failure, or incident response. It shall only be used where either:

- The normal planning timescales cannot be used
- An incident number has been generated
- A competent person is appointed for an emergency or failure.

It outlines the actions required to respond where immediate action is required. Where timescales permit, a SWP is still produced as described in the 019 Standard, otherwise an Incident Response Pack is required



Simplification explained



Module 2 planning & working in a possession

This module describes work taking place in a possession, and the additional requirements for planning:

- Complex site of work
- Possessions
- Worksites

There are additional people involved in the planning and working, including:

- Person in Charge of Possession (PICOP)
- Engineering Supervisor (ES)
- Additional person in charges or COSSs as required
- Additional technically competent people to assist in producing the SWP



Simplification explained



Module 3 planning & working using protection & warning systems

This module describes the additional requirements when using either protection arrangements or warning systems. It includes actions to determine whether the site is a complex site of work, how to decide which system to use, whether additional protection is required, and understanding which tasks affect safety of the line



Simplification explained



Module 4 Planning and Working for high output and track renewals involving engineering trains

This module describes the additional considerations for planning and working for:

- High Output tasks
- Track renewals involving engineering trains

This module covers works that are taking place in protection zones and possessions



Simplification explained



Module 6 Planning and Working for isolation duties and possession support

This module describes the additional considerations for planning a safe system of work for:

- Persons working on or near Overhead Line Equipment or DC/3rd rail
- Implementing an earthed isolation on OLE
- Implementing an isolation on DC/3rd rail
- Possession support planning/activities

For further information contact us at

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