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Level 2

Competence and Training in Track Safety

Endorsement and Authorisation

Endorsed by:



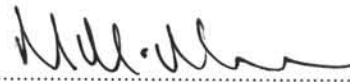
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Issue record

Issue	Date	Comments
01	December 2006	New Issue
02	March 2009	Revised following review
03	September 2010	Revised and updated following review

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04 December 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L1/CTM/001	Competence Management.
NR/L2/CTM/202	Quality Assurance in Training and Assessment
NR/L2/OHS/018	Supplier requirements for the approval of medical assessments and drug and alcohol and screening and certification.
NR/L2/OHS/00124	Competence Specific Medical Fitness Requirements.
NR/L1/OHS/051	Drugs and alcohol.
NR/L2/OHS/020	Track Visitor Permits.
GE/RT8000	The Rule Book.
NR/L2/OHS/050	Sentinel Scheme Rules.
SI 2006/599	Railway and Other Guided Transport Systems Regulations 2006.

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1 Purpose.

This specification sets out the minimum requirements for the training and assessment of individuals who undertake Track Safety activities on Network Rail managed infrastructure. It defines the processes that are to be implemented and the standards that are to be achieved to confirm that individuals who are required to go on or near the line are competent.

2 Scope.

The specification applies to any individual who is required to go on or near the line.

3 Definitions.

3.1 Standard definitions.

Approved assessor.

An individual approved by Network Rail or its approving organisation who uses Network Rail competence standards and/or assessment materials to provide assessment services to third parties and/or complete assessments that are recorded on the scheme operator database as part of the Sentinel scheme.

NOTE 1: For the purposes of Track Safety competence the definition of an 'Approved assessor' is more widely known as a 'licensed assessors' in the rail industry.

Assessment.

The gathering and judgement of evidence to 'prove' or 'determine' an individuals competence as required by a competence standard.

Authorised walking route.

A route, (which might include cess walkways and defined pathways) which has been specially designated for use where appropriate for either walking to and from a place of work when carrying out railway activities, or going to or from a booking-on point. Details of authorised walking routes are published locally.

Certificate.

A document that confirms that specific competence has been demonstrated by an individual against the requirements of a competence standard.

Certificate in the context of this specification means a Track Safety Sentinel Card.

Competence.

The ability to undertake responsibilities and to perform activities to a recognised standard on a regular basis. A combination of practical thinking skills, experience and knowledge and includes a willingness to undertake activities in accordance with agreed standards, rules and procedures.

In the context of this specification it also includes the consistent achievement of an identified standard of performance under defined normal, abnormal, and emergency situations; the ability to undertake activities to arrange for suitable measures to be put in place aimed at achieving the safety of any individual who might be affected by the work and an appropriate level of fitness.

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Competence Management System (CMS).

A suitably resourced, logical and integrated cycle of activities within an organisation used to assure competence of those who may, through lack of competence, have an adverse impact on the;

- safe operation and maintenance of Network Rail managed infrastructure;
- occupational health and safety of workers on or about the Network Rail managed infrastructure;
- safety of other persons affected by their actions or inactions;
- performance of Network Rail's business.

Competence standard.

A statement of;

- what an individual is able to do and how well, in order to achieve the intended outcome of work;
- the range of circumstances in which the ability shall have to be demonstrated;
- the knowledge needed to complete the work;
- the types of evidence required to confirm that performance is consistent and can be sustained;
- how this would be assessed.

Mentoring period.

A period of time between the satisfactory completion of training where an individual undertakes the work under supervision of a mentor. This period is used to enable the individual to practice the activity, acquire the associated knowledge and collate the relevant evidence ready for assessment.

On or Near the Line

As defined in GE/RT8000 The Rule Book.

Track Visitor Permit (TVP)

A pre-applied for permit that authorises a non-PTS holder to gain access to, to walk on or near the line and/or to undertake work as defined in NR/L2/OHS/020: Track Visitor Permit under the supervision of a fully competent COSS in either Green or Red Zones for the duration, time and date detailed on the permit.

Train

A light locomotive or self-propelled rail vehicle or road rail vehicle in rail mode or engineering train or on-track machine (e.g. tampers, ballast cleaners, rail mounted cranes). It does NOT include hand operated trolleys.

Trainer.

An individual who has demonstrated that they meet the trainer criteria described in NR/L2/CTM/202 Quality Assurance in Training and Assessment and who is approved by Network Rail (where applicable) to deliver one or more named training events.

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Verification.

A process by which the quality of assessment decisions and the supporting process are independently assured.

Verifier.

An individual who is competent and authorised to review the assessment process and confirm assessment decisions.

Work experience books.

A small pocket-sized work-experience booklet containing specific competences. Designed to record evidence of when, where and how the duty an individual performed.

3.2 Track Safety competence definitions.

Personal Track Safety. (PTS)

An individual certified as competent to go on or near the line working in Red or Green Zones, walking on or near the line where necessary to gain temporary access to a permanent or temporary work location other than by means of an authorised walking route.

Lookout. (LKT)

An individual appointed and certified as competent to give warning of approaching trains to others within three metres of a line which is not closed to traffic or is not separated by a fence or by a distance of at least 2 metres (6 feet 6 inches) from the site of work.

Site Warden. (SW)

An individual appointed and certified to give warning to others who move into a position where their safety could be endangered by moving trains. A Site Warden shall hold a current valid qualification as a Lookout and Site Warden.

Individual Working Alone. (IWA)

An individual appointed and certified as competent to provide their own protection, to enable them to carry out activities on or near the line.

Controller of Site Safety. (COSS)

An individual appointed and certified as competent to provide a safe system of work to enable activities to be carried out by a group, in a Red or Green Zone, on or near the line.

Protection Controller. (PC)

An individual appointed and certified as competent to establish a safe and effective system of protection for more than one groups carrying out engineering activities.

Engineering Supervisor. (ES)

An individual appointed and certified as competent to be in charge of each separate worksite within a possession, to establish, maintain and give up worksites and authorise the movement of trains into or within the worksite.

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Person in Charge of Possession (PICOP)

An individual certified as competent and appointed to, take, maintain and give up a possession of one or more lines. Authorise a train movement over a section of a line or lines identified as being under the control of the PICOP.

Senior Person in Charge of Possession (SPICOP)

An individual certified as competent and appointed to, take, maintain and give up a possession of one or more lines. Authorise multiple train movements over sections of a line or lines identified as being under the control of the SPICOP.

4 Requirements

4.1 Deployment.

Employers shall not allow any individual to work in red or green zones or walk on or near the line to gain access to a permanent or temporary work location, other than by means of an authorised walking route, until that individual has attended and successfully completed the Network Rail approved Personal Track Safety (PTS) training event, or has applied for and been issued with a valid Track Visitor Permit.

Individuals undergoing a PTS training event, under the direct supervision of a COSS are not required to have been certified as competent but shall have attained sufficient understanding of track safety rules and the hazards of the track environment for the purpose, before being permitted on or near the line.

4.2 Track Visitor Permits

Track Visitor Permits shall be applied for, issued and managed in accordance with [NR/L2/OHS/020](#): Track Visitor Permit.

4.3 Medical fitness

Any individual required to go on or near the line shall be able to demonstrate medical fitness in accordance with:

- [NR/L2/OHS/00124](#): Competence specific medical fitness requirements
- [NR/L1/OHS/051](#): Drugs and Alcohol

4.4 Minimum age

Any individual holding PTS certification shall be at least 16 years of age. Individuals under the age of 18 years of age shall only be permitted on or near the line under the direct supervision of a fully competent COSS. Individuals holding any other competence within in the scope of this document shall be at least 18 years of age.

5 Suitability

5.1 Suitability for all Track Safety competence

Employers shall have processes in place to confirm that individuals who are to undertake Track Safety training are suitable.

NOTE 2: In assessing the suitability of individuals to undertake Track Safety training employers should consider the following characteristics:

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1. Follow direction from team and safety leaders

- Follows instructions as standard rather than interpreting them, especially if they are safety procedures.

2. Work collaboratively with team members

- Supportive to others, helpful and co-operative, able to get on with a range of different people, to share the team's workload and act as a mentor if required.

3. Motivated to learn new skills

- Enthusiastic and able to grasp new processes and knowledge easily. Challenges and questions in order to achieve understanding

4. Work diligently and to the required standards & procedures

- Proactive in getting work done, (e.g. in preparing the tools and moving onto each stage of the task without having to be prompted). Shows attention to detail when completing work tasks and make sure all tasks are completed in the prescribed order, in line with the relevant standards and in the time guidelines set by team or safety leaders. Does not take short cuts.

5. Demonstrate personal safety at all times

- Maintains a high standard of safety awareness in all situations. Has a low risk tolerance. Challenges where instructions are contrary to the safety arrangements.

6. Communicate clearly with work colleagues

- Communicate clearly, concisely and accurately.

7. Remain alert and focussed

- Maintains a high standard of safety awareness by remaining alert, vigilant and focussed.

5.2 Suitability for COSS competence

Prior to selecting an individual for COSS training employers shall utilise the COSS Pre-training Behavioural Evaluation Tool in Appendix E to satisfy themselves that the individual is suitable. Only those individuals assessed as being suitable for COSS training using this tool shall be selected for training.

6 Assessment.

Following completion of the relevant training delegates shall be assessed against the requirements of the relevant unit of competence contained in Appendix B of this specification. Network Rail has developed assessment methodology to enable these assessments to be completed. Any individual administering these assessments shall use this assessment methodology

7 Mentoring and learning support

7.1 General

Where an individual is initially trained in a track safety competence they shall undergo a period of learning support or mentoring applicable to the specific competence.

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7.2 Learning support (PTS)

Where an individual has successfully completed PTS initial training they shall undergo a period of learning support in the workplace.

The employer is responsible for and shall appoint a competent person who shall give guidance to the individual and monitor their progress during the period of learning support.

When the employer is satisfied that the individual no longer requires learning support they shall complete a sponsors confirmation of competence.

Learning support shall not exceed 24 months. Where the candidate is unable to fully meet the criteria of competence within the 24 month period they shall be required to attend initial training.

The employer shall be able to provide records of workplace experience the individual has completed during the learning support period.

NOTE 3: For additional information in relation to PTS Learning support refer to the PTS flow charts in Appendix C: Flow Charts for Non Network Rail Employees and Appendix D: Flow Charts for Network Rail Employees.

7.3 Mentoring (COSS ES PICOP and SPICOP)

Where an individual has successfully completed COSS, ES, PICOP or SPICOP initial training they shall, prior to the post mentoring assessment, undertake a period of supervised workplace experience.

The individual's employer shall appoint a mentor who shall provide suitable supervision during the period of mentoring.

The initial period of mentoring shall not exceed four months unless the candidate is unable to fully meet the criteria of competence. Where additional time is required to fill knowledge and/or skills gaps, extensions to this period shall be applied for. Extensions shall only be permitted where an agreement has been made and a development plan has been actioned

Each employer shall be able to provide records of workplace experience the individual has completed during the period of mentoring.

NOTE 4: For additional information in relation to COSS, ES, PICOP and SPICOP mentoring refer to the relevant flow charts in Appendix C: Flow Charts for Non Network Rail Employees and Appendix D: Flow Charts for Network Rail Employees.

8 Certification.

8.1 Issue of certification.

Certification for all competences as listed in Appendix B shall have a maximum validity of 24 months from the date of completion of the initial assessment.

Where an assessment is completed less than 8 weeks before the expiry date of an existing certificate it is permitted to use that expiry date as the starting point of the new record.

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8.2 Issue of full certification.

Full certification shall be issued on the successful completion of the following training:

a) Personal Track Safety

- PTS certification shall indicate whether or not the individual has been assessed as competent to be on or near electrified lines:

b) Lookout and Site Warden

- Lookout and Site Warden certification shall indicate whether or not the individual has been assessed as competent to used Automatic Warning Systems.

c) Individual Working Alone

8.3 Issue of probationary certification.

Provisional certification shall be issued on successful completion of the following initial training:

- Controller of Site Safety
- Engineering Supervisor
- Person in Charge of Possession
- Senior Person in Charge of Possession

Full certification shall only be issued on the successful completion of a post mentoring competence assessment based on evidence from workplace experience.

8.4 Withdrawal of certification.

Certification shall be withdrawn or suspended if:

- the conduct of the holder gives cause to suspect lack of competence when on or near the line;
- the holder is unable to meet medical fitness requirements in line with the specific competence;
- the holder is suspected to have caused or contributed to an incident, or accident;
- the holder makes decisions or takes actions that result in a major breach of safety or endangers the safety of others.

Competence shall only be restored when competence or medical assessment has shown that the individual concerned complies with the requirements of this specification.

NOTE 5: Restoration of competence may include the requirement for the individual to attend initial, or recertification events, undergo an assessment or pass a suitable medical assessment as required.

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8.5 Transferability of certification.

Where an individual sponsored by more than one Sentinel authorised sites the competence held by that individual is transferable between sponsors. However proof of prior experience shall be provided by the individual as a guide to the level of competence held. As minimum this shall include the experience recorded in the Track Safety Work Experience books and their Track Safety Sentinel card.

9 Delivery of training.

Any individual delivering the training shall be approved by Network Rail in accordance with the requirements of NR/L2/CTM/202: Quality Assurance in Training and Assessment.

Trainers shall only use authorised training materials and assessments provided by Network Rail to deliver the training event.

10 Completion of assessment.

Assessors shall be approved in accordance with the Network Rail standard NR/L2/CTM/202 Quality Assurance in Training and Assessment, prior to undertaking assessments against the competence units detailed in Appendix B. Assessors shall plan and complete assessments.

Assessors shall only use authorised assessment tools provided by Network Rail to assess the competence of a candidate.

11 Verification.

Employers shall have in place verification procedures to demonstrate that at least 10% of completed assessments are verified.

12 Maintaining competence.

Employers shall have systems in place to demonstrate the continued competence of individual who are required to go on or near the line. Details of the specific requirements are shown in the re-assessment section in each unit of competence in **Appendix B**.

NOTE 6: Reference may also be made to a series of flowcharts in Appendix C: Flow Charts for Non Network Rail Employees and Appendix D: Flow Charts for Network Rail Employees

13 Work experience books.

The use of work experience books is mandatory for all Track Safety Competence

Where an individual holds a Track Safety competence higher than PTS (for example LKT, COSS etc.), that individual is no longer required to complete the PTS work experience book. However all other Work experience books shall be completed where a Track Safety competence is held.

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14 Certification Expiry

Where a competence expires there is an eight week grace period in the competence can be recertified this is commonly known as the '8 week rule'.

If an individual's certification expires prior to the completion re-certification event that individual is able to apply 'the 8 week rule'.

Where the '8 week rule' is applied the individual shall:

- not continue to use their competence for that specific role (or other roles that depend on the validity of that competence)

*NOTE 7: For example; where an individual holds a PTS **and** COSS competence, and the PTS has expired (leaving the COSS competence in date), the individual may not undertake COSS activities until the PTS competence has been restored.*

- undertake the relevant re-certification activities as set out in Appendix C, Flow Charts for Non Network Rail Employees and Appendix D, Flow Charts for Network Rail Employees flowchart within the time limit of 8 weeks of the certification expiry.

Where an individual does not complete the recertification activities of the specific competence within the 8 week period and the competence is still required that individual shall attend the relevant initial training event.

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Appendix A Track Safety Training Framework Summary

A.1 Training events.

Where an individual requires training to develop their competence they shall attend and successfully complete the Network Rail approved training events. This Appendix contains a brief overview of the modules that form the Track Safety Training.

PTS: Personal Track Safety.

This training event is designed for delegates who are required to hold 'Personal Track Safety' Certification. This event enables them to correctly determine their responsibilities and duties when working 'On or Near the Line' on the Network Rail managed infrastructure.

It is designed to confirm the delegate shall be able to understand the rules and regulations that are in force for personal safety which need to be observed when undertaking activities on or near the line on the Network Rail managed infrastructure.

LKT: Lookout and Site Warden.

This training event is designed to train delegates who are required to undertake Lookout and Site Warden activities on the Network Rail managed infrastructure. It is designed to confirm that delegates shall be able to carry out Lookout and Site Warden activities to the required standard.

This training event does not cover the operational elements of PEEWEE, KANGO, or LOWS systems. Where delegates require to operate any automated Lookout systems separate training is required

LKT PEE WEE: Lookout and Site Warden (PEEWEE).

Where LKT PEE WEE is required delegates shall in addition to the standard Lookout and Site Warden training event attend the Lookout PEE WEE module.

This training event is designed to train delegates who are required to undertake Lookout PEE WEE activities on the Network Rail managed infrastructure. It is designed to confirm that delegates shall be able to operate PEEWEE equipment to warn others of approaching trains.

LKT KANGO: Lookout and Site Warden.

Where LKT KANGO is required delegates shall in addition to the standard Lookout and Site Warden training event attend the Lookout KANGO module.

This training event is designed to train delegates who are required to undertake Lookout KANGO activities on the Network Rail managed infrastructure. It is designed to confirm that delegates shall be able to operate KANGO equipment to warn others of approaching trains.

IWA: Individual Working Alone.

This training event is designed to train delegates who are required to carry out the activities of an Individual Working Alone (IWA) on the Network Rail managed infrastructure. It designed to confirm that delegates shall be able to carry out the activities of an IWA in a safe and effective manner.

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COSS: Controller of Site Safety.

This training event is designed to train delegates who are required to undertake Controller of Site Safety (COSS) activities on the Network Rail managed infrastructure. It is designed to confirm the delegate shall be able to carry out the activities of a COSS in a safe and effective manner.

PC: Protection Controller.

This training event is designed to train delegates who are required to carry out the activities of a Protection Controller (PC) on the Network Rail managed infrastructure. It is designed to confirm the delegate shall be able to carry out the activities of a PC in a safe and effective manner.

ES: Engineering Supervisor.

This training event is designed to train delegates who are required to carry out the activities of an Engineering Supervisor (ES) on the Network Rail managed infrastructure. It is designed to confirm the delegate shall be able to carry out the activities of an ES in a safe and effective manner.

PICOP: Person In Charge of Possession.

This training event is designed to train delegates who are required to carry out the activities of a PICOP on the Network Rail managed infrastructure. It is designed to confirm the delegate shall be able to carry out the activities of a PICOP in a safe and effective manner.

SPICOP: Senior Person In Charge of Possession.

This training event is designed to train delegates who are required to carry out the activities of a SPICOP on the Network Rail managed infrastructure. It is designed to confirm the delegate shall be able to carry out the activities of a PICOP undertaking multiple train movements within a possession in a safe and effective manner.

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A.2 Training pre-requisite requirements.

The following table details the competence and training pre-requisite requirements for Track Safety skills incorporated within this standard

Competence	Entry Requirements
PTS	a) Minimum age of 16. b) Good understanding of English language.
Lookout and Site Warden	a) Minimum age of 18. b) Meets all the entry requirements of PTS competence. c) Holds valid and current PTS certification and is not undergoing learning support.
Lookout PEEWEE	a) Minimum age of 18. b) Meets all the entry requirements of PTS competence. c) Holds valid and current PTS certification and is not undergoing learning support. d) Holds valid certification in Lookout and Site Warden. e) Good level of literacy required.
Lookout Kango	a) Minimum age of 18. b) Meets all the entry requirements of PTS competence. c) Holds valid and current PTS certification and is not undergoing learning support. d) Holds valid certification in Lookout and Site Warden. e) Good level of literacy required.
IWA	a) Minimum age of 18. b) Meets all the entry requirements of PTS competence. c) Holds valid and current PTS certification and is not undergoing learning support. d) Good level of literacy required.
COSS	a) Minimum age of 18. b) Meets the all entry requirements of PTS competence. c) Holds valid and current PTS certification and is not undergoing learning support. d) Good level of literacy required. e) Has been assessed by their employer as being suitable for training using the COSS Pre-training Behavioural Evaluation Tool
PC	a) Meets the all entry requirement of COSS competence b) Holds full COSS certification (not probationary)
ES	a) Meets entry requirements a), b), c), and d), of COSS competence or b) Meets entry requirements of IWA c) Holds full COSS or IWA certification
PICOP	a) Meets entry requirements a), b), c), and d), of COSS competence or b) Meets entry requirements of IWA c) Holds full COSS or IWA certification
SPICOP	a) Meets entry requirements a), b), c), and d), of COSS competence or b) Meets entry requirements of IWA c) Holds full COSS or IWA certification d) Holds full PICOP certification

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Appendix B Competence Units.

B.1 Competence units.

This appendix contains the detailed units of competence that shall be used to assess the competence of candidates who are responsible for the various duties on or near the line side.

Reference Unit of Competence

- PTS: Personal Track Safety
- LKT: Lookout & Site Warden
- IWA: Individual Working Alone
- COSS: Controller of Site Safety
- PC: Protection Controller
- ES: Engineering Supervisor
- PICOP Person In Charge of Possession
- SPICOP Senior Person In Charge of Possession

B.2 Evidence requirements.

Sufficient evidence shall be collected to enable competence to be assessed against all the performance statements and knowledge and understanding requirements for each element. Evidence shall be sufficient to demonstrate that the candidate is capable of consistent competent performance.

B.3 Performance evidence

The units of competence in this appendix specify what forms and the quantity of performance evidence which shall be provided for each element.

There are two types of performance evidence:

- evidence of the way the candidate carried out activities, evidence of the process involved in demonstrating competence. This takes the form of observation, authenticated work experience book entries, or performance reports;
- products of the candidate's activities, items that the candidate produces or works on or documents produced as part of the activity. The evidence may be in the form of the product itself, or may be a records or photographs generated as part of the activities completed.

B.4 Knowledge Evidence

The knowledge evidence section of the element specifies the knowledge and understanding necessary for competent performance.

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B.5 Assessment decisions

Initial assessment decisions for the competence listed below shall only be made following the provision of evidence from the candidate's normal workplace:

- Controller of Site Safety;
- Engineering Supervisor;
- Person In Charge of Possession;
- Senior Person In Charge of Possession.

Assessment decisions of "competent" shall only be made when:

- all the required performance and knowledge evidence, as defined in the competence unit, has been provided;
- the evidence has been confirmed as accurate, current and attributable to the candidate concerned.

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B.6 PTS: Personal Track Safety

B.6.1 Purpose.

The purpose of this competence unit is to define the competence requirements for persons required to go on or near the line.

B.6.2 Scope.

This competence unit applies in all circumstances where any person is required to undertake activities on or near the line, except where the person is an infrequent visitor and shall make use of the Track Visitors Permit arrangements.

The level and extent of responsibility shall include their own safety. The candidate shall be expected to refer to others for authorisation when required, shall be responsible for the implementation of the instructions given to them and shall work within set rules and procedures.

This competence unit shall be used to assess the competence of candidates required to go on or near the line.

B.6.3 Competence Unit

This competence unit comprises one element:

Element 1: “Confirm personal safety when ‘On or Near the Line’”.

This element is concerned with the safety of persons whose activities require them to go on or near the line or on the lineside. To prove competence in this unit, the candidate shall demonstrate their ability to walk or work safely on or near the line and to follow current rules and guidelines. The candidate shall have to show they can follow the necessary instructions given to demonstrate their own safety.

B.6.4 Assessment

B.6.4.1 Initial Assessment.

Evidence shall be used from satisfactory completion of training. Assessment of competence during the training shall include:

- practical demonstrations of competence where indicated in the competence requirements, carried out in a way which complies with the appropriate procedures.
- a test of the knowledge essential for PTS. (As detailed in applicable documents and procedures).
- A means of assessing the candidate’s ability to apply the essential knowledge in a range of conditions and practical situations appropriate to their activities which do not always occur during the assessment process.

B.6.4.2 Re-Assessment.

Competence shall be re-assessed at least every 24 months.

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PTS: Personal Track Safety

Element 1: Confirm Personal Safety When On or Near the Line

Performance Statements

Candidates shall be able to:

- a) work safely at all times, complying with the relevant rules and guidelines;
- b) identify key personnel associated with the activities;
- c) follow instructions effectively to demonstrate their own safety when walking or working on or near the line;
- d) select and use appropriate personal protective equipment (PPE) and confirm it is fit for purpose;
- e) accurately judge where the limit of 'On or Near the Line' is and identify a suitable position of safety;
- f) identify hazards that can cause impaired safety on or near the line and the precautions to be taken;
- g) take appropriate action when warnings are given from all appropriate sources;
- h) recognise dangers, deal promptly and effectively with problems within their control;
- i) challenge unsafe working practices;
- j) implement emergency actions when required;
- k) complete recording, reporting and escalation procedures as appropriate.

Scope of Competence

1. Influencing factors relate to:

• Limited Clearances; • No Refuges; • Tunnels; • Platforms;	• Obstructions; • Work safe procedure; • Safe System of Work.
--	---
2. The PPE includes:
 - Hard Hat;
 - High Visibility Clothing;
 - Approved Safety Footwear;
3. Warnings that are given from:

• Lookouts; • Site Wardens; • TWS;	• Trains; • Signage; • COSS.
--	--
4. Identification of hazards including (but not limited to):

• Electrified Lines (A.C/D.C.); • Limited Clearances • Tunnels; • Bi-Directional Lines;	• Multiple Tracks ; • Weather Conditions (including Lighting); • Moving or Stationary Vehicles; • Noise.
--	---
5. Emergency procedures include:
 - communication with (inc but not limited):
 - Signaller;
 - ECO;
 - Other work group members.
 - protection methods:
 - Isolation Arrangements;
 - Detonator protection;
 - Hand signals/red flags.
 - first Aid arrangements.

Knowledge Requirements

Candidates shall have knowledge and understanding of:

1. what medical and fitness requirements are applicable when working on or near the line;
2. what terms used to describe track and trackside features including:

• 4ft; • 6ft; • 10ft;	• Cess; • Sleepers; • Ballast.
---	--
3. how to identify others within the work group and the roles and responsibility of each including (but not limited to):
 - The COSS (Controller of Site Safety);
 - The Lookout or Site Warden (LKT/SW).
4. the types of protection and the difference in risks each pose including:
 - red zones;
 - green zones.
5. what the briefing arrangements are and what to do if they do not understand the briefing;
6. what general signage is used on or near the line and what each sign means including (but not limited to):
 - limited clearance;
 - no refuges;
 - signal post telephones.
7. why it is important that PPE is worn, clean and correctly fastened
8. what constitutes a position of safety;
9. what warning methods are used and how to react when a warning is given;
10. what means of communication are available and how to use them e.g. protocols relating to communication of important safety information;
11. why not to rely on using signal aspects, level crossing gates, barrier position as a method of warning;
12. how to obtain an electrical isolation in an emergency;
13. what the limits of their own authority are and who to communicate with when the task at hand exceeds this limit;
14. what actions to take in an emergency inc:
 - obtaining an electrical isolation;
 - dealing with first aid requirements;
 - reporting procedures.
15. what the requirements of walking on or near the line/crossing the railway safely are;
16. how unattended tools can endanger people on or near the line and what precautions need to be taken.

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B.7 LKT: Lookout and Site Warden

B.7.1 Purpose

The purpose of this competence unit is to define the competence requirements for candidates required to act as a Lookout and Site Warden.

B.7.2 Scope

This competence unit applies in all circumstances where any person is required to act as a Lookout or Site Warden on the Network Rail managed infrastructure.

The level and extent of responsibility shall include their own safety and that of others who might be affected by their work. The candidate shall be expected to refer to others for authorisation when required, shall be responsible for the implementation of given instructions and shall work within set procedures and specifications.

This competence unit shall be used to assess the competence of candidate required to undertake Lookout or Site Warden duties.

B.7.3 Competence Unit

This competence unit comprises one element:

Element 1: "Provide appropriate warnings to a working group as part of a safe system of work".

This element is concerned with the responsibilities of any candidate performing the role of the Lookout or Site Warden. To prove competence in this unit, the candidate shall demonstrate their ability to complete Lookout or Site Warden activities safely and effectively.

B.7.4 Assessment

B.7.4.1 Initial assessment

Evidence shall be used from satisfactory completion of training and shall be gathered of the candidate performing the activities of Lookout or Site Warden in a simulated situation.

B.7.4.2 On-going review of competence

In addition employers shall have systems in place to check competence at a suitable frequency before re-assessment. Competence check shall include a review of the following:

- the frequency with which the candidate acts as a Lookout or Site Warden;
- the behaviours displayed when undertaking the duties as described in section 4.5;
- the fitness for duty of Lookouts and Site Wardens.

Employers shall determine the frequency of such checks after assessing the risks involved but, as a **minimum**, checks shall be carried out annually

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If the candidate has not carried out the role of Lookout or Site Warden at least on 4 occasions over the previous 12 months the competence shall be withdrawn.

The results of all review shall be recorded together with action taken to remedy deficiencies.

B.7.5 Re-Assessment

Competence shall be re-assessed at least once every 24 months.

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LKT: Lookout and Site Warden

Element 1: Provide Appropriate Warnings to a Working Group as Part of a Safe System of Work

Performance statements

Candidates shall be able to:

- a) work safely at all times, complying with relevant rules and guidelines;
- b) identify key personnel associated with the activities;
- c) follow instructions effectively to confirm their own safety and those of others when performing the activities;
- d) identify situations that can cause impaired safety when acting as lookout or site warden and the precautions to be taken;
- e) check and confirm that the equipment required to complete the activities is in good condition/working order;
- f) select and use appropriate personal protective equipment (PPE) and confirm it is fit for purpose;
- g) identify the group under your protection and be clearly identified by that group;
- h) protect the group from approaching trains (Lkt) or straying from the worksite (SW);
- i) maintain a vigilant watch for changing situations that may endanger yourself or those you are protecting;
- j) take prompt, appropriate action when changes occur;
- k) effectively deal with situations where people in the protected group do not react to warnings;
- l) identify changing situations that may affect their ability to protect the group and promptly take appropriate action.
- m) comply with safe system of work (COSS) briefings;
- n) recognise dangers, deal promptly and effectively with problems within their control;
- o) challenge unsafe working practices;
- p) implement emergency actions when required;
- q) complete recording, reporting and escalation procedures as appropriate

Knowledge Requirements

Candidate shall have knowledge and understanding of:

1. what the role, responsibilities and means of identification of the following people:
 - People within the working group
 - Yourself as Lookout and/or Site Warden
 - Other Lookouts including:
 - a. Site Lookout
 - b. Distant Lookout
 - c. Intermediate Lookout
 - d. The Controller of Site Safety
2. the risks associated with different safe systems (lookout/site warden) of work in relation to stationary or moving worksites;
3. who is responsible for setting up, maintaining and withdrawing a safe system of work;
4. who is responsible for appointing and positioning the Lookout/Site Warden;
5. when a Lookout or Site Warden shall be appointed;
6. what methods and equipment are used to give warning of approaching trains and the situations in which they should be used;
7. what action to take when a person being protected fails to acknowledge a warning from a Lookout or Site Warden or moves into a position of danger;
8. what action to take when changing situations may affect your ability to protect the working group;
9. who to communicate with and when including:

Who	When
• COSS; • Signaller	• Receiving confirmation of protection; • Authorising the set up of sites of work; • when in a Position of Safety.

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LKT: Lookout and Site Warden.....continued

Element 1: Provide Appropriate Warnings to a Working Group as Part of a Safe System of Work

Scope of Competence

1. Equipment required to complete the activities includes:
 - sufficient in date and undamaged detonators held in an approved container;
 - a blue and white chequered flag;
 - a whistle or horn;
 - Track Circuit Operating Clips;
 - a red flag;
 - a hand lamp or torch able to display a red aspect;
 - an armband or badge labelled Lookout or Site Warden;
 - appropriate PPE.
2. Changing situations include:
 - approaching trains or vehicles;
 - warning of the approach of trains by other Lookouts or systems;
 - hazards encountered during moving worksites e.g. tunnels;
 - people moving out of the protected area;
 - conditions of poor visibility;
 - darkness;
 - reduction in sighting distance of approaching trains;
 - use of noisy plant or equipment is in use;
 - incapacity of Lookout/Site Warden.
3. Identification of hazards including (but not limited to):
 - electrified lines (A.C/D.C.);
 - limited clearances;
 - tunnels;
 - bi-directional lines;
 - multiple tracks;
 - weather conditions (including lighting);
 - moving or stationary vehicles;
 - noise.
4. Appropriate actions when changes occur include:
 - sounding a warning (whistle or horn);
 - giving a touch warning;
 - shouting;
 - repeating a warning;
 - reporting the situation to the COSS.
5. Identification of key personnel including:
 - COSS;
 - work group members;
 - other lookouts;
 - other parties on or near the site of work.

Knowledge Requirements.....continued

Candidate shall have knowledge and understanding of:

10. why is it important that the Lookout/Site Warden is not distracted and what action to take if you are;
11. how to maintain a vigilant watch and what to do if you are unable to remain vigilant;
12. what the difference is between red and green zones and what the terms safeguarded, fenced and separated mean;
13. when Track Circuit Operating Clips shall be used and how to apply them;
14. what actions need to be taken in an emergency and how to complete these actions;
15. what the limits of your authority are when acting as Lookout/Site Warden and who to communicate with when the activities required exceeds this limit;
16. when you shall be in a position of safety
17. what recording, reporting and escalation procedures apply.

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B.8 IWA: Individual Working Alone.

B.8.1 Purpose.

The purpose of this competence unit is to define the competence requirements for candidates who are required to undertake Individual Working Alone (IWA) activities.

B.8.2 Scope.

This competence unit applies in all circumstances where any person is required to confirm personal safety when working alone on Network Rail managed Infrastructure.

The level and extent of responsibility shall include their own safety. The candidate shall be expected to refer to others for authorisation when required, shall be responsible for the implementation of the instructions and shall work within set procedures and specifications.

B.8.3 Competence unit.

This competence unit comprises two elements:

Element 1: Review personal safety requirements prior to working alone on or near the line.

Element 2: Carry out activities with due attention to personal safety

To prove competence in this unit, the candidate shall demonstrate their ability to complete the IWA activities to the required standard. The candidate shall show they can follow recording, reporting and escalation procedures.

B.8.4 Assessment

B.8.4.1 Initial assessment.

Evidence shall be used from satisfactory completion of training and shall be gathered of the candidate completing the activities as an IWA in a simulated situation.

B.8.4.2 Re-assessment

Initial IWA certification

Upon initial IWA Certification, competence shall be subject to a 4 month competence assessment.

The initial interim assessment shall be used to confirm:

- that the competence has been used on sufficient occasions for it to remain valid.
- there have been no incidents, accidents or near misses as a result of the candidate completing the work.
- the candidate has the knowledge defined in the relevant competence standard.

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On Going IWA Certification

Competence shall be re-assessed at least once every 24 months and an interim assessment shall be completed between 9 and 15 months after each recertification.

The interim assessment shall be used to confirm:

- that the competence has been used on at least four occasions for it to remain valid.
- there have been no incidents, or accidents as a result of the candidate completing the activities.
- the candidate has the knowledge defined in the relevant competence standard.

If the candidate has not carried out the role of Individual Working Alone at least twice over the previous 9 to 15 months the competence shall be withdrawn.

The results of interim assessments and re-assessment shall be recorded together with action taken to remedy deficiencies.

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IWA: Confirm Personal Safety When Working Alone

Element 1: Review Personal Safety Requirements Prior to Working Alone On or Near the Line

Performance statements

Candidates shall be able to:

- work safely at all times, complying with relevant rules and guidelines;
- identify and review information on the risks associated with the activities and location in advance of going on or near the line;
- accurately assess each risk is for its impact on personal safety;
- accurately identify the safest route to and from the required location;
- accurately identify suitable protection arrangements from the information obtained;
- check and identify any inconsistencies in the protection information which may impact on the safety and integrity of the protection arrangements;
- complete recording, reporting and escalation procedures as appropriate;
- Accurately record details of the activities, route and protection arrangements prior to going on or near the line.

Knowledge Requirements

Candidates shall show that they have knowledge and understanding of:

- how to find and access the relevant information (e.g. Sectional Appendix/hazard directory) on the access routes to, from and within the location of the activities;
- how to use sources of information to identify and judge risks to personal safety;
- what protection arrangements are available and how to use these;
- who shall be contacted when protection arrangements are not adequate or the risks to personal safety are too great;
- what documentation is required to be completed.

Scope of Competence

- Associated risks include (but not limited to):
 - the activities themselves;
 - the time required to get to and from a position of safety;
 - position of safety (No Refuges);
 - the direction and permissible speed of trains;
 - sighting distances;
 - limited clearances;
 - noise from other sources;
 - electric traction current.
- Sources of information include (but not limited to):
 - method statements;
 - relevant briefing information;
 - hazard directory;
 - sectional appendix.
- Protection arrangements are:
 - five second rule;
 - TOWS;
 - ATWS;
 - patrolman's lockout.
- Work is:
 - Patrolling;
 - Examining;
 - Inspecting.

Performance Evidence

Performance evidence shall be collected through differing types of evidence, of the candidate completing all relevant tasks associated with the performance statements.

NOTE: Performance evidence methodology may include the use of:

- observation;*
- authenticated work experience book entries;*
- performance reports;*
- relevant activity records;*

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IWA: Confirm Personal Safety When Working Alone

Element 2: Carry Out Activities with Due Attention to Personal Safety

Performance statements

Candidates shall be able to:

- work safely at all times, complying with relevant rules and guidelines;
- take the previously identified safest route to and from the required location;
- test protection arrangements prior to commencing activities;
- identify the location of a suitable position of safety prior to commencing activities;
- monitor protection arrangements on a regular basis to confirm continued personal safety;
- assess changing conditions and circumstances for their impact on the ability to undertake activities safely;
- suspend the activities when protection arrangements are no longer adequate to control the risks to personal safety and take a position of safety;
- follow recording, reporting and escalation procedures.

Knowledge requirements

Candidates shall have knowledge and understanding of:

- the principles of working alone safely and how to apply them;
- how to identify position(s) of safety relevant to the location;
- how to implement the protection arrangements required to control the previously defined risks;
- how to effectively monitor protection arrangements to confirm their continued integrity;
- how to identify where changing conditions impacts on the protection and the actions required to counter this;
- what the limits of your responsibility and authority are;
- how to avoid personal injury during the activities;
- reporting lines and escalation procedures;
- Industry protocols relating to communication of important safety information.

Scope of Competence

- Associated risks include (but not limited to):
 - the activities themselves;
 - the time required to get to a position of safety;
 - position of safety (no refuges);
 - the direction and permissible speed of trains;
 - sighting distances;
 - limited clearances;
 - noise from other sources;
 - electric traction current;
 - underfoot conditions.
- Changing conditions and circumstances are:
 - related to the activities themselves;
 - related to the environment (weather, light, etc.);
 - related to the operational railway.
- Protection arrangements are:
 - five second rule;
 - TOWS;
 - ATWS;
 - patrolman's lockout.
- Activities are:
 - Patrolling;
 - examining;
 - inspecting.

Performance Evidence

Performance evidence shall be collected through differing types of evidence, of the employee completing all relevant tasks associated with the performance statements

NOTE: Performance evidence methodology may include the use of:

- observation;*
- authenticated work experience book entries;*
- performance reports;*
- relevant activity records.*

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B.9 COSS: Controller of Site Safety

B.9.1 Purpose

The purpose of this competence is to define the competence requirements for candidates who are required to undertake Controller of Site Safety (COSS) activities.

This competence is made up of 3 units

B.9.2 Scope

These competence units apply in all circumstances where any individual is required to undertake activities as a COSS on Network Rail managed infrastructure.

The level and extent of responsibility shall include their own safety and that of others who might be affected by their work. The candidate shall be expected to refer to others for authorisation when required, shall be responsible for the implementation of the instructions and shall work within set procedures and specifications. The candidate is responsible for the quality of their completed work.

B.9.3 Competence units

This competence is made of 3 units.

Unit 1: Assess the Requirements for a Safe System of work.

Unit 2: Set up and withdraw a Safe System of work

Unit 3: Confirm isolation arrangements for the protection

Unit 1: Assess the requirements for a safe system of work.

This competence unit comprises two elements

Element 1: Plan, prepare and review the safe system of work

Element 2: Identify the protection arrangements required for a safe system of work

The first element is concerned with the planning, preparation and organisation of a safe system of work by the COSS. The second element is concerned with the setting up, maintaining and withdrawal of the safe system of work in a live environment.

Unit 2: Set up and withdraw a Safe System of work

This competence unit comprises four elements.

Element 1: Brief personnel on the safe system of work

Element 2: Implement protection arrangements

Element 3: Maintain safe systems of work

Element 4: Withdraw protection arrangements

The first element is concerned with the briefing of personnel on the safe system of work, highlighting the main hazards associated with the site of work. The second element deals with the setting up of the protection arrangements.

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The third element is concerned with the continued safety of all personnel and the operational railway, when carrying out the activities and where necessary, adapting the arrangements to meet changing requirements.

The forth and final element of this unit deals with the withdrawal of protection whilst maintaining the safety of all personnel (including those responsible for the physical withdrawal of protection arrangements).

Unit 3: Confirm isolation arrangements for the protection

This competence unit comprises of one element:

Element 1: Confirm isolation arrangements for the Protection

This unit covers the actions undertaken by the Controller of Site Safety (COSS) when dealing with isolation which are being physically set up by others.

The responsibility of the COSS is not to set up the isolation themselves (unless qualified to do so), but to confirm that it has happened and be aware of the implications for safe systems of working and the safety of the operational railway.

Competence in this unit is not mandatory for all COSSs. It is only required when a COSS needs confirm the isolation of an electrified line (either a.c or d.c) to protect people undertaking activities on or near electrified lines.

Competence certification of the COSS shall be endorsed with the following

- OLP for Overhead Line isolation Permit
- CRP for Conductor Rail isolation Permit

B9.4 Assessment

B9.4.1 Initial assessment.

Evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the candidate undertaking the activities of a COSS in the workplace

B9.4.2 Re-assessment

Initial COSS Certification

Upon initial COSS certification competence shall be subject to a 4 month post mentoring competence assessment.

The initial assessment shall be used to confirm:

- that the competence has been used on sufficient occasions for it to remain valid;
- there have been no incidents or accidents as a result of the candidate completing the activities.
- the candidate has the knowledge defined in the relevant competence unit.

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On Going COSS Certification

Competence shall be re-assessed at least once every 24 months and an interim assessment shall be completed between 9 and 15 months after each assessment/re assessment.

The interim assessment shall be used to confirm:

- that the competence has been used on sufficient occasions for it to remain valid;
- there have been no incidents, or accidents as a result of the candidate completing the activities;
- the activities completed by the candidate meet the requirements of the performance statements in the relevant unit of competence;
- the candidate has the knowledge defined in the relevant competence unit.

If the candidate has not carried out the role of Controller of Site Safety at least on four occasions over the previous 9 to 15 months the competence shall be considered withdrawn or no longer valid.

The results of the initial, interim assessments and re-assessment shall be recorded together with any actions taken to remedy deficiencies.

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COSS Unit 1: Assess the requirements for a safe system of work

Element 1: Plan, prepare and review the safe system of work

Performance statements

The candidate shall be able to show they can:

- work safely at all times, complying with relevant rules and guidelines;
- gather and understand information on the physical limits and potential safety risks associated with the site of work;
- visually inspect the site of work to identify the limits and potential safety risks prior to work commencing;
- assess and review the identified risks for their potential to compromise the safety to the working group and the operational railway;
- record the identified safety risks for briefing purposes;
- identify and record inconsistencies between the planned safe system of work and the actual safe system required;
- report any inconsistencies identified to the appropriate personnel;
- follow recording reporting and escalation procedures relevant to the activities undertaken.

Scope of Competence

- Physical limits include:
 - the physical extent of the actual site of work;
 - points of access and egress to and from the site of work;
 - route to and from the site of work;
 - location of positions of safety.
- Risks to safety relating to the site of work are:
 - risks imported from the activities themselves;
 - trains moving through or adjacent to the site of work;
 - limited sighting distances;
 - permissible speed of trains;
 - limited clearances;
 - weather conditions;
 - noise from other sources;
 - underfoot conditions;
 - tools and equipment left foul of the line.
- Sources of information are:
 - method statement (safe system of work plan);
 - briefing from supervisors/managers;
 - briefing from the site agent;
 - Sectional Appendix;
 - relevant Network Rail documentation;
 - relevant contractor documentation;
 - Hazard Directory;
 - GT/8000.
- Inconsistencies which affect:
 - the safety of the working group
 - the safety of the operational railway

Knowledge Requirements

Candidates shall have knowledge and understanding of:

- how to identify and access the relevant information on the site of work;
- how to interpret sources of information to gather relevant knowledge on the site of work including (but not limited to):
 - access and egress arrangement;
 - hazards that could comprise safety of the working group;
 - dangers to the operational railway;
 - limitation of the site of work.
- how to assess the impact of risk related to each hazard in the site of work;
- how to identify inconsistencies in the relevant sources of information;
- how to confirm personal safety when on or near the line during a visual inspection;
- who to report any inconsistencies in the planned work including:
 - Line Manager
 - Planner
- What documentation needs to be completed when including:
 - visually inspecting the site of work;
 - when reviewing the planned safe system of work;
 - identifying the inconsistency.
- What recording, reporting and escalation procedures apply when undertaking the activities.

Performance evidence

Performance evidence shall be collected through differing types of evidence, of the candidate completing all relevant tasks associated with the performance statements

NOTE: Performance evidence methodology includes the use of:

- observation;*
- authenticated work experience book entries;*
- performance reports;*
- relevant activity records.*

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COSS Unit 1: Assess the requirements for a safe system of work

Element 2: Identify the protection arrangements required for a safe system of work

Performance statements

Candidates shall be able to show they can:

- work safely at all times complying with health safety and other legislation;
- plan the type, location, duration and timing of the protection to confirm the safety of the working group and the operational railway;
- identify communication methods which provides suitable interaction between relevant personnel;
- accurately identify and confirm protection resources required to protect the site of work are available and fit for purpose;
- accurately record all protection arrangements;
- accurately identify and suitably resource protection arrangements which are outside the COSS's technical competence;
- produce a briefing plan associated with the protection arrangements;
- follow recording reporting and escalation procedures.

Knowledge Requirements

Candidates shall have knowledge and understanding of:

- the different types of protection arrangements available and their relevance to different types activities
- the risks associated with each protection arrangements;
- the individual roles and responsibilities of key personnel in the safe system;
- the methods of communication available and how the most appropriate ones should be applied;
- those protection arrangements beyond the technical competence of the COSS and who to contact in this event;
- the relevant documentation to be completed when planning the protection arrangements;
- what recording, reporting and escalation procedures apply.

Scope of Competence

- Protection arrangements cover:
 - Red Zone working;
 - Green Zone working.
- Risks to safety relating to the site of work are:
 - risks imported from the activities themselves;
 - trains moving through or adjacent to the site of work;
 - limited sighting distances;
 - permissible speed of trains;
 - limited clearances;
 - weather conditions;
 - noise from other sources;
 - underfoot conditions.
- Relevant personnel are:

- Protection Controller - Lookout - Signaller - Site warden - PICOP - Engineering Supervisor	- Other COSSs - Auxiliary Operators - Members of the working group - Level crossing attendant - other relevant Protection personnel
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- Methods of communication:
 - oral;
 - written.

Performance evidence

Performance evidence shall be collected through differing types of evidence, of the candidate completing all relevant tasks associated with the performance statements

NOTE: Performance evidence methodology includes the use of:

- observation;*
- authenticated work experience book entries;*
- performance reports;*
- relevant activity records.*