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| Ref:             | NR/L2/MTC/006              |
| Issue:           | 6                          |
| Date:            | 1 <sup>st</sup> Dec 2008   |
| Compliance date: | 1 <sup>st</sup> March 2009 |

## Level 2

# Maintenance and Contents of the National Hazard Directory

### Endorsement and Authorisation

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## Issue record

| Issue | Date          | Comments                                                                                                                                                                                                                                             |
|-------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | April 1997    | Initial issue.                                                                                                                                                                                                                                       |
| 2     | April 2004    | Revised to reflect re-allocation of responsibilities as a result of Network Rail re-organisation and current processes and terminology. Appendices A and B have been updated to reflect the wording currently used in the National Hazard Directory. |
| 3     | February 2005 | Reformatted to migrate into the new Network Rail Standards Framework                                                                                                                                                                                 |
| 4     | December 2005 | Revised to clarify responsibilities and accountabilities of each party involved in data provision and validation. Includes new forms for notification of safety and environmental hazards.                                                           |
| 5     | June 2008     | Updated to reflect post changes associated with the Phase 2A/Engineering reorganisation                                                                                                                                                              |
| 6     | Dec 2008      | Improvement to flow charts and minor amendments                                                                                                                                                                                                      |

## Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 1<sup>st</sup> March 2009.

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

|                  |                                                                                             |
|------------------|---------------------------------------------------------------------------------------------|
| GE/RT8000        | <i>Rule Book</i>                                                                            |
| RT3170           | <i>Personal Track Safety Handbook</i>                                                       |
| NR/L3/ELP/3090   | <i>DC Electrified Lines Instructions</i>                                                    |
| NR/L3/MPI/CI0026 | <i>Process for locating buried services prior to ground penetration</i>                     |
| NR/SP/BUS/011    | <i>Prevention of Damage to and Danger from Surface &amp; Buried Services</i>                |
| NR/SP/OHS/019    | <i>Safety of People Working On or Near the Line</i>                                         |
|                  | <i>Control of Major Accident Hazards (COMAH) Regulations 1999</i>                           |
|                  | <i>Notification of Installations Handling Hazardous Substances (NIHHS) Regulations 1982</i> |
|                  | <i>Working at Height Regulations 2005</i>                                                   |
|                  | <i>Control of Asbestos Regulations 2002</i>                                                 |
|                  | <i>Fire Precautions (Sub-Surface Railway Station) Regulations</i>                           |

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Network Rail *Managed Stations Hazard Directory*

Network Rail *Sectional Appendix*

Network Rail *Periodical Operating Notice*

Network Rail *Weekly Operating Notice*

SMF/MG/0335

Hazard Notification Form (Appendix C)

## Disclaimer

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## 1 Purpose

This Specification provides the minimum content of the National Hazard Directory and stipulates the management arrangements, data maintenance and hazard notification process so that contractors and others can be supplied with current details of hazards at site specific locations.

## 2 Scope

This Specification relates to hazards on Network Rail's controlled infrastructure, access points and other locations (e.g. stations and sidings) on the rail infrastructure.

Hazards listed in the directory shall be of a permanent or semi-permanent nature, not of a temporary nature e.g. a missing drain cover. Such temporary hazards should be notified to Network Rail staff and contractors responsible for their repair.

## 3 Roles and responsibilities

The information contained below is summarised in the table at Appendix E.

### Director Infrastructure Maintenance

Nominates the person responsible for the administration of this procedure and to be the designated owner of the Hazard Directory.

Require Network Rail's employees and contractors engaged upon work or planning work on the infrastructure to report any identified hazards, or changes to existing hazards, in accordance with clause 6.2 of this Specification.

Accountable for verifying that a person is appointed in each Route to be responsible for administering the processes for updating the Hazard Directory.

Accountable for the process audit for Hazard data and administering assurance processes, where required.

### Head of Information Management

Shall provide IM system support for the Hazard Directory.

### Head of Operational Property

Require Network Rail's employees and contractors engaged upon work or planning work on the infrastructure to report any newly identified hazards, or changes to existing hazards, in accordance with clause 6.2 of this Specification.

Shall appoint persons to be responsible for: receipt of hazard information relating to managed stations from Network Rail personnel or contractors working or planning work on the infrastructure; updating Hazard data relating to managed stations; providing extracts, where required, of Hazard Directory data related to Railway Estates to authorised users; administering assurance processes (where required).

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## Director, Infrastructure Investment

Require Network Rail's employees and Contractors engaged on project-related activities to report any newly identified safety or environmental hazards, or changes to existing safety or environmental hazards, in accordance with clause 6.2 of this Specification and to maintain records of such hazards and associated risk assessments in project Health & Safety files.

## Controlled Publication Co-ordinator (Maintenance)

Determine the minimum level of descriptive detail assigned to the Hazard Directory such that misinterpretation or inaccurate assumptions are avoided.

Shall verify that publication of Hazard Directory data takes place in accordance with prescribed schedule.

Facilitate a full awareness of the existence of the Hazard Directory within Network Rail, including information on access to the information by staff and contractors.

Accountable for issuing instructions, where required, relating to Hazard Directory data provision.

Providing extracts, where required, of Hazard Directory data to authorised users.

## Maintenance Workforce Health, Safety & Environment Advisor (Delivery Unit)

Responsible for:-

- Validation of safety hazard data
- Authorising the safety hazard notification form
- Providing health and safety hazard information to the Systems Support Manager for inclusion in the Hazard Directory
- Verifying environmental hazard data
- Authorising the environmental hazard notification form
- Providing environmental hazard information to the Systems Support Manager for inclusion in the Hazard Directory
- Providing, where required, advice and guidance regarding environmental hazards or features identified by persons working on or near the line

## Systems Support Manager

Responsible for:

- Receipt/acknowledgment of safety hazard and environmental hazard notification forms from Network Rail personnel or contractors working or planning work on the railway infrastructure.
- Updating Hazard data following authorisation by Maintenance Workforce HSE Advisor or the Infrastructure Maintenance Environment Specialist (as the case may be).

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## 4 Definitions

### National Hazard Directory

A document (from which an extract may be printed from an electronic data base) which provides in an easily accessible format lists of site specific health, safety and environmental hazards, so that contractors and others on Network Rail infrastructure may be aware of the hazards at a particular location and develop appropriate safe systems of work.

### Safety Hazard

A state or condition at a particular location which could cause an accident.

### Environmental Hazard

A condition or feature in the environment which constitutes a risk to the health and safety of persons engaged upon work, or who plan to undertake work, upon the rail infrastructure.

## 5 Specification of contents

The National Hazard Directory shall contain the wording shown in Appendix A.

### 5.1 Generic Health & Safety Hazards

The National Hazard Directory shall contain the wording shown in Appendix B.

### 5.2 Site-specific Hazards

Details of site-specific hazards shall be identified by reference to miles/yards and track identifier (e.g. "up slow") along each line of route. Engineer's Line References (ELRs) and associated mileage shall be shown in addition to the Sectional Appendix description.

Provision may be made for recording Ordnance Survey Grid Reference, Quail Map and version number and A to Z map reference number as appropriate.

Site specific details shall include, as a minimum:-

- a) Limited clearance sites.
- b) Green Zone availability and Red Zone prohibitions.
- c) Areas where warning time <15 seconds.
- d) Presence of OHL and voltage.
- e) Presence of 3rd/4th rail and voltage.
- f) Local hazards that may pose personal track safety risks e.g. airport, factory, motorway, noise, bridges without parapets etc.
- g) Sub-surface stations designated under the Fire Precautions (Sub-Surface Railway Station) Regulations 1989.
- h) Other areas where smoking restrictions are in force for safety reasons.
- i) Landfill, mining subsidence or contaminated land sites (including, for example, areas of methane gas presence).