

Ref:	NR/L3/INV/3001/RIM106
Issue:	1
Date:	3 December 2011
Compliance date:	3 March 2012

REPORTING & INVESTIGATION MANUAL

COMMUNICATING WITH OUTSIDE PARTIES ON ACCIDENTS AND INCIDENTS

1 Purpose

To provide a consistent and structured process for communicating with outside parties on accidents, incidents and occupational ill health.

2 Scope

2.1 This module applies to:

- a) Events occurring on Network Rail Managed Infrastructure (NRMI);
- b) Events that do not occur on NRMI but which cause, or have the potential to cause, an increase in risk on NRMI;
- c) Events occurring on Network Rail managed stations;
- d) Events involving rail vehicles operated by Network Rail;
- e) Accidents and assaults involving Network Rail employees whilst on duty, including whilst travelling in road vehicles (whether owned, hired or leased by Network Rail);
- f) Occupational ill health affecting Network Rail employees;
- g) Accidents and assaults involving employees of contractors whilst undertaking work for Network Rail;
- h) Accidents to members of the public occurring on NRMI or Network Rail managed stations.

2.2 This module does not apply to communications with the media.

2.3 This module is applicable to all business units and functions.

3 Reference documentation

NR/L3/INV/3001/RIM101	General requirements for reporting accidents, incidents and occupational ill health

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4 Definitions

Accident – An unwanted or unintended sudden event or a specific chain of such events which have harmful consequences; for example, accidents include the following: collisions, derailments, vehicles struck at level-crossings, persons struck by trains, fires and others.

Assault – Any event in which a person is:

- a) physically assaulted,
- b) subjected to verbal abuse or has been threatened with violence, whether or not there is physical injury.

All assaults shall be dealt with in the same manner as an accident.

Event – Where this term is used, it means occurrences resulting in an accident or incident.

Fatality – Any injury or condition that results in the death of a person and, in the case of an employee, includes those cases where death occurs within a year of the accident where the injury or condition was suffered. Death from natural causes is not reportable unless it can be shown there is a good reason to suppose the death arose out of or in connection with work (see Appendix B).

Incident – An unplanned, uncontrolled event that under different circumstances may have resulted in an accident (includes, and may also be referred to as, a 'Near miss' or 'Close call').

Line manager – For the purposes of this module, this includes:

- a) Persons with the competence and responsibility within their function for:
 - the safe operation of the railway and organisation of train services;
 - briefing the reporting or investigation process to employees;
 - managing or supporting the reporting or investigation process.
- b) Persons responsible for managing, administering and delivering contracts either for major or minor works schemes, e.g. Project Managers.

Member of the public – This definition applies to persons who are not:

- a) employees of Network Rail and its contractors whilst on duty;
- b) the employees of other Railway Group members and their contractors whilst on duty.

The definition includes:

- c) passengers;
- d) railway neighbours, i.e. persons who may be affected by Network Rail activities, including users of level crossing;
- e) persons on business or with legitimate reasons for being on Network Rail property (e.g. HM Railway Inspectors and others with statutory powers to enter onto Network Rail property);
- f) trespassers.