

NATIONAL CONTROL INSTRUCTIONS

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Issue: 3

Date: 03 March 2012

CONTROL OF ENVIRONMENTAL INCIDENTS PROCEDURE

1 PURPOSE

The purpose of this instruction is to ensure that Network Rail Routes have procedures in place for assessing and dealing with environmental incidents to minimise environmental damage, and deliver a speedy response / clean-up operation.

Appendix A shows the key steps taken to satisfy the requirements of this instruction in the form of a flow chart.

2 REFERENCE DOCUMENTATION

GE/RT8000	Rule Book Series
SMF/EN/0264	Network Rail Environmental Emergency Plan
NR/SP/OPS/250	Network Rail National Emergency Plan

3 SCOPE

This procedure should be read in conjunction with the relevant Network Rail Emergency Plans. Controllers shall if deemed appropriate, instigate the measures appropriate for the circumstances in accordance with this instruction.

4 Route Operations Control General Responsibilities

4.1 Incident Recording

In the event of an environmental incident, Route Operations Control shall satisfy itself that the impact of the incident is and has been fully assessed.

When an incident is first reported to Route Operations Control, Route Operations Control shall take steps to establish whether there is a risk of or has been a spillage or other environmental incident and nominate a Network Rail 'Rail Incident Officer' (RIO) to attend the site.

The following information must be obtained from the initial reporter:

- name of the person reporting the incident and contact number;
- function responsible for incident;
- date and approximate time the incident occurred;
- the exact location of the incident;
- details of how the incident / leakage / spillage occurred;
- the impact of the incident / leakage / spillage including affected parties / species, substance and quantities involved;
- details of any locomotives, On Track Machines (OTMs), etc involved including owner, machine type and serial number where applicable;
- whether any water course / drain, Site of Special Scientific Interest (SSSI) / protected species or their habitat may be affected; and
- what initial actions were undertaken to reduce the impact of the incident or mitigate the ongoing risk e.g. by use of spill kit or cessation of work.

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Appendix B details the minimum information Route Operations Control shall collect about any incident.

Further information shall be obtained from the RIO attending the site. Once complete, the ROC shall forward the form in accordance with the requirements set out in that appendix.

4.2 Communications

Route Operations Control shall

- provide the internal communication channels from incident discovery to close out;
- report incidents to regulatory bodies;
- engage the Emergency Spill Response Contractor (ESRC) on request of the RIO;
- notify Train / Freight Operating Companies that may be affected by the incident; and
- forward a completed copy of the log form, found in Appendix B, within 24 hours of the incident occurring to the people specified in that appendix.

4.3 Reporting to Regulatory Bodies

In the event of an incident above the thresholds in Appendix B, Route Operations Control shall notify the appropriate regulatory body.

The following information shall be confirmed to the regulatory body:

- Network Rail is dealing with the incident (supply contact number of the RIO attending the site).
- Network Rail RIO (or other specified person) will contact them and advise what measures are being taken to deal with the incident.

Note: The RIO is responsible for all ongoing correspondence with the regulatory body to close out. This responsibility may be discharged via a nominated colleague where incident management to close out requires this.

4.4 Incident Management

- Route Operations Control shall assess whether the spillage is or could be affecting a watercourse, SSSI or other sensitive receptor using the Hazard Directory / GIS Portal and notify the RIO.
- On arrival on site, the RIO shall identify and where safe to do so carry out practicable action to prevent damage.
- The RIO shall correspond with Route Operations Control and provide any remaining information about the incident.
- Route Operations Control shall request the attendance of the Emergency Spill Response Contractor (ESRC) to deal with the incident if the RIO confirms that there is:
 - o opportunity to recover any contamination affecting a watercourse, property, land or habitat; and/or
 - o need to measure or monitor the impact of the incident because of it's proximity to SSSIs, watercourses, third party property or protected habitats and advice is required on how this should be done.

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- Route Operations Control may request the attendance of a technically competent environment resource (eg Environment or Workforce HSE Advisor) where assistance is required to decide upon actions or where the regulatory body has stated it will be visiting site.

The contact details of Emergency Spill Response Contractors and regulatory bodies are in Appendix C of this document.

4.5 Contractors

On occasions Route Operations Control may receive a report of an environmental incident occurring within a site under possession of a Contractor. In such cases Route Operations Control shall note the details of the incident and contact information and then advise the contractor to report to the Asset Management Control Centre (AMCC). Route Operations Control shall also confirm to the contractor that it must employ its own Emergency Spill Response Contractor (ESRC).

5 OTHER RESPONSIBILITIES

5.1 Site Management

The person in charge of the site shall

- Notify everyone on site whose work could be affected by the incident that an incident has occurred.
- Prevent the incident from continuing to cause an impact on the environment wherever practicable using the following measures:
 - o ceasing work;
 - o turning off equipment where safe to do so;
 - o closing valves / block holes / fractures;
 - o containing the spillage using an earth or sand dam or application of a spill kit where available;
 - o preventing others from passing through the area affected unless they are part of the response / investigation team.

5.2 Rail Incident Officer (RIO)

The RIO shall co-ordinate and manage site activities and be responsible for the following operations:

- Carrying out additional actions that make the site safe.
- Providing a safe working environment for non-rail personnel (i.e. Environment Agency / Scottish Environment Protection Agency, Emergency Response Contractor) at the incident location.
- Informing the Workforce Health, Safety & Environmental Advisor (Route) of any cautions being administered or formal statement being taken by a regulatory body.
- Arranging for an appropriate Network Rail representative to notify the owner(s) or occupier(s) locally in the event an incident affects a local landowner(s) or tenant(s).

Follow all other requirements as detailed in the Emergency Procedures Manual.