

1 PROCESS FOR SUBMITTING AND REVIEWING A PROJECT PROPOSAL

1.1 Project Safety Case

A Project Safety Case is required as part of the proposal submission for any discreetly managed activity, which will result in a significant design change to any portion of Network Rail's station infrastructure.

Project Review Group endorsement must be obtained prior to the investment submission of every project, and for any relevant subsequent stage.

Any proposal which may impact on Network Rail Managed Infrastructure, either during surveying or physical work, or as a finished product must be authorised by the relevant Route / Territory.

Examples of Project Safety Cases that must be submitted to the Route due to the affect on the controlled infrastructure include but are not limited to:

- Alter clearance or gauge.
- Alter structures bearing the track formation.
- Affect signal sighting.
- Affect access to the running lines on controlled infrastructure.
- Alter emergency access / egress arrangements.

A checklist for the review of Project Safety Cases is included as **Form FS-27B** of this procedure.

PRG approval is not required for projects where **ALL** the following conditions apply;

- The project does not require NRAP validation.
- The proposal does not affect Network Rail Managed Infrastructure.
- Qualitative risk assessment or pedestrian modelling of the proposal has determined the risk level to be no worse than existing.
- The Project is simple in nature and all the potential risks can readily be identified and controlled.
- The project does not require a change to the Network Rail Railway Safety Management System.
- The total cost of the project is less than £1 million pounds.

The Managed Stations PRG must consider, endorse and authorise all schemes or projects that will impact on the safe operation and maintenance of all Managed Stations where one or more of the above points do not apply.

1.2 Method of Validation

Submissions that are submitted to the Operations Risk Specialist must be assessed to identify the level of validation. Where a PRG is required the proposal must be submitted to the chair person nominated to run the PRG.

PROJECT REVIEW GROUP

The methods of validation include but are not limited to:

- Project Review Group (convened) – for the acceptance of major schemes such as Automatic Ticket Gates and Customer Information System alterations.
- Project Review Group (correspondence) – for the acceptance of health and safety plans of Managed Station contracts / method statements and minor projects.
- Change Risk Assessment – where the Operations Risk Specialist will carry out a risk assessment on a proposal and identify potential risks and essential control measures. This method will be used for minor changes to the station including the introduction of demountables (free standing retail units or information booths) and for station furniture located on concourses or in main passenger thoroughfares. Using **Form FS-27F**.
- Local Risk Assessment – where the Station Manager or nominated deputy will carry out a risk assessment on the proposed scheme and the impact this may have on the station. This will commonly be used for minor changes to the layout of station furniture or the introduction of new station furniture in areas identified as not being main passenger thoroughfares. Using **Form FS-27E**.

1.3 Proposal Details

Proposals for projects or contracts on stations on one or two Routes (e.g. ATG installations) that require validation must be made to the Route Director or nominated deputy to allow a PRG group to be convened containing the appropriate Chair Person and group members.

Proposals for projects or contracts affecting Managed Stations on more than two Routes (e.g. Cleaning Contract) that require validation must be made to the Operations Risk Specialist so a PRG group to be convened containing the appropriate Chair Person and group members.

Copies of the proposal are distributed to PRG members at least two weeks before the meeting or three weeks before the response deadline if by correspondence. In exceptional cases submissions may be submitted within time scales agreed with the PRG Chairperson.

Where necessary, the PRG Chair Person must invite the Sponsor or his nominated representative to make personal representation to the PRG. This is a standing invitation for all Project Safety Cases submitted.

1.4 PRG Organisation

A Managed Stations PRG may be chaired by the Route Director, Area General Manager, Station Manager, Operations Risk Specialist or nominated deputies. Where a PRG will be held for 1 – 2 Routes the Chair Person must be nominated by the lead Route dependant upon the scope of the scheme.

Where a PRG shall be held for Managed Stations in more than two Routes the Director, Operational Services will nominate the PRG Chair Person dependant on the scope of the scheme.

Dependant upon the submission, membership of the PRG may comprise of the following (or their nominated Deputies):

- Route Director.
- Area General Manager.
- Operations Risk Specialist.