

PLANNED GENERAL INSPECTIONS

1 SCOPE

This procedure is related to all controlled areas of Network Rail Managed Stations including left luggage operators. All other areas managed by third parties are exempt from the Network Rail inspection process consequently leaving the inspection responsibility with the organisation responsible for the area.

2 PURPOSE

To perform programmed checks in line with the Health and Safety Management System for station premises and operations to minimise risk and provide a safe environment for all stakeholders.

It also allows Station Managers to manage station stalls, minimising the risk where possible. A station stall in this procedure is a mobile retailer, with the ability to operate for only a temporary period. Examples of a station stall in this procedure would include:

- Any mobile unit importing risk into the station, risk could take the form of an access issue or a physical risk that they have imported.
- Temporary retailers using trolleys to operate from.
- Any unit on wheels.
- Examples include: 'pick and mix' units, flower sellers with buckets of water, units creating waste products.

It does not include retailers or units that are fixed / permanent or exhibition site units. This is because permanent units or exhibition units will have adequately risk assessed their installation as part of the scheme to have them located on the station, either through the Commercial team or by the unit.

3 REFERENCE DOCUMENTATION

- [Health and Safety Management System](#).

4 COMPETENCIES AND TRAINING FOR MS-01

- The risk assessment to determine the areas that need inspecting must be completed by someone with either an IOSH / NEBOSH competence.
- The ability to carry out Planned General Inspections will be briefed locally by the Shift Station Manager. Also, a period of time shadowing, gaining experience and knowledge on the station, its hazards and its operations would be valuable to the completion of this procedure.

5 RESPONSIBILITIES

5.1 The Station Manager must:

- Delegate authority as they see fit to deputies (as long as they meet the competency criteria set out above) making sure that training and notification in writing is provided, this notification must also detail the staff deemed competent in carrying out Planned General Inspections.

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- Review sub-standard conditions or unsafe acts on a periodic basis to make sure they are rectified, the Station Manager (or nominated deputy) is to then sign off the bottom of all forms for the period. **Form FS-01F1** can be used to record any issues that are not / can't be rectified by the end of the period (as a periodic summary to be retained) but as a minimum all faults and hazards must be reported on the Network Rail online fault management system with the record of faults maintained. As long as a plan or update is in place this is not deemed a non-compliance.
- The Station Manager (or nominated deputy) must sign all forms to assure completion of the Planned General Inspections by their nominated deputies.

6 PROCEDURE

6.1 These steps below must be followed in order to comply correctly with this procedure

Therefore the Station Manager must:

- a) Retain all the documents created below for six years.
- b) Carry out a survey of the station annually (or sooner if a significant change to the station occurs – whichever comes first), prior to any risk assessments and inspections being carried out. This is to identify controlled areas, hazards and equipment that require inspection and to amend the inspection regime, if required, in line with annual review. **Form FS-01A** is to be used to produce this survey, and action plans must be created as a result of these findings.
- c) Produce the survey (as stated above) including additional, but infrequent hazards, e.g. leaks, station areas affected by weather / water, exhibitions, high risk station stalls, skips and fencing / hoarding for each area.
- d) Complete the risk assessment (when the survey is complete). It must be carried out by someone with either NEBOSH, IOSH or a risk assessment competence, using **Forms FS-01B1 / B2 and C**, and signed off by the Station Manager. This is to determine the frequency of inspections in all identified areas. The results of these risk assessments must be reviewed if the assessor deems the risk rating as not covered by the standard risk rating levels, e.g. considering risks that may occur every 50 years, instead of 10 or 100 years. When this is adopted it must be recorded on the risk assessment.
- e) Make sure all risk assessments are retained and filed with the inspection records for that calendar year. Any risk assessment must be reviewed if there is a significant change. Make sure your risk assessment remains up to date.
- f) The risk assessment and aide memoir are to be made available to all employees to provide information on the stations biggest potential risks and that they are all responsible for monitoring them.
- g) Produce aide memoirs using **Form FS-01E** for all inspections. These are to include hazards and / or equipment highlighted outside of the survey or that become a hazard for only specific periods of time.
- h) Highlight any additional hazards using **Form FS-01E**. These can include hazards that are only deemed 'active' when that hazard is present. Results of these additional hazards can be recorded on **Form FS-01F1**. No records of additional hazards are required unless 'active'.