

1 SCOPE

This procedure applies to the identification, monitoring and management of station crime affecting Network Rail Managed Stations.

2 PURPOSE

This document defines the process for management and monitoring of station crime activity on Network Rail Managed Stations. It also defines the process for identifying and assessing risks of station crime and developing action plans for mitigation of these risks.

Station crime is any criminal offence taking place on the station footprint. They tend to be grouped under the following headings: physical abuse, verbal abuse, trespass and vandalism.

Trespass – Access to the infrastructure by unauthorised persons, categorised as:

- **Seasonable** – Predominantly occurs only at certain times of the year, e.g. during school holidays.
- **Occasionally** – Opportunistic or occurring at irregular times throughout the year.
- **Persistent** – Frequently occurring at a location throughout the year.

Adult – Involving a person of such an age as to be able to make a conscious decision to illegally enter Network Rail infrastructure. For the purposes of this document this means someone who is or appears to be more than 16 years old.

Youth – Involving a person who is, or appears to be, between the ages 10 and 16.

Child – Involving a person who is or appears to be under 16 years old and who is therefore considered to be too young to make a conscious decision to enter Network Rail infrastructure illegally.

Vandalism – Unlawful and deliberate acts of damage or destruction to railway property or assets, including stone throwing, placing objects on the line, graffiti and damage to railway equipment.

Physical Assault – A violent crime against another person, including any physical contact with another person without their consent.

Verbal Abuse – An intentional act by one person that creates an apprehension in another of an imminent harmful or offensive contact: i.e. threat of violence, verbal abuse, racial abuse.

It is also important to consider action planning with retailers and Train Operating Companies for staff assaults, retail unit crime and on-train crime. These all affect Network Rail and the safe operation of the station and consequently need joint working between all station stakeholders.

3 REFERENCE DOCUMENTATION

- **NR/L2/OCS/050** – Route Crime Risk Management.

4 COMPETENCIES AND TRAINING FOR MS-05

- Producing risk assessments – IOSH / NEBOSH or risk assessment competency is required.

5 RESPONSIBILITIES

5.1 The Station Manager must:

- delegate authority as they see fit to deputies making sure that notification in writing is provided;
- put measures in place to monitor and manage the risks associated with crime on their station;
- designate a representative to attend the Community Safety Partnership Groups meeting.

5.2 The Shift Station Manager must:

- manage the day-to-day risks associated with station crime;
- support the Station Manager by establishing and maintaining details of station crime activities, risk assessments and remedial action plans;
- monitor station crime activity differentiating between the following categories:
 - o adult trespass;
 - o youth trespass;
 - o child trespass;
 - o vandalism with the potential to cause catastrophic train accident;
 - o other vandalism and malicious acts;
 - o retail, staff and on-train crime.
- Analyse Safety Management Information System or 'SMIS' data, station logs, British Transport Police intelligence data and any other available sources of information. It will also include checking that all incidents have been reported to British Transport Police and a Police (PINS) reference number obtained.
- Provide specific information on station crime to the Community Safety Partnership Group. It may also be included as an agenda item at Station Safety Liaison Meetings.
- Assess station crime risks using **Form FS-05A**. Locations will be selected for assessment on the basis of numbers or severity of incidents.
- Inform the Community Safety Manager should a significant incident occur or the location risk is such that it is designated a hot spot.