

CONTROL OF WORK ON MANAGED STATIONS

1 SCOPE

This procedure details the process for allowing works to be carried out on Network Rail Managed Stations, from receiving an application for works, to signing off the work as complete and subsequent monitoring.

2 PURPOSE

This procedure provides a framework to allow the following:

- all contractors to have their Risk Assessment / Method Statement (RAMS) or work package plan approved;
- eliminate as much risk as possible from the planned works prior to persons arriving at site;
- reduce the risk to an acceptable level when work is carried out on the station;
- management of approved works on the station to completion.

3 REFERENCE DOCUMENTATION

- Management of Health and Safety at Work Approved Code of Practice (ACOP – L21).
- Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and Guidance on Regulations L24.
- [NR/SP/ELP/29987](#) – Working On or About 25Kv A.C Electrified Lines – Module.
- [NR/GN/CPR/401](#) – Guidance on Contractual Health and Safety Requirements.
- [NR/L1/FIR/100](#) – Company Fire Safety Handbook.
- [NR/L3/FIR/101](#) – Fire Safety – Managed Stations.
- [The Fire Precautions \(Sub-surface Railway Stations\) \(England\) Regulations 2009.](#)
- [The Regulatory Reform \(Fire Safety Order\).](#)
- [The Fire \(Scotland\) Act.](#)
- [Fire Safety \(Scotland\) Regulations.](#)
- Management of Health and Safety at Work Regulations 1999.
- [NR/L2/INI/CP1030](#) – Working Safely in the Vicinity of Buried Services.
- [NR/L3/MTC/SE0116](#) – Work Activity Risk Management.
- Construction (Design and Management) Regulations 2007.
- Work at Height Regulations 2005.
- [NR/L3/MTC/RCS0216](#) – Maintenance Risk Control Manual.
- Health and Safety at Work Act 1974.
- The Provision and Use of Work Equipment Regulations 1998. Amended 2002.
- Personal Protective Equipment at Work Regulation 1992. Amended 2002.

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- Control of Substances Hazardous to Health Regulations, Regulations 1999. Amended 2002 / 2005.
- Confined Spaces Regulations 1997.
- [NR/L3/MTC/SE0115](#) – Confined Spaces Working and Entry Procedure.

4

COMPETENCIES AND TRAINING FOR MS-07

- MS-07 / Local briefing delivered by nominated station representative who has a working knowledge of the station environment and associated risks.
- Institute of Occupational Safety and Health (IOSH) Managing Safety or appropriate equivalent (according to the nature of the work i.e. specialist activity) for any persons involved in the site management of contractors and approval of low risk works, stations may use others in the wider organisation to assist where required.
- NEBOSH General Certificate or appropriate equivalent (according to the nature of the work i.e. specialist activity) for any persons involved in the approval of high risk works or Work Package Plans and approval of high risk works. Stations may use others in the wider organisation to assist where required.
- A station representative accepting high risk work or work package plans and who is not also acting as the Competent Person (CP) only requires IOSH. The station representative in this instance is reviewing and accepting from a station operational safety perspective only, though shall have sufficient station experience and knowledge to accept and agree such works (see Section 10).

NOTE: Station teams should seek advice on appropriate equivalent qualifications where required.

5

RESPONSIBILITIES

R – Responsible is the person or people who are responsible for performing a certain task or action.

A – An Accountable person is one who has overall accountability to make sure that a task or action is completed.

C – Consulted people have an input into the task or action, this can be providing information, reviewing documents or attending workshops etc.

I – Informed people are those who receive the output of a task or process.

		Station Manager	Shift Station Manager / SIM	Station Support Assistant	Customer Service Assistant / Reception	Works Delivery Manager	Contractor	Client / Stakeholder
6.1	Document Control (Low Risk)	A		R				I
6.6	Review of RAMS		AR		R		C	C
6.7	Rejecting RAMS		AR		R		I	I
6.8	Approving RAMS		AR		R		I	I
6.9	Updating Database		AR		R			

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		Station Manager	Shift Station Manager / SIM	Station Support Assistant	Customer Service Assistant / Reception	Works Delivery Manager	Contractor	Client / Stakeholder
7.1	Document Control (High Risk)	A		R				I
7.7	Site Meeting		C				R	A
7.8	Approving at Site Meeting		AR				I	I
7.10	Rejecting at Site Meeting		C				R	A
7.11	Updating Database		AR					
8.1	Document Control	A		R				I
8.7	Review of RAMS		AR				C	C
8.8	Rejecting RAMS		AR				I	I
8.9	Approving RAMS		AR				I	I
8.10	Updating Database		AR					
9	Works Where Work Package Plans (WPPS) Are Provided		AR				I	I
10.4	Updating CP Details		AR				I	
11	Hoarding / Worksite Protection		R				AR	
12.1	Signing In	A			R		C	
12.2	Monitoring Any Works After They Have Signed In		AR				C	
12.3	Monitoring Competence	AR	C					
12.4	Action Post Monitoring		AR				C	I
13.2	Issuing Keys		A		R		I	I
13.6	Restricted Key Issue		A		R		I	I
13.7	Listing Rooms		I		I	AR		
13.8	Process for Managing Room Access	A	R		R			
13.10	Evacuation Roll Call		A		R		I	I
14	Signing a Contractor Out	A			R		C	

Competent Person (CP) is excluded from the RACI due to variability of the person acting as CP.

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6 LOW RISK STATION WORKS

The process for approving a Risk Assessment / Method Statement or Work Package Plan for low risk station works is shown in the flow chart in Figure 1.

6.1 Document Control (Low Risk)

All applications for works on managed stations shall be submitted using **Appendix B – Station Specific Risk Assessment / Method Statement**. This templated appendix shall be sent to all station stakeholders on an annual basis as a controlled document.

6.2 The client / stakeholder shall appoint a contractor to carry out their works and provide them with a copy of **Appendix B – Station Specific Risk Assessment / Method Statement**.

6.3 All applications for works shall be prepared using **Appendix B – Station Specific Risk Assessment / Method Statement**. This appendix shall determine whether the works are high or low risk.

6.4 The completed Risk Assessment / Method Statement shall be sent to the Network Rail nominated representative by the client / stakeholder. The client / stakeholder shall only do this once they have approved the works from the point of view that all risks to persons have been identified and controlled and that all hazards within their premises that may export risk to the contractor have been identified and controlled.

6.5 All applications for works shall be submitted to the Network Rail representative no less than 14 days prior to the proposed works being carried out.

6.6 Review of RAMS

The Network Rail nominated representative shall review the Risk Assessment / Method Statement to make sure all foreseeable hazards have been identified and the resultant risk controlled. This review shall include all hazards present on the station that would be exported onto the contractor (including hazards associated with working on or near the line) and all risks the contractor shall import into the station.

6.7 Rejecting RAMS

If the Risk Assessment / Method Statement are not acceptable they shall be rejected and sent back to the client with comments using Appendix A.

6.8 Approving RAMS

If the Risk Assessment / Method Statement are accepted the Network Rail representative shall complete, sign and send back the acceptance sheet to the client / stakeholder using **Appendix A – Method of Work Acceptance**.

6.9 Updating Database

The Network Rail nominated representative shall update the local station database with the documentation, approvals form and any other communications such as emails discussing the works.

6.10 Accepted Risk Assessments / Method Statements are normally valid for a period of 28 days from the date on the approval sheet (but can be extended at the SSM / SIM's discretion).

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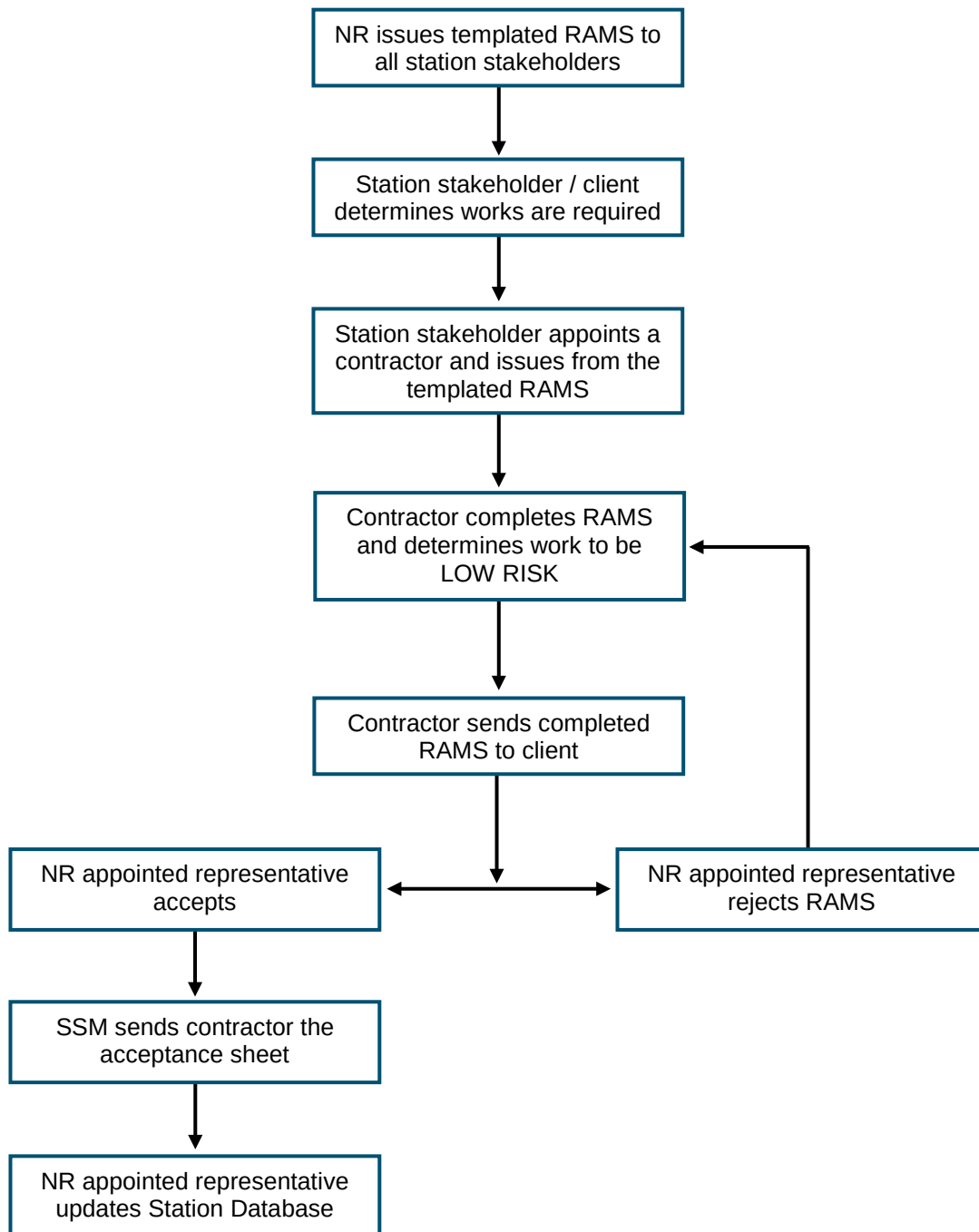


Figure 1 – Process for approving a Risk Assessment / Method Statement or Work Package Plan for low risk station works