

MANAGED STATIONS MANUAL

Procedure: MS-10

Issue: 1

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Date: 04 June 2011

CONSULTATION AND SAFETY BRIEFING INFORMATION

1 SCOPE

This procedure applies to all Managed Stations staff.

2 PURPOSE

To safeguard the safety communication network that promotes safety awareness through open discussions of safety matters. To provide accurate corporate information, news and pertinent station information, including security, health and safety and performance.

3 REFERENCE DOCUMENTATION

- Health and Safety (Consultation with Employees) Regulations 1996.
- The Safety Representatives and Safety Committees Regulations 1977 (as amended).
- Network Rail Safety Management System.

4 RESPONSIBILITIES

4.1 The Station Manager must:

- notify their nominated deputies in writing if they are made responsible for this procedure;
- attend a four weekly area team meeting discussing health and safety, welfare and environmental issues;
- produce a briefing cascade process to make sure all station staff are briefed at least every quarter on the items / documents listed in **Form FS-10A** as a minimum;
- make sure that staff who miss the brief for any reason are issued it on their return and sign it off as read and understood as soon as possible;
- maintain records on sign off sheets for each period brief, showing who has signed to say they have read and understood the brief and the date they completed the brief;
- make sure at least one verbal brief is carried out every quarter with paper briefs in between at a frequency of one per period;
- make sure that local safety and security committee group meetings are convened quarterly or whenever necessary to discuss pertinent safety matters on the station, using **Form FS-10B** as an agenda, the minutes or results of this meeting are to be included in the following brief;
- make sure that a safety library is kept and maintained on the station allowing all staff to access at any time, items borrowed are recorded to make sure the library contains the right information;
- establish a safety committee within three months if requested by two or more Trade Union appointed safety representatives;
- endeavour to attend Union Safety Representative quarterly inspections and to record the findings on **Form FS-10C**.

5 PROCEDURE

5.1 Process for Consultation, Briefings and Safety Committees

5.1.1 Safety Representatives Inspections

Safety representatives have a statutory right to carry out workplace inspections at three monthly intervals. It is recommended that, where possible safety representatives from all of the Trade Unions represented in the work place and a Station Manager, attend a joint inspection. The inspections may be recorded using **Form FS-10C**.

It is then the responsibility of the Station Manager or station safety representative to close out any issues raised within one month.

5.1.2 Local Safety and Security Committees

The Safety and Security Committee meetings should be held quarterly and the Station Manager or nominated representative will normally chair the meeting. This meeting is to discuss pertinent safety issues for the station. Any items not resolved within this forum may be escalated to the Route or National Safety Council or through the Ops & Customer Services management structure. Feedback on the outcome must be provided in a timely manner. This meeting may be expanded to include the six monthly station security forum provided the additional representatives are invited. Information on the Station Security Committee can be found in **NR/L3/OCS/044-MS-39 Station Security Plan**.

The following parties must be made aware and are to attend where possible:

- Local Train Operating Companies, London Underground.
- Operations Risk Specialist.
- Tenants.
- HSE Local Field Inspector.
- Adjoining neighbours including Airport Authorities (as applicable).
- British Transport Police.
- Network Rail Route Managers.
- Station based contractors.
- Other Industry Stakeholders as appropriate.

5.1.3 Safety Council

The National Safety Council forum facilitates consideration of industry wide policies and principles related to Health & Safety at Work. Managed Stations safety representatives will attend the Route or Area Safety Council meetings when required. Any national or strategic actions for Managed Stations arising from the meeting will be allocated to Stations Ops Development. Feedback must be given in a timely manner where appropriate ahead of the next scheduled meeting.

5.1.4 **Meetings should be merged where possible to proactively manage this meeting structure. If the pertinent issues are covered at a merged meeting then this still gives assurance of compliance.**