

MANAGED STATIONS MANUAL

Procedure: MS-26

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Issue: 2

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SAFE INSTALLATION AND MANAGEMENT OF AUTOMATIC TICKET GATES

1 SCOPE

This procedure applies to all Automatic Ticket Gates on Network Rail Managed Stations

2 PURPOSE

Network Rail Managed Stations policy is to actively support Automatic Ticket Gate (ATG) schemes sponsored by the Train Operating Company whilst taking into account all the relevant controlling factors which are outlined in this procedure.

This procedure sets out the requirements for:

- the development of the Automatic Ticket Gates Project Safety Case submission document;
- the process to obtain the necessary approvals for the installation of Automatic Ticket Gates from Network Rail Managed Stations;
- the approvals process for validation from the appropriate authorities if required.

This procedure makes sure that new Automatic Ticket Gates schemes do not adversely affect customer safety by recognising that the effects on crowd control and evacuation are critical.

The procedure lays out the process for changes to a Network Rail Managed Station to be reviewed, endorsed and authorised.

3 REFERENCE DOCUMENTATION

- Railway Safety Principles and Guidance (Part1).
- Railway Safety Principles and Guidance (Part 2) Section B Guidance on Stations.
- Guide to the Approval of Railway Works, Plant and Equipment.
- Company Group Standard **RT/ENGP/06** Network Rail Building, Station and Depot Engineering policy.
- **GE/RT3600** – Requirements for Operational Security.
- **GI/RT7015** – Automatic Ticket Gates at Stations.
- **GI/GN7515** – Guidance on Automatic Ticket Gates at Stations.
- Network Rail Safety Management System.

4 COMPETENCIES AND TRAINING FOR MS-26

- Risk Assessments – These must be written by Network Rail staff holding wither an IOSH / NEBOSH competence or an equivalent risk assessment competency.

5 RESPONSIBILITIES

5.1 The Automatic Ticket Gates scheme sponsor must:

- submit a Proposal Submission document to the Network Rail Route Director or nominated deputy via the Station Manager to assess compliance with this procedure and other relevant standards and regulations (details in **Form FS-26B**);
- present the submission to the Project Review Group (PRG) for safety validation.

5.2 The PRG Chair Person must:

- arrange a PRG for each submission and must include the following members as a minimum:
 - o Network Rail Fire Engineer;
 - o Network Rail Station Design Group, specifically the Station Capacity Manager;
 - o civil engineering representative;
 - o maintenance engineering representative;
 - o Operations Risk Specialist;
 - o Station Manager.
- Issue a Certificate of Authorisation when accepted by the Managed Stations PRG using **Form FS-27A2** from **NR/L3/OCS/044-MS-27 Project Review Group**.

5.3 The Station Manager must:

- make sure that when the TOC Proposal Submission is received the document will be presented to the Route Director or nominated deputy;
- update the Station Emergency Plan and Crowd Control Plan to reflect the introduction of the ATGs and the changes briefed to all station users;
- make sure that monitoring of the TOC ATG operation is carried out on a weekly basis using **NR/L3/OCS/044-MS-01 Planned General Inspections** using the details in **Form FS-26A** as a minimum.

6 PROCEDURE

6.1 Process for Validation and Approval

Safety Verification may be required under the 'Railways & Other Guided Transport Systems (Safety) Regulations 2006'. This process covers category 2 verifications only.

Examples of proposals requiring safety verification include:

- introduction of ATG where passenger flows exceed 750 per five minute period;
- installation of ATG on a sub-surface station;
- where new equipment will be used for the first time.

The introduction of ATGs does not constitute a 'material revision' to the Network Rail Railway Safety Management System, but does require a safety validation by Network Rail Managed Stations.

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All ATG installations will require validation by a PRG in accordance with **NR/L3/OCS/044-MS-27 Project Review Group** prior to NRAP (Network Rail Acceptance Panel) safety verification. If a material change is required this will be included in the PRG.

All submissions for ATGs must be submitted to the Route Director or nominated deputy to assess the level of validation. Once PRG verification has been received the Chair Person may arrange for the appointment of the Competent Independent Person and submission of the proposal through the NRAP.

The ATG Scheme may not proceed until either a certificate of authorisation from the PRG or a Safety Verification Statement has been issued by the Competent Independent Person, if required.

Local Fire Authority approval for all stations that are within the scope of the Sub Surface (Railway Stations) Regulations 1989 as amended or where the station is subject to an alterations notice issued under the Regulatory Reform (Fire Safety) Order 2005 or the Fire (Scotland) Act 2005 and for all other stations the approval of the Network Rail Fire Engineer will be required for each ATG scheme. The Fire Risk Assessments will need to be updated to reflect the introduction of the ATGs. This may be completed as part of the PRG.

The operation and maintenance of ATGs at a Managed Station by a Train Operating Company would not constitute a 'material revision' to the TOC Health & Safety Management System, however the TOC should consider updating the HSMS to reflect this change.

6.2 Change of Franchise Owner / Operator

In the event of transfer of the operation of the ATGs from one franchise to another, or any other transferral of responsibility, full details of installation, operation and maintenance must be transferred together with confirmation in writing to the Network Rail Station Manager that this has taken place.

6.3 Proposal Submission Requirements

The process for the production and review of a Proposal submission can be found within **NR/L3/OCS/044-MS-27 Project Review Group**.

6.4 Passenger Flow Analysis (To be provided by the Sponsor)

The passenger flow analysis must be undertaken using an approved passenger flow modelling technique and include a calculation of passenger density levels using the JJ Fruin, or other accepted methodology both for the current station conditions and with the proposed ATGs installed. The passenger surveys and subsequent analysis must be evaluated over a minimum of two days of normal station operations. Base case data for each station may be available from the Station Design Team.

Passenger counts should not be carried out during peak holiday periods or bank holidays unless local tourist attractions create peak passenger flows. The counts are best undertaken on Tuesday, Wednesday or Thursday to give a count more representative of a typical day.