

1 SCOPE

The procedure applies to all safety proposals that may import risk to Managed Stations. This includes, but is not limited to all operations related to assets under the control of the Director, Operations & Customer Services.

2 PURPOSE

The purpose of this procedure is to outline the arrangements directed towards making sure that proposed changes to management, building, engineering and systems affecting Managed Stations are reviewed, endorsed and authorised.

3 REFERENCE DOCUMENTATION

- [NR/L2/AMG/013](#) – System Review Panels.
- [GE/GN8658](#) – Guidance on Safety Validation of Change.
- [NR/L2/INV/002](#) **Accident and Incident Reporting and Investigation** – Management of Inquiries and Investigations and their Recommendations.
- HMRI Railway Safety Principles & Guidance Parts 1 and 2C.
- Railways & Other Guided Transport Systems (Approval of Works, Plant and Equipment) Regulations 2006.
- Network Rail Safety Management System.
- GRIP Manual.
- Construction (Design and Management) Regulations 2007.

4 COMPETENCIES AND TRAINING FOR MS-27

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

5 RESPONSIBILITIES

5.1 The Project Sponsor must make sure:

- the accuracy and completeness of all details of each project are checked before they are submitted to the Managed Stations Project Review Group (PRG);
- that the role of Project Review Group Chairperson is allocated to the correct person from the selection given in **Form FS-27A1**;
- projects are to be submitted by following the process detailed in **Form FS-27A1**;
- a Project Safety Cases is produced and submitted to the PRG in accordance with the proposal details outlined in this procedure;

PROJECT REVIEW GROUP

- local fire authority approval is received prior to issuing consent;
- where required, the contractor has a valid Contractor Assurance Case for the proposed scope of the works.

5.2 The Station Manager must make sure:

- an assessment is made of the scheme to decide upon the level of validation required or whether the proposal must be validated by the Route;
- the proposal is sent to the PRG Chair person;
- minor retail or Station proposals are evaluated to determine whether the proposal could materially affect passenger and / or crowd flow;
- that risk assessments have been completed for minor alterations to station furniture and the necessary controls implemented;
- minor alterations to station furniture are evaluated to determine whether the proposal could materially affect passenger / crowd flow.

5.3 The PRG Chair person must make sure:

- the relevant technical specialists are represented at the PRG from the details in the submission;
- PRG members attending have sufficient competencies to consider the agenda items to be tabled, and must co-opt members with specialist technical or legal knowledge when necessary;
- that items for discussion are distributed to PRG members at least two weeks before the meeting or three weeks before the response deadline for correspondence reviews and act as meeting manager;
- all attendees are notified at least seven days prior to the PRG being convened;
- all members of the correspondence PRG are notified at least seven days prior to the information being dispatched.

6 PROCEDURE

It is Network Rail policy that the safety implications of any proposed change are shown to be acceptable before implementation of the change. Network Rail operates a formal change management system to control the introduction of change and to make sure that all safety risks are identified, systematically addressed and controlled.

Proposed changes are formally defined and submitted, with safety justification, via the change management system for approval. All changes are duly validated before implementation in accordance with:

- Network Rail safety requirements.
- The principle of ALARP (As Low As Reasonably Practical).
- Consistent with the objectives in the Railway Strategic Safety Plan.

A Change Review Process Flow Chart is located on **Form FS-27D**.