

STATION EQUIPMENT MONITORING

1 **SCOPE**

This procedure relates to all Network Rail Managed Stations that operate various items of station equipment or infrastructure that require monitoring and maintenance.

Items of equipment/infrastructure that this covers include, but is not limited to the following:

- Escalators.
- Passenger conveyors.
- Lifts.
- Mechanical gates / arm barriers.
- Station wheelchairs.
- Station ramps.
- Hostile Vehicle Mitigation Assets e.g. impact tested bollards.

2 **PURPOSE**

To provide for the safe operation, examination and maintenance of all station equipment to meet with current legislation.

3 **REFERENCE DOCUMENTATION**

- **GM/RT1201** – Escalator and passenger conveyor on Railway Stations.
- **GM/RT1251** – Escalator and passenger conveyors registration and periodic examination records.

4 **COMPETENCIES AND TRAINING FOR MS-35**

- Escalators: briefed by the maintainer every two years.
- Ramps: briefed by station staff at induction.
- Wheelchairs: briefed by station staff at induction.
- Risk Assessments – to be completed by a member of staff with either an IOSH / NEBOSH qualification or risk assessment competency.

5 **RESPONSIBILITIES****5.1** **The Station Manager must make sure that:**

- a nominated deputy is nominated in writing to oversee the safe use of escalators (and all other equipment listed above) in respect to this procedure;

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- station staff are trained in the necessary areas **by the maintainer or by station staff at induction (escalators, ramps, wheelchairs)**. Proof of training must be kept in each individual's induction folder as part of their '**Safety and Induction File**' **NR/L3/OCS/044-MS-30** and an aide memoir issued if required. Staff are deemed competent after their briefing by the equipment maintainer / competent person;
- a risk assessment is produced for the escalators on site. The risk assessment must include maintenance, cleaning, operation, inspection and training;
- a maintenance record for all equipment is kept on site and updated every time maintenance is carried out on this equipment;
- each piece of equipment has its own unique identifier e.g. reference number to aid with recording maintenance visits and incidents;
- a competent person / contractor carries out the maintenance of all station equipment.

6 PROCEDURE

6.1 Escalators / Passenger Conveyors

Due to the high risk that escalators and passenger conveyors pose on our Managed Stations it is important that they are managed effectively. Therefore the Shift Station Manager must:

- make sure training is carried out for the start / stop of escalators / passenger conveyors in case of emergency;
- make sure the escalators / passenger conveyors are uniquely identified to distinguish between each one;
- check that an approved Network Rail Managed Stations contractor for escalators and passenger conveyors carries out maintenance as per the required specification;
- make sure the date of next inspection is shown on the escalators;
- record any actions required and undertaken on the register of the escalator concerned;
- inspect the escalators / passenger conveyors daily prior to each restart and each time there is a related incident;
- **consider, in accordance with MS-13 Safety Management Information System, if an incident occurs on escalators then it would be good practice to switch off the escalators pending an inspection by the approved contractor. Station staff must then fault the escalator(s) through the Network Rail fault management system. The engineers are then responsible for approving the restart of the escalators if no fault has been found. Posters explaining why the escalators are off should be displayed to provide customer information. The information that should be collected for escalator incidents is detailed in MS-13 – SMIS;**
- make sure all accidents on escalators are fully investigated using the appropriate forms (MS-13);
- provide new measures to alert customers of the danger of escalators and how to use them properly. This should be reviewed regularly, using poster campaigns and signs;
- use **Form FS-35A** to make sure the escalators meet the standards required as it provides information and instruction to supplement the points above. This is available from the standards website;