

Access point - Inspection

Scope

- Includes: Authorised access points and associated walkways and paths
Excludes: All other authorised walking routes and cess walkways

Preparation

Tools and equipment required but not limited to:

- Appropriate recording equipment
- Minor repair tools and cleaning materials
- Spare Network Rail approved padlocks

Work planning considerations:

- Access over third party land
- Underfoot conditions
- Locations as listed in the Hazard Directory

Method

Routine inspection of access points shall be undertaken and recorded in accordance with GC/RT/5203 and NR/SP/OHS/069 to ensure safe access and egress to the Railway infrastructure at authorised access points.

1. Check access point is secure (secure if possible, if not notify fault control).
2. Check and record condition of gate, boundary, parking areas, access road, passing places, paths, steps or handrails
3. Check access point is clear of vegetation, remove if safe to do so, if not record for future work.
4. Check access signage is in place and legible clean if required, record any signage requirements for future replacement.
5. Check that access is free from obstructions (rubbish or flytipping etc) and slip/trip hazards clear if possible, if not record for future work.
6. Check and record evidence of vermin infestation or animal burrowing.
7. Where appropriate and safe to do so, minor defects shall be rectified as appropriate and details recorded. Defects that cannot be rectified shall be recorded.
8. If it is not possible to action the defect at the time of the inspection, take appropriate action to protect staff, infrastructure and avoid risk of ingress to the railway by persons or livestock.
9. Complete and sign record and return to line manager.
10. Confirm site secure prior to leaving site.

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References

Supports Ellipse Standard job

- 009240 Access points - inspect

If applicable refer to the following directly associated documents:

- GC/RT5203 Infrastructure requirements for personal safety in respect of clearances and access
- NR/SP/OHS/069 Lineside facilities for personal safety
- NR/PRC/MTC/0135 Management of off track inspections
- NR/PRC/MTC/0136 Maintenance of off track assets
- NR/L3/TRK/002/D21 Waste and flytipping clearance
- Risk Control Sheets:
 - NR/L3/MTC/0002/TK0000 Generic Track Risks
 - NR/L3/MTC/0002/TK0303 Inspect Cess Path/Walking Route/Access Point