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NR/L2/OHS/019

Module 05 – Management of runaway risk

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User information

This Network Rail document contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – no variations permitted

- Red requirements are to be complied with and achieved at all times.
- Red requirements are presented in a red box.
- Red requirements are monitored for compliance.
- Non-compliances will be investigated and corrective actions enforced.

Amber requirements – variations permitted subject to approved risk analysis and mitigation

- Amber requirements are to be complied with unless an approved variation is in place.
- Amber requirements are presented with an amber sidebar.
- Amber requirements are monitored for compliance.
- Variations can only be approved through the national variations process.
- Non-approved variations will be investigated and corrective actions enforced.

Green guidance – to be used unless alternative solutions are followed

- Guidance should be followed unless an alternative solution produces a better result.
- Guidance is presented with a dotted green sidebar.
- Guidance is not monitored for compliance.
- Alternative solutions should be documented to demonstrate effective control.

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1 Scope

This module specifies the planning and implementation processes for work deemed at risk from the runaway of Rail Mounted Plant in possessions.

This module applies to:

- a) responsible managers;
- b) planners;
- c) persons in charge; and
- d) anyone involved in the planning and implementation of work deemed at risk from runaways.

2 Roles and responsibilities

<p>R – Responsible is the person or people who are responsible for performing a certain task or action.</p> <p>A – An Accountable person is one who has overall accountability to make sure that a task or action is completed.</p> <p>C – Consulted people have an input into the task or action, this can be providing information, reviewing documents or attending workshops etc.</p> <p>I – Informed people are those who receive the output of a task or process.</p> <p>* Denotes option for delegation</p>		Responsible Manager	Planners	Persons in Charge
4	Identification of a potential runaway risk that might affect the site of work	A	R	C
5	Planning the deployment of rail mounted plant	A	R	C
5	Submission of a Task Risk Sheet for work adjacent to others	A	R	C
5	Selection of the arrangements following the hierarchy of control for runaway risks and included in the SWP	A	R	R
6	Deployment of a watchman	A	R	R
7	Identifying the work and nominating a planner and a person in charge	R	I	I
8	Production of the SWP	A	R	C
9	Planning applies the hierarchy of runaway control in order to minimise the risk.	A	R	C
10	Confirmation of the hierarchy of controls have been taken into account in the planning of the works and justification for the selected arrangements	A	R	C

Table 1 – RACI chart

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3 Definitions

For the purpose of this document, the following terms and definitions apply.

Term	Definition
	See the definitions in NR/L2/OHS/019. The following terms and definitions apply to this module only:
Runaway	The unauthorised and uncontrolled movement of Rail Mounted Plant.
Rail mounted plant	Any plant that has rail wheels or runners that can run on the track either self-propelled or manually propelled. This includes on track machines, on track plant, trolleys, skates, scooters, etc. (as per NR/L2/RMVP/0200)
Watchman	Person appointed to warn of an approaching runaway

Table 2 – Terms and definitions

4 Locations with specific runaway risks

The planner shall deem a site of work at risk from runaways where rail mounted plant is to be used and these conditions apply:

- a) the site of work is on a gradient steeper than 1 in 100 or has a gradient steeper than 1 in 100 within 5 miles of the site of work;
- b) the site of work is in a possession; and
- c) work is taking place on or near the line.

Follow the flowchart in Appendix A.

5 Hierarchy of controls if a runaway risk could be created

When planning the deployment of Rail Mounted Plant, the responsible manager, planner and person in charge shall inform any other responsible manager, planner or person in charge of work groups that might be exposed to the potential risk of runaway.

They should do this by submitting a Task Risk Sheet for work adjacent to others and included in the Safe Work Pack (SWP) during the engineering access planning process for possession arrangements.

Follow the flowchart in Appendix B.

During work planning, the responsible manager, planner, and person in charge who might be creating the risk shall apply the hierarchy of creating runaway control in table 3 to minimise the risk.

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1.	Eliminate the risk by re-planning the work to be carried out at another opportunity where the risk to others no longer exists.
2.	Isolate the risk by creating a barrier that prevents the runaway from leaving the site of work e.g. a rail removed as part of the work activity.
3.	Set points to isolate the pathway of the equipment causing the risk and restrict its ability to enter another site uncontrolled. When using this as a control, confirm it does not introduce risk to other work groups.
4.	Manage the risk by compliance to <i>GE/RT 8000 Handbook 10 - Duties of the COSS or SWL and person in charge when using a hand trolley</i> , and <i>NR/L2/RMVP/0200 - Infrastructure Plant Manual</i> . If assistance is required to determine compliance requirements, seek advice from the On-Track Plant Specialist or organisational equivalent.

Table 3 – Hierarchy of controls if a runaway risk could be created

6 Hierarchy of controls where exposed to a runaway risk

During the work planning the responsible manager, planners and person in charge of a workgroup at risk of being exposed to a runaway shall follow the hierarchy of control in table 4 to isolate the risk by the most appropriate method of control.

1.	Eliminate the risk by re-planning the work to be carried out at another opportunity where the risk to others no longer exists.
2.	Identify if the work activity has created a barrier that prevents the runaway from entering the site of work (e.g. where a rail has been removed as part of the work activity).
3.	Set points to isolate the pathway of the equipment causing the risk and restrict its ability to enter the site of work uncontrolled. When using this as a control, confirm it does not introduce risk to other work groups e.g. where the point setting cannot be maintained.
4.	Implement a Secondary warning system by use of an approved system at the site of work of the potential at risk work groups. Where there is more than one potential ‘at risk’ work group, arrangements can be agreed between responsible managers, planners and persons in charge for one secondary warning system to be deployed at the initial at-risk site, and supplementary warning systems between workgroups can be agreed.
5.	Use of an appointed watchman who cannot be involved in the work activity.

Table 4 – Hierarchy of controls where exposed to a runaway risk

Follow the flowchart in Appendix C.

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7 Appointed watchman

NOTE 1: *The watchman role is a capability not a competence.*

When deploying a watchman the following shall be applied:

- a) the watchman shall be identified as a method of warning during the planning stage and the details shall be added to the SSOWPS controls measures box;
- b) the watchman shall be appointed by the PIC or COSS (if delegated COSS duties);
- c) the watchman shall be placed and remain in a position of safety;
- d) the watchman shall have Lookout competence;
- e) a watchman shall not be deployed during darkness, poor visibility or in a tunnel;
- f) the watchman shall have a sighting distance of 500yds/460m minimum;
- g) the watchman shall not be involved in the work;
- h) the watchman shall be close enough to the group to confirm all staff receive warnings;
- i) the watchman shall have sight of all staff to be warned at all times;
- j) where noise is involved the COSS or PIC shall use the touch warning method;
- k) the watchman shall have a whistle or horn;

NOTE 2: *Ideally they should carry both.*

- l) if the watchman cannot maintain the agreed sighting distance/visibility, or needs to stand down, they shall inform the PIC/COSS and warn personnel to move to a position of safety;
- m) watchmen shall be rotated from duty every two hours with a 20-minute break before reassuming duty.

8 Identification of work

The responsible manager should:

- a) identify the work; and
- b) nominate a planner and a person in charge to produce the SWP.

When planning the deployment of Rail Mounted Plant, the responsible manager, planner and person in charge shall inform any other responsible manager, planner and person in charge of work groups likely to be working in a site and exposed to the potential risk of runaway.

9 SWP production

The planner and person in charge shall produce a SWP. It shall include the arrangements, task and site risk controls that are required to undertake the work safely.

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The planner and person in charge should identify what arrangements and controls are required for the SWP using:

- a) the Sectional Appendix;
- b) the National Hazard Directory;
- c) Task Risk Control Sheets (TRCS)/Work Activity Risk Assessments (WARA)/risk assessments/work package plan/task briefing sheet;
- d) advice/guidance from competent persons (e.g. OTPS/MC/COSS or task specific competence); and
- e) other relevant information (e.g. Rail plant details).

Carry out SWP verification, acceptance and authorisation in accordance with NR/L2/OHS/019.

10 Protection availability

The planner, in consultation with the person in charge, shall confirm the hierarchy of controls have been taken into account in the planning of the works.

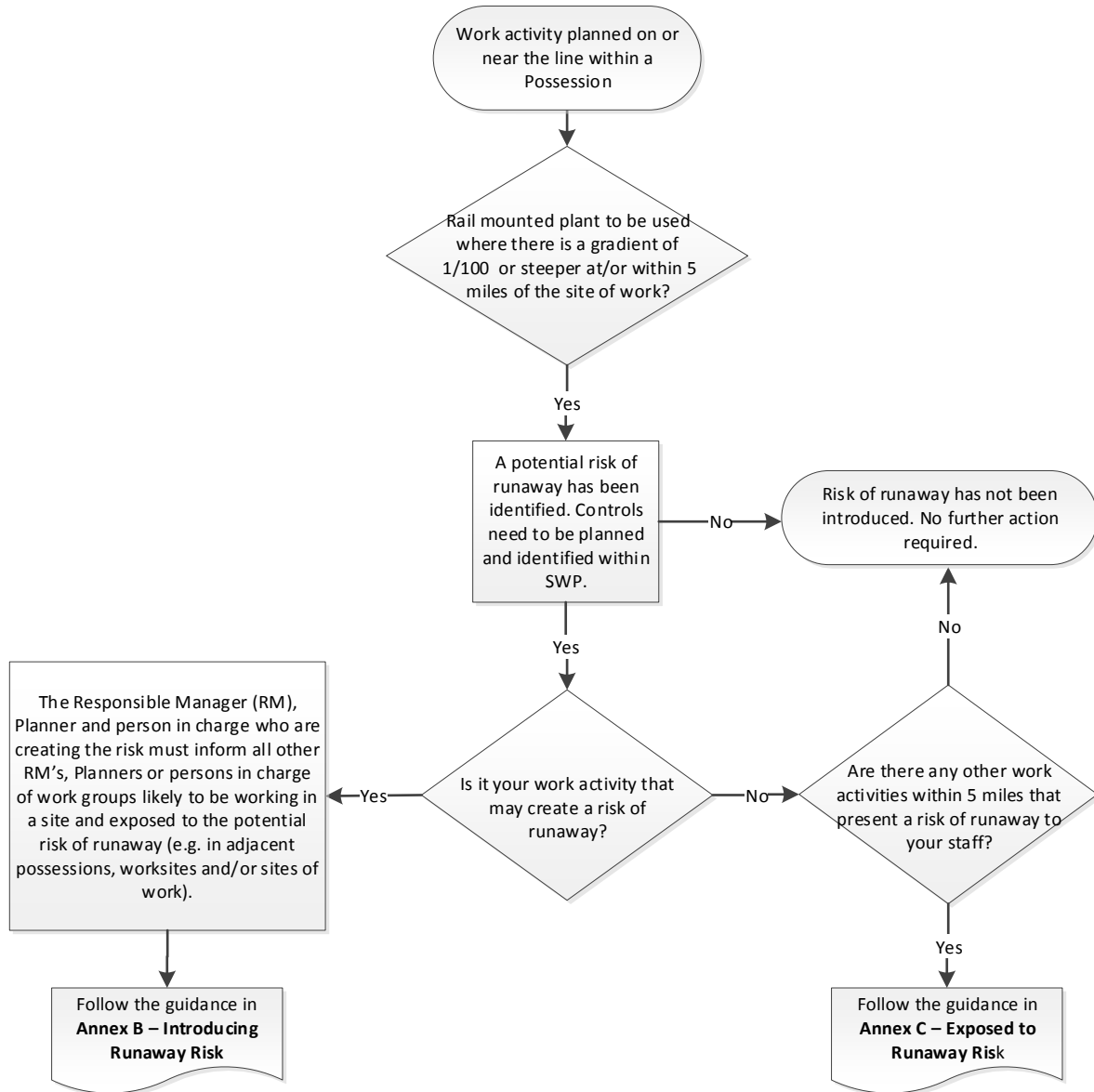
If the planned arrangements cannot be implemented the work shall not proceed.

Personnel on site do not have authority to reduce protection below that stipulated, changes cannot be made once the pack has been signed and authorised.

Where protection arrangements have been discounted and warning arrangements are selected, record the justification for the decision to plan for warning arrangements in the SWP.

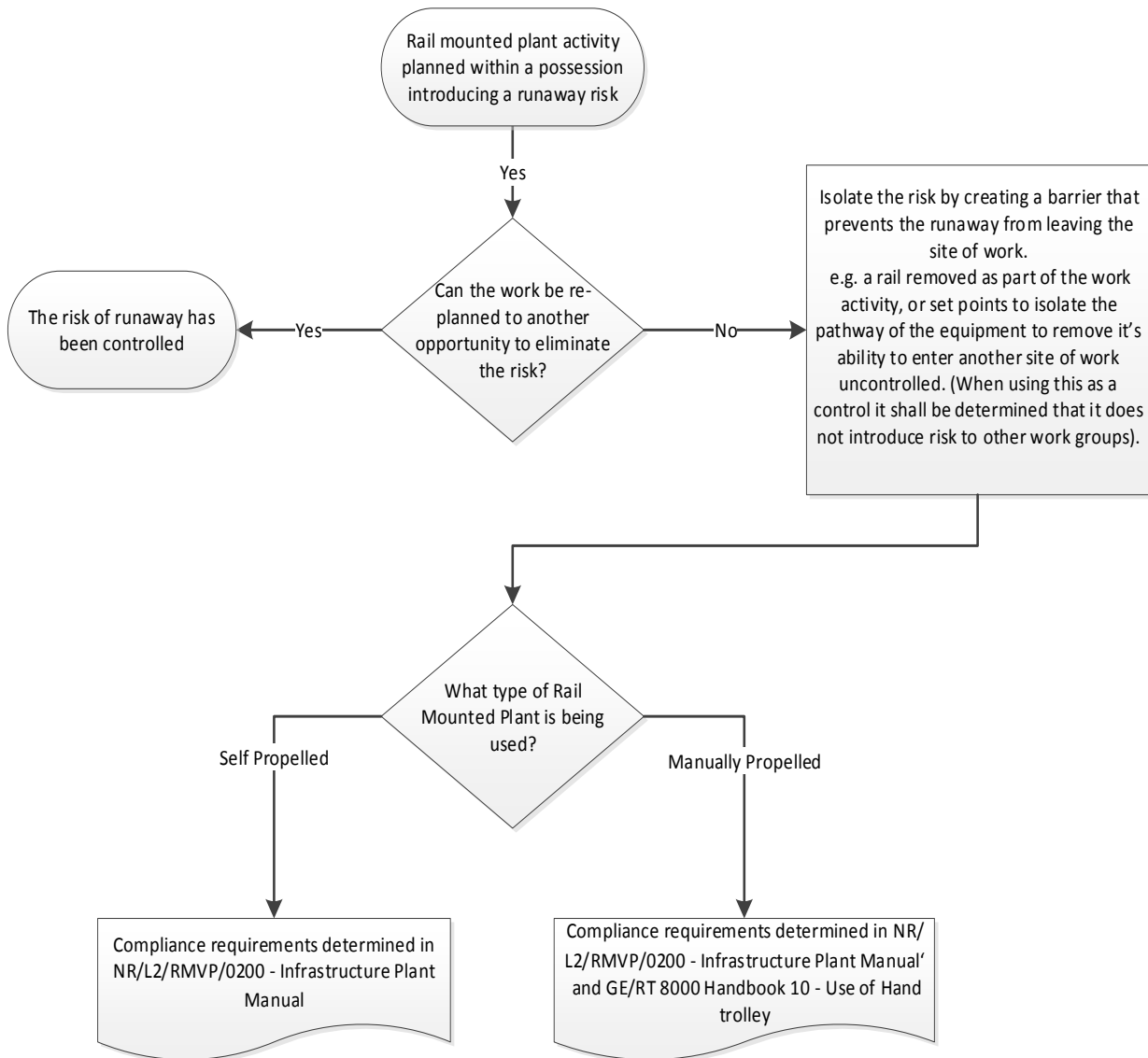
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Appendix A - Planning to reduce the risk of runaways



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Appendix B - Introducing runaway risk



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Appendix C - Exposed to runaway risk

