

Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
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NR/L2/OHS/019

Module 01

Planning and working for fault, failure, and incident response

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1 Scope

This module covers the additional considerations for planning a Safe System of Work (SSoW) for fault, failure, or Incident Response where:

- a) the planning processes and timescales within NR/L2/OHS/019 cannot be used;
- b) a fault, incident number has been generated by [Route/Fault Control](#); or
- c) a [Rail Incident Officer \(RIO\)](#) or [Pilot](#), [Hand-Signaller](#), or other competent roles as appropriate, are appointed for an emergency or failure.

This module applies to responsible managers (RM), planners, persons in charge (person in charge) and anyone involved in the planning and working during incident response.

For the purpose of this module, safe work packs (SWP) are collectively referred to as [Incident Response Packs](#) (IRP)

The person responding to contact by Route/Fault Control will normally be the person in charge.

2 Planning process

The person in charge shall:

- 2.1 Receive a call about the fault, failure, or incident with relevant information from Route/Fault Control including:
 - a) a fault or incident number;
 - b) fault, failure, or incident details.
- 2.2 Discuss with the Signaller:
 - a) location information such as, mileages, line(s) affected;
 - b) the highest level of protection and hierarchy of control available at site;
 - c) immediate actions taken by the signaller(s) – all required lines blocked, and trains stopped.
- 2.3 Decide what tasks, resources and access arrangements are needed to deal with the fault, failure, or incident.
- 2.4 In line with Figure 1, agree a level of protection with the Signaller and receive an authority number.
- 2.5 In line with Figure 1, delay works where a level of protection cannot be agreed and inform Route Control.

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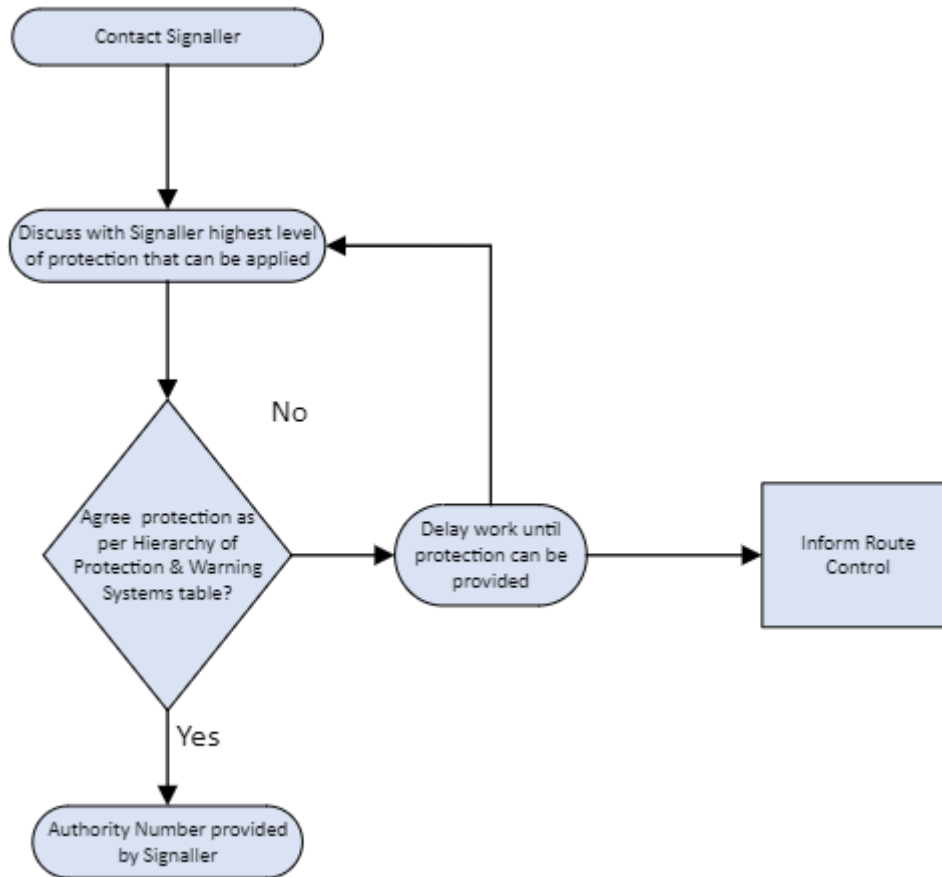


Figure 1 – Agree protection with the Signaller

3 Producing the IRP

- 3.1 Where timescales permit, a SWP shall be produced by a planner and shall be verified and authorised in line with 4.2.4 and 4.2.5 of NR/L2/OHS/019.
- 3.2 Where the person in charge has access to the relevant planning software, they shall create the Incident Response Pack (IRP) in line with Table 3-contents of a SWP, of NR/L2/OHS/019.
- 3.3 The IRP does not need reviewing and authorising when produced by the person in charge as per Figure 2.
- 3.4 A paper copy of the IRP shall only be produced when the electronic device has failed.

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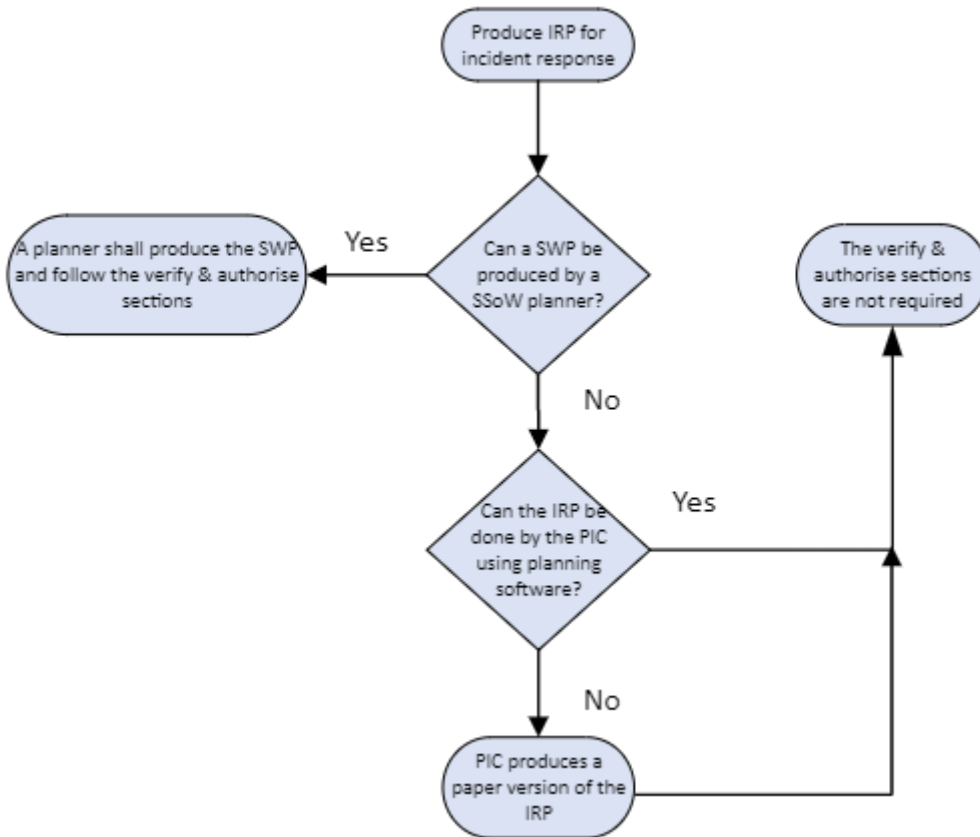


Figure 2 – Production of the Incident Response pack

4 Onsite activities

The person in charge shall:

- 4.1 Identify site, task and/or operational risks that need further control.
- 4.2 Identify the most competent person(s) to manage those risks.

Examples include but are not limited to:

- a) Level Crossing Attendant to locally operate a level crossing;
- b) Points Operator to operate Switches & Crossings;
- c) Site Warden to stop people straying outside the separated site of work;
- d) Emergency First Aid at Work appointee(s);
- e) specialist task competence such as Signal Maintenance Technician Handbook.

- 4.3 Brief the workgroup and allow work to start.
- 4.4 Confirm the people carrying out these roles in 4.2 have signed to confirm their understanding.
- 4.5 Implement and maintain the SSoW until work is complete.
- 4.6 Update the Signaller and Route Control on progress.

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5 When the RIO is required to delegate duties

The RIO shall:

- 5.1 Appoint a person in charge to take on the SSoW duties.
- 5.2 Request a [Protection Controller](#) when the line block is shared by the relevant groups dealing with the incident.

6 Finish work

The person in charge shall:

- 6.1 Hand back the line(s) in accordance with the GE/RT8000 Rule Book and NR/L2/OHS/019.
- 6.2 Update Fault/Route Control.
- 6.3 Return the IRP in accordance with NR/L2/OHS/019.

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Appendix A Definitions

Term	Definition
Fault Control	The departments within NR which manages faults within Network Rail (NR) infrastructure
Hand-Signaller	Appointed at a location where it is necessary to give a signal to a driver which cannot be given by means of a fixed signal such as temporary block working or single line working
Incident Response Pack	A pack of information produced by the person in charge that provides the safety arrangements for work when responding to a fault, failure and/or incident
Pilot	Appointed by Operations department to manage the movement of trains when the signalling system is degraded
Protection Controller (PC)	Where two or more COSS's/IWAs need a line block at the same place and time, a PC shall take operational control of the line block with the signaller
Rail Incident Officer	Normally a NR employee who takes control at the scene of a rail incident or accident. Works with Incident Officers from emergency services to co-ordinate the tasks at the scene.
Route Control	The department within NR responsible for managing operational running of each route

Table 1 – Terms and definitions