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| Ref: | NR/L2/OHS/019/02 |
| Issue: | 2 |
| Date: | 03 June 2023 |
| Compliance date: | 02 September 2023 |

NR/L2/OHS/019

Module 02

Planning and working in a possession

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Published and Issued by Network Rail, Waterloo General Office, London, SE1 8SW.



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1 Scope

- 1.1 This module applies to the planner, responsible manager (RM) and the person in charge (person in charge).
- 1.2 This module describes the additional requirements for planning for:
- a) [Complex site of work](#)
 - b) Possessions
 - c) Worksites
- 1.3 Where a sharing of a line blockage is required, go to Module 03 – Planning & working using protection arrangements and warning systems.
- 1.4 This module excludes where work is segregated from the railway, such as platform works and work within the area referred to as 'lineside', use NR/L2/OHS/00130 - Creating a Site of Work Segregated from the Railway.

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2 RM responsibilities for planning and working in a possession

The RM shall:

2.1 Decide in Figure 1 if the access, egress, and activity is a complex site of works.

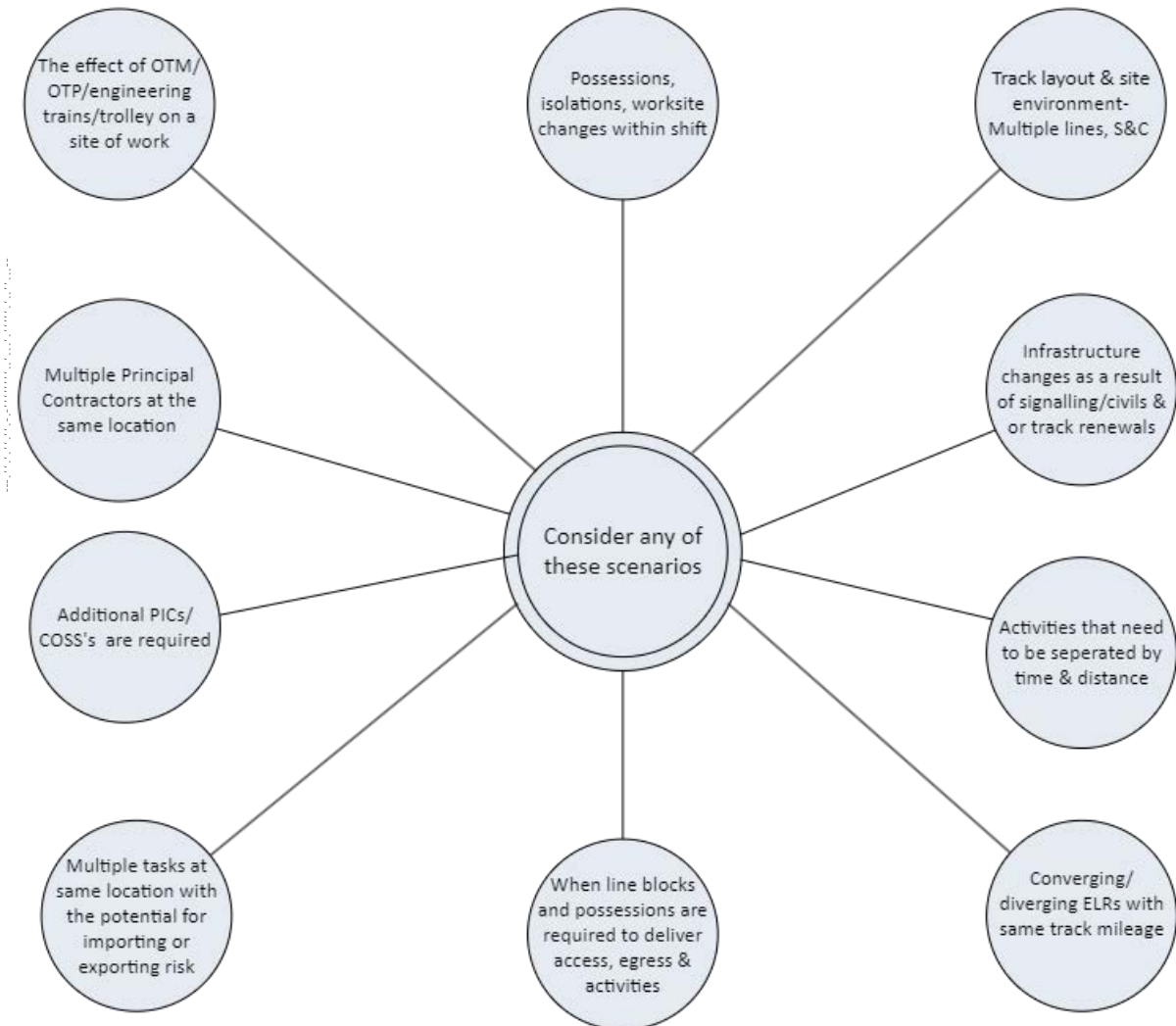


Figure 1 – What makes a complex site of work?

2.2 Where complex site of works apply, additional resources may be required as identified by the worksite owner.

NOTE: Examples include – [Protection Controller](#), [Competent Person \(CP\)](#), [Level Crossing Attendant](#), [Site Warden](#), [Points Operator](#).

2.3 Appoint a Planner and person in charge who have knowledge and experience in planning:

- a) complex sites of work (where applicable);
- b) possessions;
- c) worksites.

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- 2.4 Provide the planner with the relevant planning information in 4.2.1 of NR/L2/OHS/019.
- 2.5 Appoint a [Person in Charge of Possession](#) (PICOP) and necessary resources, when the PICOP is confirmed as possession owner within [Possession Planning System](#) (PPS).
- 2.6 Appoint an [Engineering Supervisor](#) (ES) and necessary resources if their worksite is identified as the lead worksite.
- 2.7 In addition to 4.2.1 of NR/L2/OHS/019 review Figure 2 and confirm if additional person in charge/COSSs shall be required.

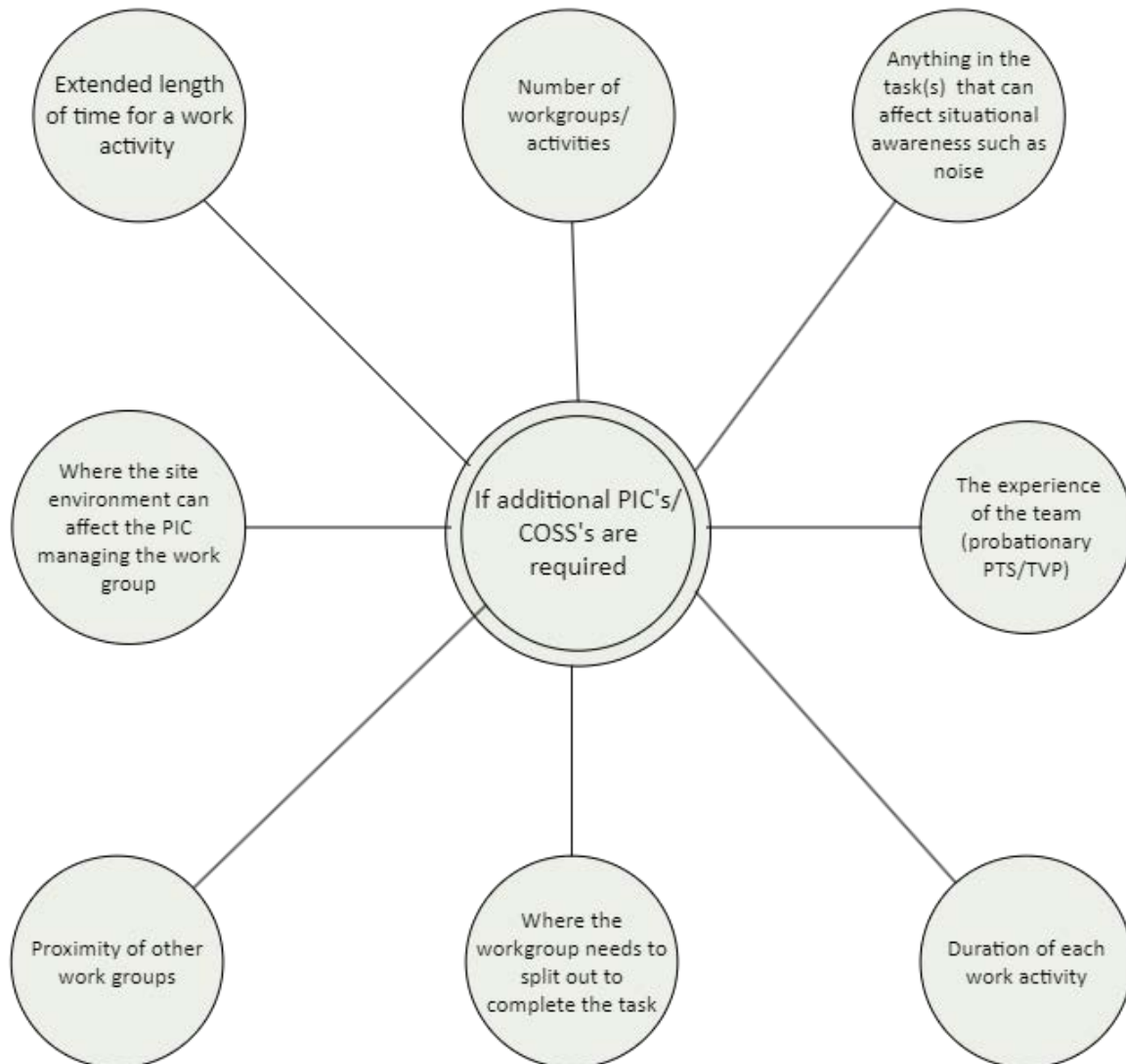


Figure 2 – If additional person in charges/COSSs are required

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The RM should:

2.9 Identify technically competent person(s) who can assist in producing the SWP such as (not limited to):

- a) Construction Manager;
- b) Project Manager;
- c) [Possession Planner](#);
- d) [Isolation Planner](#);
- e) Plant Operators Scheme (POS) representative.
- f) Any Line Open (ALO) Planner

2.10 Consult technically competent persons for the requirements of the relevant standards:

- NR/L2/OHS/0047 – Managing health & safety in construction
- NR/L2/OHS/0044 – Planning & managing construction work
- NR/L3/INI/CP0036 – The provision of welfare facilities
- NR/L3/OPS/084 – Line Clear Arrangements- Line Clear Verification process
- NR/CS/ENV/001 – Environment Management Standard
- NR NR/L2/ENV/015 - Environment and Social Minimum Requirements for Projects - Design and Construction
- NR/L3/ELP/29987 - Working On or About 25 kV A.C. Electrified Lines
- NR/L2/OHS/0110 – First Aid at Work
- NR/L3/OPS/0064 – Delivering Work Within Possessions
- NR/L2/OPS/202 – Principles, Timescales & Functional Responsibilities for Engineering Work, Access & Heavy Resource Planning
- NR/L3/OPS/303 – Possession of the Line for Engineering Work Delivery Requirements
- NR/L3/ELP/27720 - Test Before Touch for Overhead Line Equipment
- COP0032 – Code of Practice for Plant: Any Line Open
- NR/L3/OPS/255 - Mitigation of point run throughs within engineering worksites – Points Stop Equipment (PSE) process
- NR/L2/RMVP/0200 Infrastructure Plant Manual

The RM shall:

2.11 Review and authorise the SWP once it has been verified by the person in charge in accordance with 4.2.4 of NR/L2/OHS/019.

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3 Technical Support

The technically competent person may:

3.1 Provide the RM with the relevant information as detailed in clause 2 to produce the SWP.

3.2 This to include (not limited to):

- Site induction procedure
- Site access control (preventing unauthorised access)
- First aid arrangements
- Welfare and gender specific arrangements
- Worksafe or similar procedure(s) within industry
- Whiteboard/project meetings or similar
- LCV084 – Vehicle management Form (as appropriate)

POS planning (as appropriate) points management form (as appropriate)

- ALO plan (as appropriate)

4 Producing the safe work pack

The Planner shall:

4.1 Where possible plan the work to be [stand-alone](#) from other works or where stand-alone work is not possible work with the person in charge and each applicable lead worksite owner.

4.2 Agree with the RM the shift date(s) for the work.

4.3 Review the possession details using PPS/[Weekly Operating Notice](#)/person in charge OP pack.

4.4 Communicate with other worksite owners to:

- a) identify and manage operational, site and task risks;
- b) plan the Safe System of Work.

4.5 Consult with the person in charge when producing either:

- a) each SWP; or
- b) each SWP with multiple RT9909 COSS Record of Arrangement forms; or
- c) multiple SWPs.

NOTE: Section 4.4 can be planned in [components](#).

4.6 Create the SWP in line with 4.2.2 of NR/L2/OHS/019.

4.7 As the lead worksite (when denoted by PPS) confirm:

- a) access/egress points for the ES to place work-site marker boards where there are engineering trains or On Track Plant within the possession;
- b) arrangements have been made to control every affected level crossing within the worksite (such as appointment of a Level Crossing Attendant);

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- c) arrangements have been made to manage switches and crossings in line with NR/L3/OPS/255 - Mitigation of point run throughs within engineering worksites – Points Stop Equipment (PSE) process.

5 Verification

The person in charge shall:

5.1 Review and discuss the SWP with the planner in line with 4.2.3 of NR/L2/OHS/019.

5.2 Consult with the RM for additional safety critical resources.

5.3 Consult with the ES and review:

- a) sequence of works including access and egress;
- b) planned on-track plant, on-track machines and engineering train movements;
- c) movements over switches and crossings;
- d) affected level crossing arrangements;
- e) the complexity within the site of work;
- f) all relevant resources in attendance.

6 The review and authorising of the SWP by the person in charge

This shall be in accordance with:

- a) 4.2.4 to 5.1.2 of NR/L2/OHS/019;
- b) GE/RT8000 – Rule Book modules.

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Appendix A Definitions

| Term | Definition |
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| Complex site of work | Any access, egress, and activity were importing or exporting risk, requires increased levels of planning and delivery to implement the SSoW. |
| Competent Person (CP) | The person who may place additional protection or key a signal. Must hold IWA as a minimum or COSS if part of a group putting out protection |
| Component Planning | Where in a SWP planned in accordance with NR/L2/OHS/019 is divided into separate parts to achieve the overall SWP requirement. (Walking to site, undertaking the activity, egress the site = three components) |
| Construction Phase Plan (CPP) | NR standardised format of a plan drawn up under regulations 12 or 15 of the Construction Design & Management Regulations |
| Engineering Supervisor (ES) | The role responsible for the safety of activities within a worksite |
| Isolation Planner | The role that plans railway electrification isolations |
| Person in Charge of Possession (PICOP) | The role responsible for the safety of activities within a possession |
| Possession Planning System (PPS) | Possession Planning System - it manages the process for booking and recording of national engineering and access requirements (possessions, worksites, temporary speed restrictions). |
| Personal Track Safety (PTS) | Personal Track Safety, known as PTS, is a qualification required by people who – <ul style="list-style-type: none"> • Go on a line • Go within 3 metres of on or near the line • Carry out engineering or technical work on a platform within 1.25 metres of its edge |
| 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 |
| Points run through | A movement which runs through a trailing set of points which are not set in the correct position for the movement |
| Possession Planner | The role that plans worksites within possessions or line blocks |
| Standalone | Able to operate independently of other work taking place |
| Track Visitor Permit (TVP) | A person who requires access on or near the line for a specific purpose, who does not hold PTS certification and who works for a Network Rail authorised sponsor may be issued with a Track Visitor Permit |
| Weekly Operating Notice (WON) | Contains the engineering work for the forthcoming week |