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[NR/L2/OHS/019](#) Issue 12

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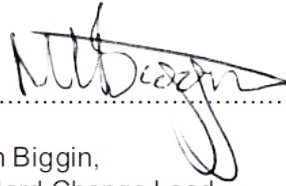
Level 2

Manual

Safety of people at work on or near the line

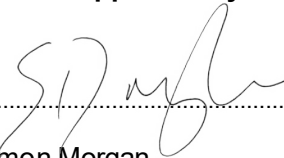
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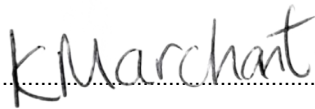
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Red requirements – no variations permitted

- 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.

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- Guidance should be followed unless an alternative solution produces a better result.
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Where it is considered not reasonably practicable¹ to comply with the requirements in this standard/control document, permission to comply with a specified alternative should be sought in accordance with the Network Rail standards and controls process, or with the Railway Group Standards Code if applicable.

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NOTE 1: *Legislation includes National Technical Specification Notices (NTSNs)*

NOTE 2: *The relationship of this standard/control document with legislation and/or external standards is described in the purpose of this standard.*

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Issue record

Issue	Date	Comments
1	April 2002	Supersedes RT/D/P/050 issue 1.
2	December 2002	Minor changes to align with Rule Book revisions.
3	April 2004	Changes to reflect Network Rail re-organisation, Rule Book revisions and issue of separate instructions regarding ATWS outside this standard
4	February 2005	Reformatted to migrate into the new Network Rail Standards Framework
5	August 2005	Renumbered from RT/LS/S/019 issue 4. Minor change to correct errors in text and formatting and enhance guidance.
6	August 2006	Details of documentation to be provided as a "COSS Pack" to IWA/COSS for pre-planned work. Planner competence requirements defined in section 4.1. Guidance re-ordered. Applicability to T3 possessions specified in more detail. Flow charts for Planner and COSS added.
7	August 2008	Update of job titles as a result of the Network Rail Maintenance 2A and Engineering reorganisations in August 2008. Reformatted to the revised Standards Template and language requirements. Renumbered from NR/SP/OHS/019 to NR/L2/OHS/019 to comply with revised Standards numbering system. No other changes made.
8	September 2010	Changes to reflect the revisions to the Safe System of Work planning process and documentation to fulfil Network Rail and Rail Accident Investigation Branch recommendations. Includes verification of the plan, additional monitoring of the process and incorporation of relevant content from the former Network Rail Standard NR/L3/MTC/PL0094.
9	March 2017	Safety of people working on or near the line was introduced in April 2002 and subsequently revised in 2005 and 2010. This revision introduces the following into the planning and implementation of work: <ul style="list-style-type: none"> a) the 'person in charge' on site; b) safe work packs that cover; <ul style="list-style-type: none"> • task risk; • site risk; and operational risk.

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Issue	Date	Comments
10	December 2020	NR/L2/OHS/019/05 published.
11	September 2022	<p>Table 2 has been amended to make it clearer the types of SSOW that can be used</p> <p>Table 3 Hierarchy updated following risk review and to correct errors in the previous version</p> <p>Additional guidance has been added to support the use of the new Hierarchy in section 7.2 and 7.3</p> <p>Module 3 figure 1 flowchart has been updated to reflect the changes to the Hierarchy</p> <p>Changes have been made to form A.1 due to errors in the previous version</p>
12	September 2023	<p>The remit was to 'simplify' the content without changing any of the recognised principles of the standard. This version has removed duplication in the standard and the modules.</p> <p>The standard is now process-driven, clearly indicating each stage of the development of the safe work pack, providing clearer accountabilities for roles involved in the planning process.</p> <p>A new assurance appendix has been added to state what assurance is required and by whom at each stage of the planning process, after a SWP is returned and then other activities required by regional management to confirm adherence to the standard</p> <p>The standard modules have been simplified to only include what a RM, Planner and person in charge need to do in addition to the process in the main standard.</p>

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1 Purpose

The purpose of the standard is to:

- a) control access, egress, walking and working [on or near the line](#) including [site risks](#) and [task risks](#) and/or anything that could affect operational safety of the line;
- b) control train, on-track machine (OTM) and on-track plant (OTP) movement risks to people walking and/or working on or near the line.

This standard describes how the planning of work is carried out by the [responsible manager](#) (RM), Planner, [person in charge](#) and any other individuals involved in planning the work by:

- a) outlining the role of Planner, RM and person in charge;
- b) confirming the [verification](#) (person in charge) and [authorisation](#) (RM) of the [Safe Work Pack](#) (SWP) is not done by the same person;
- c) confirming suitable risk assessment(s) is considered in the planning;
- d) confirming the person in charge can maintain a [Safe System of Work](#) (SSoW) whilst walking or working on or near the line;
- e) identifying the key roles involved in planning and delivering of the SSoW;
- f) complying with the Rule Book GE/RT8000

2 Scope

This standard applies:

- a) to anyone walking and/or working 'on or near the line';
- b) where work [on the lineside](#) has the potential to affect the safe running of the operational railway;
- c) to those working on behalf of Network Rail, third parties, their contractors, and sub-contractors;
- d) to those involved in the development of a SSoW through the production and issuing of a SWP.

A SWP is not needed for:

- a) a Signaller who can work under their own protection;
- b) [Designated Persons](#);
- c) emergency services including coast guard and bomb disposal;
- d) pilot duties associated with modules P1 and P2 of GERT/8000;
- e) authorised railway staff retrieving objects from the line within platform limits to GERT/8000 Module TS1.13.1;
- f) work that is segregated from the railway, such as:
 - 1) Platform works (unless within 1.25m of the platform edge);

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- 2) work within the area termed 'lineside' and not affecting the operational railway.
- g) work planned in accordance with NR/L2/OHS/00130 Creating a Site of Work Segregated from the Railway.

Table 1 lists the modules of this standard. Each module should be read in conjunction with this standard.

Module number	Title	Issue	Date of Issue
<u>NR/L2/OHS/019</u>	Safety of people at work on or near the line	12	June 2023
<u>NR/L2/OHS/019/mod01</u>	Planning & working for fault, failure & incident response	2	June 2023
<u>NR/L2/OHS/019/mod02</u>	Planning & working in a possession	2	June 2023
<u>NR/L2/OHS/019/mod03</u>	Planning & working using protection arrangements & warning systems	3	June 2023
<u>NR/L2/OHS/019/mod04</u>	Planning & working for High Output & track renewals involving engineering trains	2	June 2023
NR/L2/OHS/019/mod05	Withdrawn	1	Withdrawn June 2023
<u>NR/L2/OHS/019/mod06</u>	Planning & working for isolation duties and possession support	1	June 2023

Table 1 – List of Modules

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3 Accountabilities and responsibilities



Responsible
Manager

The [RM](#)

If you are the RM, go to [Section 7.1](#) for your accountabilities and responsibilities



Planner

The [Planner](#)

If you are the Planner, go to [Section 7.2](#) for your accountabilities and responsibilities.

For this standard and its modules, Planner refers to Safe Work Planner



Person in
Charge

The [person in charge](#)

If you are the person in charge, go to [Section 7.3](#) for your accountabilities and responsibilities

Throughout this standard and modules, it is assumed that the person in charge takes on duties of:

- [Controller of Site Safety \(COSS\)](#) or
- [Individual Working Alone \(IWA\)](#)

The person in charge shall not perform the duties of:

- Site Warden
- Lookout

Table 2 shows how one person cannot carry out all the accountabilities and responsibilities of Planner, verifier, and authoriser in producing a SWP.

	RM	Planner	person in charge
Activity			
Produce a SWP	Yes-if holds Safe System of Work Planner competence	Yes-if holds Safe System of Work Planner competence	No (see Note)
Verify a SWP	No	No	Yes
Authorise a SWP	Yes	No	No
Authorise a lower hierarchy of SSoW	Yes	No	No

Table 2 – Combining accountabilities and responsibilities

NOTE: The only exception is when a person in charge produces an Incident response pack if a planner is not available.

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4 Process for creating the SWP

4.1 The planning cycle overview

Figure 1 shows an overview of the planning cycle.

The production of the SWP includes teamwork between the RM, Planner and the person in charge and any other people with the required technical or local knowledge relevant to the SWP.

Starting at item 1 and going clockwise through the diagram, each stage is discussed in further detail in the following clauses.

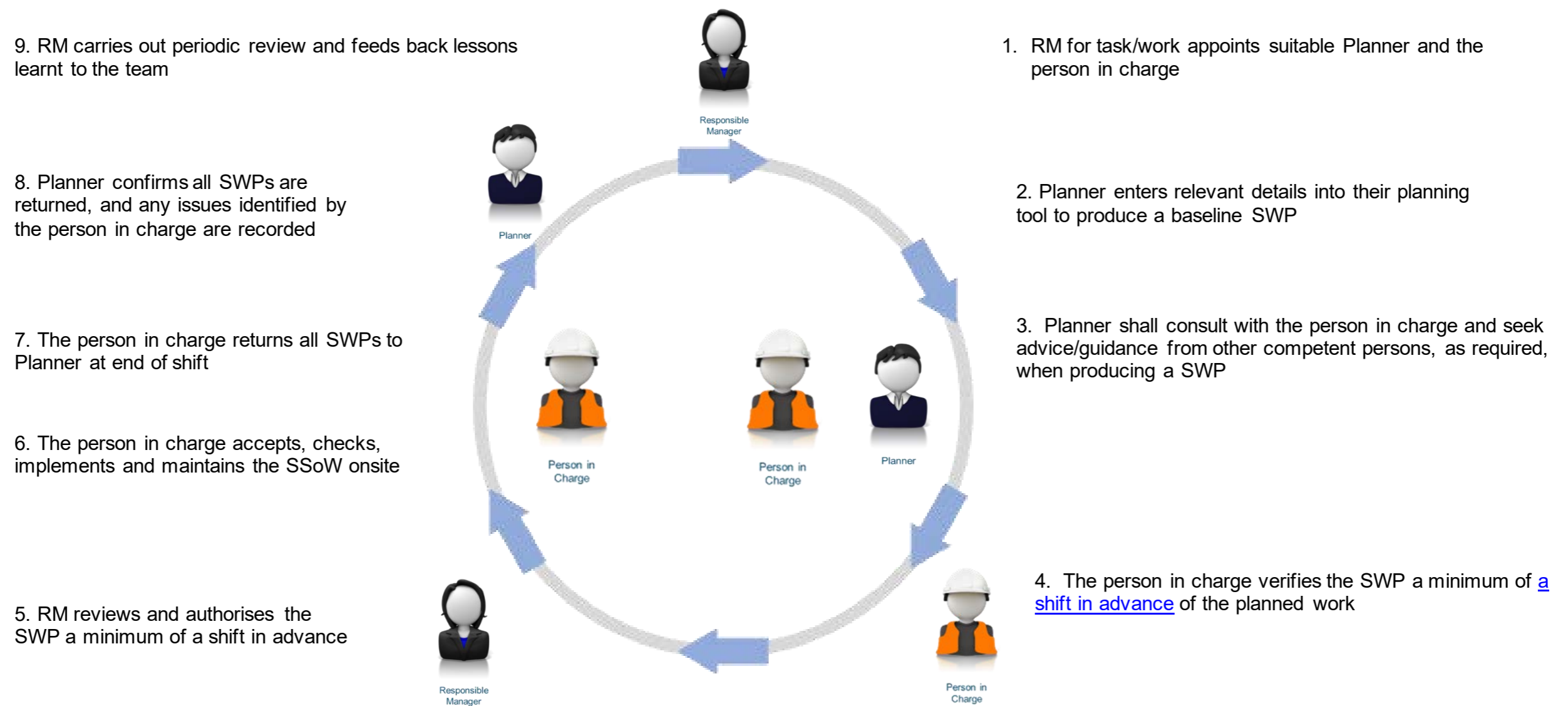


Figure 1 – An overview of the planning cycle

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4.2 Appointing the Planner and the person in charge

4.2.1 RM duties

The RM shall:

- a) identify the work;
- b) appoint a Planner and the person in charge with knowledge of the site and the task; or
- c) if the Planner does not have the site and task knowledge, confirm that the Planner:
 - 1) carries out a site visit;
 - 2) uses online visual tools;
 - 3) uses extracts from train mounted forward facing cameras/drones;
 - 4) consults with other experienced Planners.

The RM shall provide to the Planner:

- a) time and resource for the Planner to produce the SWP and for the person in charge to review and verify the SWP, to undertake a check of:
 - 1) the knowledge and experience of the Planner;
 - 2) the complexity of the task;
 - 3) the complexity of the site;
 - 4) any interface with other works.
- b) [Engineers Line Reference](#) (ELR)/line of route;
- c) mileage (to include chainage/yards/Km) start and finish covering access and egress points;
- d) task, number of people required, tools/equipment required;
- e) time required to complete the works;
- f) any special requirements;

NOTE 1: *Examples of special requirements may include a hand trolley required on track.*

- g) first aid arrangements including appointees;
- h) gender specific welfare facilities.

NOTE 2: *The RM to consider if NR/L3/OPS/084 – Line Clear Arrangements- [Line Clear Verification](#) process – is required.*

The RM shall appoint the person in charge who will be doing the work to be involved in the planning process. The person in charge shall:

- a) have knowledge/competence/experience of task and risks;
- b) have experience of the SSoW requirements and hierarchy of control;
- c) have knowledge of the location; or

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- d) if the person in charge does not meet all these points, they shall be supported by a COSS/person in charge in the planning process that does meet the above requirements; or
- e) if the person in charge does not have the site and task knowledge, the person in charge shall use a combination of:
 - 1) site visits;
 - 2) online visual tools;
 - 3) extracts from train mounted forward facing cameras/drones.

The RM shall give the person in charge:

- a) time to review the SWP in collaboration with the Planner;
- b) equipment for the person in charge to carry out their duties on site;
- c) people to carry out the task and support functions to the SSoW such as Site Warden.

The person in charge may be replaced by the RM on the day of the work if their absence is unforeseen.

The newly nominated person in charge should:

- a) have time to review and verify the SWP;
- b) confirm to the RM verification of the SWP.

All instances where SWPs are verified on the same shift the work is being undertaken shall be recorded by the RM and an authority number issued.

4.2.2 Creating the SWP

The Planner shall enter relevant details into their planning tool to produce a SWP (refer to Table 3 elements of a SWP) and work with the person in charge. The information contained in a SWP shall:

- a) detail the access, egress, location of work, [resources required](#), needed to complete the works and tasks to be carried out;
- b) provide clear information to enable the person in charge to use the SWP to control the risks to themselves and those working within the SWP;
- c) include a partially completed RT9909 COSS Record of Arrangements Form;
- d) include a partially completed NR3180 Line Blockage Form where appropriate.

NOTE: The SWP may be planned in [components](#) to achieve the overall SWP.

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4.2.3 Contents of the SWP

4.2.3.1 The SWP

The SWP is the documentation developed between the Planner, the person in charge and RM, for the work they are doing.

It contains the content of Table 3. Appendix A details the minimum required for a SWP.

Element of SWP	Provided by:		
	Planner duties	person in charge duties	RM duties
SWP VALIDATION FORM			
Where a planning system is not used - A completed cover sheet NR/L2/OHS/019/F01 , showing CREATION, VERIFICATION and AUTHORISATION sign offs, acceptance, and key risks identified	4.2.3	4.2.4	4.2.5
RT9909 FORM			
A part completed RT9909 COSS Record of Arrangements Form ready for final completion by person in charge	4.2.2	4.2.4	4.2.5
WORK INFORMATION			
Information and controls that will allow safe access and egress to the site of work, including walking to and from site, this could include several safe systems (components) and will include a specified access and egress points Task Risk information can be sourced from Task Risk Control Sheets/Work Activity Risk Assessments/Work Package Plans/Task Briefing Sheets	4.2.1	4.2.1	4.2.1
SAFE SYSTEMS OF WORK			
Details of the SSoW to be deployed during each phase of the work, including access to the site of work and egress from the site	Table 4 Table 5	4.2.4	4.2.5
HAZARD DIRECTORY			
Extracts from the National Hazard Directory that are relevant to the work and location under each SSoW being deployed	Planning System or similar	4.2.4	4.2.5
SECTIONAL APPENDIX			
Extracts from the Sectional Appendix showing the relevant running lines, track layout and work location for the entire mileage for which the work group will be on or near the line	Planning System or National Electronic Sectional Appendix	4.2.4	4.2.5

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<u>SITE RISK</u>			
Site location risk and controls required such as (not limited to): <ul style="list-style-type: none"> • Any Line Open • Runaway risk <ul style="list-style-type: none"> ▪ Could your work potentially result in a runaway? ▪ Is this site of work at risk from a runaway at another site of work? • Electrical hazards • Test before Touch for OLE and 3rd rail systems 	4.2.1 Signal diagrams Hazard Directory & appropriate diagrams	4.2.4	4.2.5
PERMITS			
Where a permit has been identified it shall be detailed within the SWP. Permits include, lifting plans, hot work, permits to dig, isolations	Permit holder(s)	4.2.4	4.2.5
WELFARE AND EMERGENCY			
Details of the welfare facilities, including toilet facilities, washing facilities and their location. Consider gender specific needs	4.2.1	4.2.4	4.2.5
Emergency arrangements, including first aid facilities and 1st aider, nearest 24hr A&E hospital details	4.2.1	4.2.4	4.2.5
ADDITIONAL INFORMATION			
Details of the possession arrangements, including protection/warning arrangements (where appropriate) such as (not limited to): <ul style="list-style-type: none"> • Weekly Operating Notice (WON)/Supplementary Operating Notice/Wire • Line Clearance Verification (LCV) arrangements 	Table 4 Table 5 WON LCV	4.2.4 WON	4.2.5 WON
Additional signalling or track diagrams	Signal diagrams 5-mile diagrams Planning System or similar	4.2.4	4.2.5
A part completed NR3180 Line Blockage form(s) (where blockage(s) of the line are part of the SSoW)	Planning System or similar	Module 03	Module 03

Table 3 – Contents of the SWP

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4.2.3.2 Planning the correct Hierarchy

The Planner shall:

- a) start at the top of the hierarchy of control for operational risk as shown in Table 4;
- b) only move down the hierarchy if:
 - 1) the highest available [SSoW](#) cannot be used;
 - 2) the next highest [SSoW](#) is the safest and most suitable option.
- c) record each justification within the [Planning system](#).

NOTE: This is referenced as Table 2 in some [planning systems](#).

No.	SSoW	Type	Description												
1	Safeguarded site of work	Protection	Every line at site of work has been blocked to normal train movements except for engineering train/On-Track Plant/On-Track Machines movements restricted to 5mph												
2	Fenced site of work	Protection	A suitable barrier between site of work and lines open to normal train movements. The table below shows the type of barrier and distance used based on line speeds at site <table border="1" data-bbox="694 952 1540 1048"> <thead> <tr> <th>Speed of train</th> <th>0-40mph</th> <th>41-125mph</th> </tr> </thead> <tbody> <tr> <td>Rigid barrier</td> <td>at least 1.25 metres</td> <td>at least 1.25 metres</td> </tr> <tr> <td>Netting/Tape</td> <td>at least 2 metres</td> <td>at least 2 metres</td> </tr> </tbody> </table>	Speed of train	0-40mph	41-125mph	Rigid barrier	at least 1.25 metres	at least 1.25 metres	Netting/Tape	at least 2 metres	at least 2 metres			
Speed of train	0-40mph	41-125mph													
Rigid barrier	at least 1.25 metres	at least 1.25 metres													
Netting/Tape	at least 2 metres	at least 2 metres													
3	Separated site of work	Protection	The table below shows when a Site Warden (SW) is needed <table border="1" data-bbox="694 1079 1540 1209"> <thead> <tr> <th>Distance to nearest line</th> <th>Size of Group</th> <th>SW needed?</th> </tr> </thead> <tbody> <tr> <td>at least 2 metres</td> <td>1 or 2 people</td> <td>No</td> </tr> <tr> <td>at least 2 metres</td> <td>+2 people</td> <td>Yes</td> </tr> <tr> <td>at least 3 metres</td> <td>Any</td> <td>No</td> </tr> </tbody> </table>	Distance to nearest line	Size of Group	SW needed?	at least 2 metres	1 or 2 people	No	at least 2 metres	+2 people	Yes	at least 3 metres	Any	No
Distance to nearest line	Size of Group	SW needed?													
at least 2 metres	1 or 2 people	No													
at least 2 metres	+2 people	Yes													
at least 3 metres	Any	No													
4	Warning systems- permanent- train activated equipment	Warning	Where there is permanently installed equipment which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work												
5	Warning systems- portable - train activated equipment	Warning	Where portable equipment can be installed which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work												
6	Warning systems - human activated equipment	Warning	Where portable equipment can be deployed and activated by a lookout to provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work COMPANY DIRECTOR APPROVAL IS REQUIRED												
7	Lookout warning	Warning	Where one or more lookouts are positioned to provide enough warning to allow everyone involved to reach a position of safety at least ten seconds before any train or vehicle arrives at the site of work; or where a COSS/IWA is working alone and looking out for themselves THIS SHALL ALWAYS BE REGARDED AS THE LAST RESORT COMPANY DIRECTOR APPROVAL IS REQUIRED												

Table 4 – Hierarchy of control for operational risks

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Approval shall be required by a Network Rail or Principal Contractor [company director](#) for

- Warning Systems - Human activated equipment
- Lookout warning

The Planner shall:

a) start at the top of the hierarchy of protection and warning systems in Table 5;

NOTE: This is referenced as Table 3 in some [planning systems](#).

b) only move down the hierarchy if:

- 1) the highest available SSoW cannot be used;
- 2) the next highest SSoW is the safest and most suitable option;
- 3) it would take longer than 25% of the planned works time to implement.

c) record this justification in the SWP, and within the [planning system](#).

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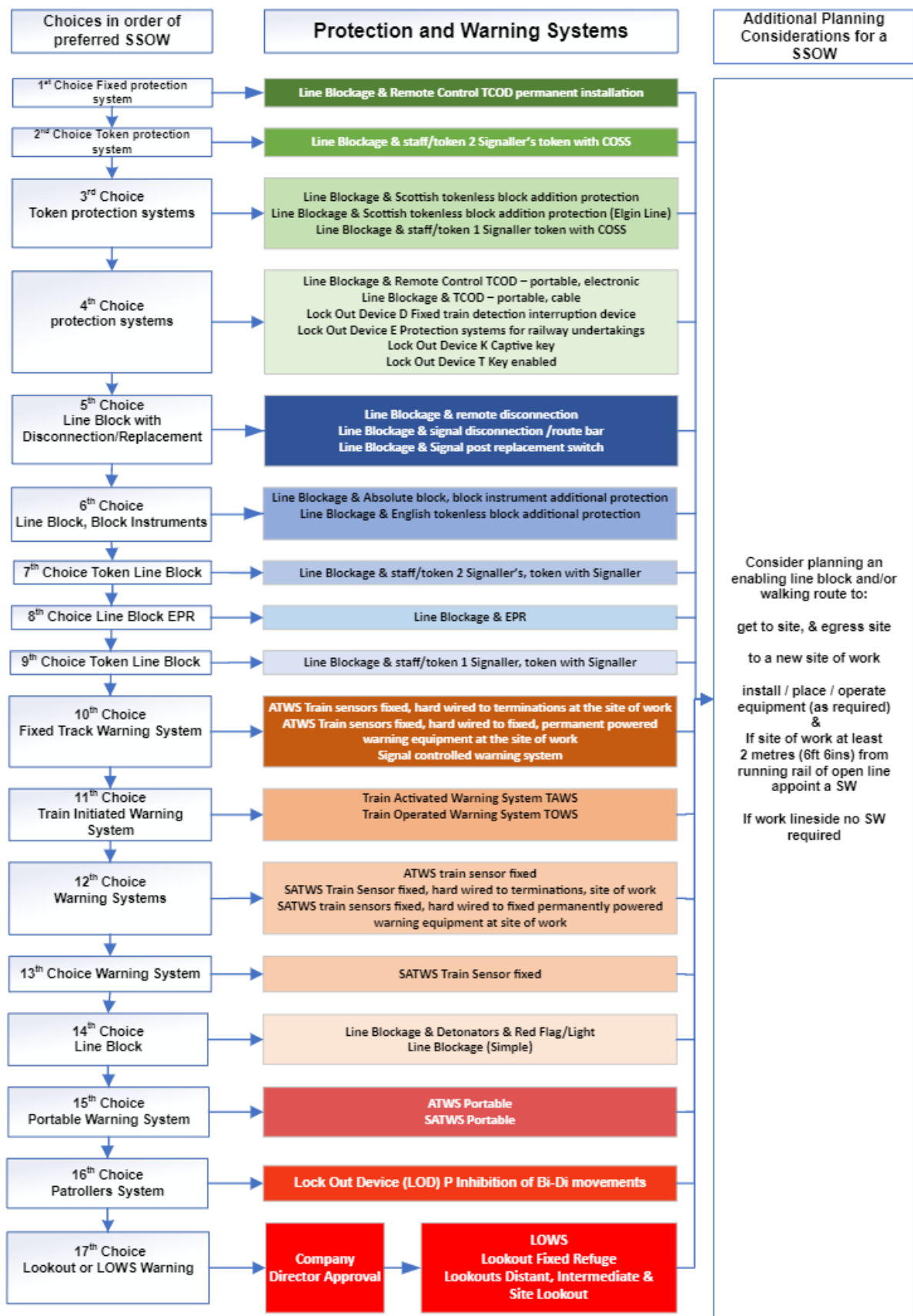


Table 5 – Hierarchy of protection and warnings systems

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4.2.4 Verify the SWP

The person in charge shall only verify the SWP when they have:

- a) confirmed the suitability of access and egress arrangements depending on the work, tools and materials required;
- b) confirmed there is suitable first aid (NR/L2/OHS/0110 – First Aid at Work)
- c) confirmed additional control measures required such as task lighting/specialist Personal Protective Equipment (ear defenders etc.);
- d) confirmed additional task equipment affecting the [SSoW](#), trolleys/plant etc.;
- e) confirmed any additional supporting roles required to establish and maintain the [SSoW](#);
- f) reviewed the [SSoW](#) method that the Planner selected from Table 4;
- g) reviewed the selection of protection and warning systems within Table 5;
- h) advised the Planner of any errors/omissions found in the SWP.
- i) Confirmed suitable gender specific welfare facilities (NR/L3/INI/CP0036 – The provision of welfare facilities)

Once the person in charge has reviewed the SWP, they shall [Verify](#) the SWP at least a shift in advance by completing of form NR/L2/OHS/019/F01.

Where the SWP is not correct, the SWP shall be returned to the Planner for changes to be made or removed from use. Where changes are needed, these shall be done by the Planner and sent back to the person in charge for verifying.

4.2.5 Review and authorise the SWP

The RM shall not authorise the SWP until it has been verified.

The RM shall discuss the SWP with the person in charge and advise the Planner of any errors or omissions if required.

If no errors/omissions then the RM shall [authorise](#) the SWP at least a shift in advance by completing of form NR/L2/OHS/019/F01.

Where the SWP is not correct, the SWP shall be returned to the Planner for changes to be made and allow the person in charge to re-verify the SWP.

In authorising the SWP, the RM shall confirm that:

- a) the hierarchy of control for operational risk in Table 4 is correct;
- b) the most appropriate protection and/or warning system in Table 5 has been chosen for both the site and task;
- c) all site, task, and operational risks have been included and all control measures are identified;
- d) the requirements of 4.2.4 have been met.

In authorising the SWP, the RM should confirm that welfare and gender specific facilities are appropriate.

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4.2.6 Verifying and authorising cyclical and repeated SWPs

The RM shall check that the initial SWP has been identified as [cyclical](#) or [repeated](#) and has been verified by the person in charge. Upon verification by the person in charge, the RM shall authorise each SWP on the basis that:

- a) the SWP is fit for the cyclical or repeated task;
- b) the SWP is valid for:
 - 1) a maximum of 6 months when using a warning SSoW;
 - 2) a maximum of 12 months when using a protection SSoW.
- c) the person in charge performs a final acceptance check that the cyclical or repeated SWP is still valid.

In the event of a change of the person in charge see 5.1.1.

Human activated warning systems and Lookout SSoW shall not be permitted as cyclical SWPs unless approved by a [Network Rail Company Director](#)

4.2.7 Delegation of COSS duties

The person in charge shall only delegate COSS duties in accordance with GE/RT8000 at the planning stage. The COSS shall endorse the SWP as part of the verification process

It is recognised that certain activities rely on delegation to affectively undertake work.

The following are examples where delegation will be allowed:

- a) where a pre-planned, specialist COSS certification is required for a specific task/area, the person in charge may not hold (for example but not limited to):
 - 1) ERTMS COSS on Cambrian lines
 - 2) RETB COSS taking line blocks in North of Scotland
- b) when the person in charge is required to be a [Rail Incident Officer](#)
- c) When acting as a Lookout or Site Warden

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4.2.8 What does a good SWP look like?

This section is to aid the person in charge in [verifying](#), and the RM in [authorising](#) the SWP. Table 6 provides guidance to what a good SWP looks like.

	Acceptable	Unacceptable
Work Information	<ul style="list-style-type: none"> References the relevant plan number Indicates on the F01, whether it is a cyclic, or non-cyclic SWP. Contains specific details about access point, mileages, and worksite details 	Contains errors or has a duplicate pack number or uses generic information.
Description	<ul style="list-style-type: none"> A specific description of the activity Including the discipline/asset involved and the task, 	Uses generic terms that don't specify discipline/asset or specific task involved: e.g., "Inspection".
Roles	<ul style="list-style-type: none"> Each role is carried out by different people Each role is done in order The person in charge doing the work, plans the work The person in charge verifies a shift in advance 	<ul style="list-style-type: none"> One person doing all roles, Or the roles being done out of order. Under no circumstances can one person be the verifier and authoriser. The person in charge does not verify a shift in advance.
Planning the SSoW	<ul style="list-style-type: none"> The SSoW is adequate for the location and task and operational risk. The SSoW planning process shall use the next highest available choice within Table 4 and Table 5 Includes access and egress arrangements Details the LCV arrangements required 	<ul style="list-style-type: none"> The SSoW is not appropriate for the work and/or location. For example, carrying out work that affects the safety of the line using a warning system, e.g., felling a tree. The SSoW does not include safe access and egress arrangements. No Mention of LCV
Planner and person in charge relationship	<ul style="list-style-type: none"> The Planner and the person in charge shall collaborate and create the plan together or Through an online chat function where the SWP can be shared on screen. 	<ul style="list-style-type: none"> The person in charge is not appointed or involved in the planning (planned works only), The Verify section is signed (on the shift that the work is planned for).
Task Risk Controls	<ul style="list-style-type: none"> Follow principles of eliminate, reduce, isolate & control TRCS, WARAs/WPPs and TBS and any permits included, E.g., lift plans. Good practice is having controls (such as TRCS, WARAs, additional PPE as required) for all risks that are specific and relevant to the planned work. E.g., Hand Arm Vibration Syndrome, noise and ballast dust. 	<ul style="list-style-type: none"> Inadequate controls with inappropriate delegated owners. It would be very unusual for an adequate SWP to have no specific risk control measures.
Welfare	<ul style="list-style-type: none"> Welfare (such as fixed, portable and gender specific facilities) are identified, along with the location. Additional facilities, such as messing facilities, first aid arrangements and other emergency arrangements are clearly identified and linked to the work to be done 	<ul style="list-style-type: none"> The SWP does not consider welfare or make provision for the workforce. It is not acceptable to state 'Go behind a tree'

Table 6 – Guidance to what a good SWP looks like

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5 Changes to SWP after authorisation

5.1 Making changes after SWP authorisation, due to a change of the person in charge

5.1.1 A change in person in charge

Due to an unforeseen absence of the named person in charge, a new person in charge shall be chosen for the work by the RM.

The new person in charge shall:

- a) only accept a SWP that has been authorised by the RM;
- b) be given time to read and understand the complexity of the work and verify the SWP;
- c) have the same level of knowledge/competence/experience as the person in charge in the following:
 - 1) [Task risks](#)
 - 2) [Operational risks](#)
 - 3) [Site risks](#)
- d) provide feedback to the RM prior to implementation of the SWP;
- e) receive an authority number from the RM and record it in the SWP for the change of person in charge; or
- f) if this cannot be achieved the works shall be cancelled.

Table 7 gives guidance to the RM on what might cause a change of person in charge.

Acceptable Examples	Unacceptable Examples
Personal circumstances (family emergencies)	person in charge allocated elsewhere
Protection/warning system changes to a system original person in charge isn't competent/experienced in	Poor resourcing
person in charge not fit for duty	

Table 7 – Acceptable and Unacceptable examples of why person in charge might change on same day

5.1.2 Risk control

The person in charge shall use the risk control briefing table on page 2 of NR/L2/OHS/019/F01 to:

- a) identify site, task and/or operational risks that need further control;
- b) identify the most competent person(s) to manage those risks;
- c) confirm that the people carrying out these duties are aware of the risks to themselves and the working group.

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5.1.3 Briefing the workgroup before starting works

The person in charge shall:

- a) brief the group on the SWP and requirements in accordance with GE/RT8000 Rule Book, including re-briefing where there are any changes to task, site and/or operational risks, location or personnel (e.g., change of shift);
- b) where technical briefs need to be provided, confirm those briefings are delivered by a technically competent person;
- c) confirm the people carrying out these roles have signed the RT9909 form to confirm their understanding.

5.1.4 On Site arrangements

The person in charge shall always setup and continuously maintain/observe/review the planned SSoW or:

- a) confirm all members of the workgroup are in a position of safety and suspend the works;
- b) brief the reason(s) for suspending the work with the workgroup;
- c) discuss with RM or out of hours support required onsite change(s);
- d) discuss with RM or out of hours support about using a lower level SSoW;
- e) if agreed get an authorisation number from the RM;
- f) if no other options are available apply [Worksafe](#) procedure;
- g) the work shall be cancelled;
- h) record the reason for the changes in the planning system and on RT9909 COSS Record of Arrangements form.

5.1.5 Making changes to the SSoW and moving down the hierarchy of control for operational risks

Where the person in charge makes a request to move down the hierarchy of control for operational risks (Table 4):

- a) only move down the hierarchy if the chosen hierarchy option is the safest available and suitable option;
- b) the RM shall authorise the change; and
- c) issue an authority number.

Refer to Table 4 to identify which SSoW the RM can/cannot approve and which SSoW requires Company Director approval.

The RM should have enough understanding of:

- a) task, operational and site risks;
- b) this standard and the Rule Book to authorise the change.

If the SSoW hierarchy cannot be agreed, then works shall be cancelled.

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Table 8 gives examples on why the hierarchy of control for operational risks may reduce to a lower level on the shift(s).

Acceptable Examples	Unacceptable Examples
Operational Equipment Failure	Poor Planning – Got it wrong in the planning stage
Diversion Route for another possession or accident elsewhere on the network	Essential support staff changes or delays
Unexpected operational traffic or engineering train movements	Where line blocks and possessions are combined and there are operational changes

Table 8: Acceptable and Unacceptable examples on why the hierarchy of control for operational risk may change

5.1.6 At the end of the shift

When work is finished the person in charge shall confirm all equipment and people that can affect safety of the line, has been removed from the track prior to hand back the line is safe for the passage of trains.

NOTE: [Line Clearance Verification](#) should be carried out in accordance with NR/L3/OPS/084 Line Clear Arrangements Following Engineering Works in Axle Counter Areas

5.1.7 Completing and returning the SWP

At end of shift, the person in charge shall:

- a) sign off the completion of work sign off form NR/L2/OHS/019/F01;
- b) return the used or unused SWP to the Planner;
- c) where SWPs are unused, or errors identified, the person in charge shall state the reason why in the SWP.

6 Monitoring and Assurance

Appendix B details the monitoring and assurance requirements associated with this standard.

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7 Roles and Responsibilities Requirements

7.1 The responsible manager

The RM shall:

- a) be accountable for the preparation of SSoW;
- b) decide how the work is to be prioritised, planned, and delivered to the relevant hierarchy of control;
- c) appoint the Planner and delegates the preparation of the SWP;
- d) appoint the person in charge to plan and implement the SSoW and the works;
- e) review and authorise or reject the verified SWP.

NOTE: *Principal Contractor Licence holders may also meet the requirements of NR/L2/OHS/CP0070 – Principal Contractor Licensing Assurance that the RM is required to be directly employed by the company producing SWPs.*

7.2 The Planner

The Planner shall:

- a) be responsible for planning the work as instructed by the RM and/or requested by the person in charge;
- b) have suitable and sufficient task and site risk knowledge and experience; or
- c) consult with those who can provide such knowledge and experience;
- d) be assessed and competent as a SSoW Planner.

7.3 The person in charge

The person in charge shall

- a) be accountable for their own safety and the safety of all persons in their work group;

NOTE: *This includes risks of being struck by trains and from the risks associated with the task and location.*

- b) hold one of the following competencies:
 - 1) COSS; or
 - 2) when working alone, IWA as a minimum.
- c) retain accountability for safety at a site of work and has the final decision as to whether a SWP is acceptable before it is implemented.

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Appendix A Contents of a Safe Work Pack

The SWP contents should include the contents shown in table A.1 as a minimum where it is applicable.

This information may be extracted from other documents.

Only include extracts that are relevant to the SWP.

	Safe Work Pack minimum contents	Comment
Task / Site Risk Controls	<input type="checkbox"/> SWP Validation form NR/L2/OHS/019/F01	
	<input type="checkbox"/> task risk information and controls required	TRCSs, relevant extracts from a WPP & TBSs
	<input type="checkbox"/> site (location) risk information and controls required	ALO, runaway risk, OTP Plan (OTP plans include lift plans & other risk controls)
	<input type="checkbox"/> Permits, where applicable	electrical, isolation, hot works, confined spaces
	<input type="checkbox"/> welfare facilities and their location	Consider gender specific requirements, changing facilities and toilets etc.
Operational Risk Controls	<input type="checkbox"/> part completed RT9909 Record of arrangements	Complete the sections marked with an *
	<input type="checkbox"/> part completed NR3180 form(s)	where blockage(s) of the line are part of the SSoW
	<input type="checkbox"/> possession arrangements details, including protection/warning arrangements	See Module 3 for protection/warning arrangements See Module 2 for planning in a possession
	<input type="checkbox"/> safe access and egress information including walking to and from site	
	<input type="checkbox"/> Sectional Appendix extracts	showing the relevant running lines, track layout & work location for the entire mileage for which the work group will be on or near the line;
	<input type="checkbox"/> National Hazard Directory extracts	that are relevant to the work and location (these may be included on the RT9909 form);
	<input type="checkbox"/> signalling or track diagrams were used	Suitable to the location
	<input type="checkbox"/> emergency arrangements	Nearest 24hr A&E, 1 st aiders

Table A.1 – SWP Minimum Contents

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Appendix B Monitoring and assurance framework guide

B.1 Scope

This module describes the requirements for monitoring and assurance of safe work planning, Safe Systems of Work (SSoW) and safe work packs (SWP) and alignment to NR/L2/ASR/036 – Assurance Framework.

The assurance process requires assurance using a ‘three lines of defence model’- referred to as ‘levels’:

- a) Level 1 –Self-assurance and assurance of the planning process on a frequent basis;
- b) Level 2 –Test and report on Level 1 assurance review and testing whether departments and organisations have implemented the controls identified in NR/L2/OHS/019 and its modules – usually on a yearly basis;
- c) Level 3 - Independent review of the process either through internal or external audit;

NOTE: Where the term ‘department’ is used, this refers to Network Rail functions. Where the term ‘organisations’ is used, this refers to supply chain.

B.2 Applicable standards

Applicable standards are:

NR/L2/ASR/036 – Assurance Framework

NR/L2/CTM/201 – Competence Management

NR/L2/RMVP/0200 – Infrastructure Plant Management

NR/L2/OHS/CP0070 – Principal Contractor Licensing Assurance

B.3 Roles involved in the assurance process

The roles that are relevant to the NR/L2/OHS/019 assurance process are:

Level 1- Planners

Level 1 - Responsible Managers (RM)

Level 1 - Line Managers, Region/Route Managers

Level 2 - Director of Business Area or Organisation

Levels 1 & 2-Plant Operations Scheme Manager

Level 3 - Office of Rail and Road (ORR) inspection plan

B.4 Level 1

B.4.1 Planner requirements – self checking

The Planner shall:

- a) check and verify that all packs (including IRPs) have been returned, whether they are used or unused;

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- b) correct any errors or changes in the SWP before future use;
- c) remove all incorrect SWPs from use;
- d) advise the RM of any of the above.

B.4.2 Responsible manager requirements

RM shall review:

- a) 10% of completed and implemented SWPs (including IRPs): OR
- b) where more than 500 SWPs are prepared per Network Rail period a minimum of 50 SWPs shall be checked;
- c) any returned SWPs not implemented;
- d) the causes why a used SWP was not returned;
- e) RM shall record any SWPs with amendments or changes
- f) RM shall discuss any errors or changes with the person in charge (person in charge) and Planner for future planning;
- g) RM and a more senior line manager shall also record and review for trends:
- h) the number of times the person in charge changed on each shift in 5.1.1 of NR/L2/OHS/019;
- i) the reasons for the change in 5.1.1 of NR/L2/OHS/019;
- j) the number of times a lower SSoW was authorised in 5.1.5 of NR/L2/OHS/019;
- k) the reasons for the change in 5.1.5 of NR/L2/OHS/019.

B.4.3 Line manager requirements

NOTE 1: This is in addition to the RM requirements when the RM is also the line manager. These requirements are typically undertaken on a Network Rail period basis.

Line Managers shall:

- a) monitor the performance of their team, including compliance with NR/L2/OHS/019 and relevant modules, local instructions and arrangements. This shall include feedback on Planner and person in charge;
- b) assure the competence (and capability) of their staff, covering both occupational and professional frameworks, through 1LoD monitoring and as part of the competency assessment standards applicable to their roles including the Skills Assessment Scheme;

NOTE 2: Safe Work Planner is a competence, RM and person in charge are capabilities. Departments and organisations should assess the capabilities of RM and person in charge duties

- c) carry out pre-planned systematic examinations of workplaces and sites to:
 - 1) identify non-compliances against Quality, Health, Safety & Environment (QHSE) requirements including unsafe acts and conditions; and
 - 2) arrange for corrective action on a risk prioritised basis.
- d) carry out planned assurance inspections identifying:

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- 1) non-compliance to NR/L2/OHS/019 procedures including local procedures and corrective actions;
- 2) examples of best practice.

NOTE 3: *Planned assurance inspections are planned or unannounced checks of NR/L2/OHS/019 process and implementation of the SSoW onsite.*

- e) lead safety conversations with frontline staff to improve safety culture and understanding of site, task and operational risks:

NOTE 4: *The conversations should be open, and learning based.*

- 1) the focus of safety conversations is to build trust with frontline staff and improve their knowledge of the safety culture in the business.
 - 2) each department and organisation should determine the appropriate number of safety conversations to be completed by each management role.
- f) monitor the workload of signallers and their performance in granting and/or refusing line blockages to allow working under protection (Network Rail only).

B.4.4 Plant Operators Scheme (POS) Manager

On-track plant inspections are undertaken on site to monitor the safe delivery of works utilising on-track plant, in line with Plant Operations Scheme arrangements. A mixture of announced and unannounced inspections are used, with the emphasis being on unannounced.

B.5 Level 2

B.5.1 Functional Audit Programme

This yearly programme outlines the level 2 audits being undertaken by each department and organisation

Functional audits test the extent to which the controls identified in NR/L2/OHS/019 and its modules have been implemented. Where non-implementation is identified they determine whether this is a local compliance issue or whether control design requires improvement including the effectiveness of the level 1 assurance activity. This may include:

- 1) RM and senior line manager reviews;
- 2) Competence and capability reviews.

B.5.2 On Track Plant Assurance

The POS scheme requires an annual management system audit that is conducted by Railway Industry Supplier Qualification Scheme (RISQS) at the POS provider's headquarters location.

Network Rail Technical Authority additionally undertakes a technical audit of each POS provider that samples on-track plant and its associated maintenance records in detail at the provider's depot. This is supplemented by a sample of announced on-site audits which consists of a full review of pre-work planning documentation and an on-site visit during the work to view the application of the plan.

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B.5.3 Principal Contractor Licensing (PCL) and assurance

PC's (internal and external) will have to evidence to auditors how they are compliant with NR/L2/OHS/019.

Network Rail should carry out PCL assurance in line with NR/L2/OHS/CP0070 – Principal Contractor Licensing Assurance

Organisations should have annual external RISQS audits

B.5.4 Director of Business Area or Organisation

The director of route, function, major programme or region shall monitor and review key performance indicators as part of their corporate assurance process.

B.6 Level 3

B.6.1 ORR inspection plans

The ORR as Safety Authority undertakes an annual plan of inspections of Network Rail. On completion of each inspection on the plan the ORR provide Network Rail with an inspection report summarising the findings and identifying actions which the ORR believe are required.

B.6.2 Internal audit

Each calendar year a risk-based Internal Audit plan is prepared for the Network Rail Board. The plan comprises a series of audits which focus on the effectiveness of the design and operation of the framework of controls which enable risk to be assessed and managed, and the associated governance processes.

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Appendix C Definitions

Term	Definition
Authorise	Confirms the SWP has been prepared and verified according to the relevant standards and is fit for purpose.
Company Director	The post requires the Director to hold a suitably senior post, eg – within NR an Infrastructure Maintenance Director holds suitable authority
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)
Controller of Site Safety (COSS)	A person who is certified as competent to enable activities to be carried out by a group of persons on Network Rail railway infrastructure in accordance with the requirements of the Rule Book GE/RT8000.
Cyclical maintenance task	An inspection or maintenance task which is performed to a frequency schedule specified in Network Rail standards
Designated Person	The person who is responsible for setting up line protection so that people working on rail vehicles will be protected from train movements. This person can be in charge of a group of people or can work alone. When working alone, also carries out the duties of a person working on rail vehicles
Engineers Line Reference (ELR)	A three alpha, or four alpha-numeric, code used to uniquely identify a section of track on each section of line owned, or maintained, by Network Rail. Each section of track has an ELR to avoid the fact that many of the lines have the same names and mileages. The ELR refers to either: A NR part of the region – ECM = East Coast Mainline A from/to location – SPC = St Pancras Station (London) to Chesterfield Station A fixed location – OCD = Ordsall Chord
Hazard Directory	A database that identifies hazards on Network Rail's controlled infrastructure. It also contains access point information and information about other structures or buildings on the infrastructure.
Individual Working Alone (IWA)	A person appointed and certified as competent to provide their own protection to enable them to carry out activities in accordance with the requirements of the Rule Book GE/RT8000.
Line Clearance Verification (LCV)	The application of the LCV process on axle counter areas on Network Rail infrastructure
Lineside	Between the railway boundary fence and the area called on or near the line
On or near the line	Within 3 metres (10 feet) of a line where there is no permanent fence or structure between staff and the line or on the line itself; or On a station platform when carrying out engineering or technical work within 1.25 metres (4 feet) of the platform edge.
Operational Railway	The term operational railway includes the area called on the lineside and the area called on or near the line
Operational Risk	Risks associated with the operational railway.

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Permanently installed equipment	A permanent installed system that has undergone detailed planning, design & commissioning. The system remains in-situ permanently or in accordance with the requirements of a programme of works
Person In Charge (person in charge)	The person involved in the planning and verification of the SWP with the Planner. The person named in the SWP. The person in charge is on site when the work is being undertaken and has overall accountability of supervising and overseeing works. The person in charge has overall accountabilities and responsibilities of operational, site and task risks This person holds COSS competency In NR this person would be the team leader
Planner	The role which creates the SWP.
Planning System	The system or software that is used to produce the SWP
Portable equipment	A temporary installation of a re-deployable protection or warning system, that is used in accordance with specific conditions required by Network Rail product acceptance
Possessions	A defined area of railway where engineering work is to take place under the control of a person in charge OP
Rail Incident Officer (RIO)	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.
Repeated SWP	A task that is repeated with no defined frequency
Resources required	People or equipment required to undertake the safe system of work
Responsible Manager (RM)	The person accountable for the appointment of a competent and capable person in charge. The person responsible for the management of staff who will work on or near the line. Examples of RMs are Section Manager, Section Supervisor, Local Operations Manager, On Call Manager and Designate Line Manager. In all cases the RM will perform the role of authorising the SWP.
Runaway	The unauthorised and uncontrolled movement of Rail Mounted Plant-Seek regional guidance on control measures
Safe System of Work (SSoW)	A method of working that includes arrangements (including welfare and first aid provision) so that those who are to walk or work on or near the line are not put in danger by: <ul style="list-style-type: none"> • passing trains or movements. • entry to and exit from railway infrastructure. • walking on or near the line. • walking to or from a site of work. • setting up and withdrawing protection or warning arrangements carrying out work.
Safe Work Pack (SWP)	A pack of information used by the person in charge that provides the safety arrangements for work to be undertaken on site.

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Sectional Appendix	A Network Rail document providing the official definition of the railway infrastructure, giving a detailed description of all railway lines owned by Network Rail.
Separated site of work	Where there is a space of at least 2metres between the site of work and the nearest open line
Shift in Advance	The person in charge will review and verify the SWP on or before their last working day before the work is due to commence. The person in charge does not review and verify on the day the work is due to commence unless: <ul style="list-style-type: none"> • The nominated person in charge is unable to work • The RM nominates a new person in charge The RM authorises the SWP
Site risks	Risks associated with the site of work including access and egress
Suitable barrier	A temporary fence is put up between the site & nearest open line. There are three types - rigid safety barrier, plastic netting or barrier
Task Briefing Sheet (TBS)	A document for site staff that sets out: <ul style="list-style-type: none"> • An outline of the work to be undertaken • The available resources • Site specific arrangements for managing health and safety risks <ul style="list-style-type: none"> ○ i.e., preventive and protective measures • Site specific emergency arrangements
Task Risk Control Sheets (TRCS)	A Network Rail document based on infrastructure maintenance tasks that describe the risks associated with the work, the controls for those risks and the person(s) responsible for implementing the controls in accordance with NR/L3/MTC/RCS/0216.
Task risks	Risks associated with the task
Verify	A review of the SWP by the person in charge delivering the work, to confirm the details in it are accurate, appropriate, and fit for purpose for the work to be undertaken
Weekly Operating Notice (WON)/Supplemental WON (SON)/Wire	Contains the engineering work for the forthcoming week Supplemental WON - This contains urgent access amendments identified after the publication of the WON. Wire- This contains critical access amendments after the publication of the Supplement
Work Activity Risk Assessment (WARA)	A work activity planned or to be planned and assessed for potential hazards and risk to the workforce carrying out an activity. The risk assessment is carried out by competent individuals in the task and/or discipline concerned with support from a safety professional.
Worksafe	Worksafe procedure empowers everyone to challenge where work or behaviour is believed to be unsafe
Worksite	A defined area within a possession of the line for engineering work under the jurisdiction of an Engineering Supervisor
Work Package Plan (WPP)	NR standardised format of a method statement

Standard and control document briefing note

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<p>Purpose:</p> <p>The purpose of the standard is to:</p> <ul style="list-style-type: none"> a) control access, egress, walking and working on or near the line, including site risks and task risks and/or anything that could affect operational safety of the line; b) control train, on-track machine (OTM) and on-track plant (OTP) movement risks to people walking and/or working on or near the line. <p>This standard describes how the planning of work is carried out by the responsible manager (RM), Planner, person in charge and any other individuals involved in planning the work by:</p> <ul style="list-style-type: none"> a) outlining the role of Planner, RM and person in charge; b) confirming the verification (person in charge) and authorisation (RM) of the Safe Work Pack (SWP) is not done by the same person; c) confirming suitable risk assessment(s) is considered in the planning; d) confirming the person in charge can maintain a Safe System of Work (SSoW) whilst walking or working on or near the line; e) identifying the key roles involved in planning and delivering of the SSoW; f) complying with the Rule Book GE/RT8000. 	<p>Scope:</p> <p>This standard applies:</p> <ul style="list-style-type: none"> a) to anyone walking and/or working 'on or near the line'; b) where work on the lineside has the potential to affect the safe running of the operational railway; c) to those working on behalf of Network Rail, third parties, their contractors, and sub-contractors; d) to those involved in the development of a SSoW through the production and issuing of a SWP. <p>A SWP is not needed for:</p> <ul style="list-style-type: none"> a) a Signaller who can work under their own protection; b) Designated Persons; c) emergency services including coast guard and bomb disposal; d) pilot duties associated with modules P1 and P2 of GERT/8000; e) authorised railway staff retrieving objects from the line within platform limits to GERT/8000 Module TS1.13.1; f) work that is segregated from the railway, such as: <ul style="list-style-type: none"> 1) Platform works (unless within 1.25m of the platform edge); 2) work within the area termed '<u>lineside</u>' and not affecting the operational railway. g) Work planned in accordance with NR/L2/OHS/00130 Creating a Site of Work Segregated from the Railway.
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What's new, what's changed and why:
 The Margam recommendations required a review of how Network Rail assures consistent delivery of the NR/L2/OHS/019 standard. One of the findings was that the standard was not written in logical, easy to read format.

This update 'simplifies' the content without changing any of the recognised principles of the standard. This includes removing duplication in the standard and the modules. The simplification has not changed the existing principles of the standard, only made them clearer to those that work with the standard.

The standard is now process-driven, clearly indicating each stage of the development of the safe work pack, and provides clearer accountabilities for roles involved in the planning process.

The update adds clear accountabilities for the roles involved in planning work. It has incorporated good practice to enable better and more efficient planning of work.

A new assurance appendix has been added to state what assurance is required and by whom at each stage of the planning process, after a SWP is returned and then other activities by regional management to confirm adherence to the standard

The standard modules have been simplified to include what a RM, Planner and person in charge need to do in addition to the process in the main standard.

Detail of change

<u>Section(s)/clause(s)</u>	<u>Summary of changes</u>
All standard	The text in the standard has been simplified and been supplemented with new diagrams and tables to explain the planning process for a responsible manager, planner and the person in charge
Purpose and scope	This section has been simplified to clearly indicate the purpose and scope of the standard
Section 3 Accountabilities and responsibilities	This section has been simplified with signposts to the specific role requirements moved to later in the standard

Section 4 process for creating a the SWP	The order of content of the standard has changed. It has been designed to follow the process of creating the safe work pack from start to finish
4.1 the planning cycle	A new diagram has been added to demonstrate planning in a simple graphical way
4.2 creating the SWP	How the RM selects the planner and the person in charge has been made clearer as well as the requirements of the roles in producing the SWP
4.2.2 Contents of the SWP	This table has been moved to earlier in the standard, redesigned and updated. It clearly indicates what role the RM, planner and the person in charge play in creating each element of the SWP
Hierarchy of controls for operational risk	The layout has been enhanced with more content to aid the planner in deciding the most appropriate SSOW
4.2.3 Verifying the SWP	The section has been simplified to make it clearer what is required by the person in charge to verify the SWP
4.2.4 Review and authorise the SWP	The section has been simplified to make it clearer what is required to review and authorise the SWP
4.2.6 Delegation	When delegation by the person in charge can or cannot be allowed has been made clearer
4.2.7 What does a good SWP look like?	A new table has been added to help the person in charge and RM decide when verifying the SWP if the content is correct and sufficient
5.1.1 Changes to the SWP after authorisation	The circumstances when changes to the SWP are allowed has been made clearer
5.2.1 risk control briefing	This section covers operational, site or task risk that need further control and indicates the role required to control it
5.1.6 At the end of the shift	The standard now makes it clear what is required to confirm the line is safe for the passage of trains. This added in response to Challow recommendations
5.1.7 Completing and returning SWPs	The requirements to return used, unused SWPs and making it clear the process if errors in the SWP exist
Definitions (Appendix C)	This section has been moved to the end of the standard, simplified and additional definitions included.
Modules All	The modules have been simplified to cover the additional requirement for the responsible manager, a planner and person in charge. Signposting to other relevant standards and other sources of information has been introduced
Module 1 planning & working for fault failure & incident response	The name of the module has changed to reflect that faults, failures and incidents may require a safe work pack created by the responders such as signalling technicians and MOMs when a planner is not available
Module 2 planning & working in a possession	This module now includes additional requirements for planning for complex sites of work and CDM
Module 3 planning & working using protection & warning systems	Protection and warning systems have been combined; this now includes planning for complex sites of work and where sharing protection
Module 4 planning & working for construction services and track renewals involving engineers' trains	This is a new module and covers construction services tasks and track renewals involving engineering trains and the additionally what a responsible manager, a planner and person in charge
Module 5 runaway risk	This module has been withdrawn after consultation with standard owner
Module 6 planning & working for isolation duties & possession support	This is a new module to give clear guidance on what additionally a responsible manager, a planner and person in charge to plan for isolation and possession support duties
Appendix A Contents of a Safe Work Pack	No change
Appendix B Monitoring and Assurance	Assurance has been reviewed and updated to make it clearer on the responsibilities of those undertaking Assurance. This has now been removed from the main standard and added as an Appendix B for ease of use.

Affected documents

Reference	Issue	Impact	Document type
NR/L2/OHS/019	11	Superseded	Standard
NR/L2/OHS/019/MOD01	1	Superseded	Module
NR/L2/OHS/019/MOD02	1	Superseded	Module
NR/L2/OHS/019/MOD03	2	Superseded	Module
NR/L2/OHS/019/MOD04	1	Superseded	Module
NR/L2/OHS/019/MOD05	1	Withdrawn	Module
NR/L2/OHS/019/MOD06	1	New	Module

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Briefing requirements:

Briefings are given to those who have specific responsibilities within, or are directly affected by, this standard/control document.

A copy of briefings may be available from the Standards & Controls intranet site or IHS.

Requirements to cascade briefings are described within any implementation plans.

Briefing (O-Overview/ D-Detailed)	Post	Function	Responsible for cascade briefing? Y/N
D	Health & Safety Manager	Regions	Y
D	Head of Safety & Sustainable Development	Regions	Y
D	Health, Safety & Environment Director, Eastern	Regions	Y
D	Health, Safety & Environment Director, North West & Central	Regions	Y
D	Health, Safety & Environment Director, Scotland	Regions	Y
D	Health, Safety & Environment Director, Southern	Regions	Y
D	Health, Safety & Environment Director, Wales & Western	Regions	Y
D	Head of Safety, Health & Environment	Regions	Y
D	Head of Health & Safety	Route Services	Y
O	Head of Corporate Safety	Technical Authority	Y
O	Infrastructure Maintenance Delivery Manager	Regions	Y
D	Operations Director	Regions	Y
O	Route Operations Manager	Regions	Y
O	Operations Risk Advisor	Regions	Y
O	Signaller	Regions	N
Briefing (O-Overview/ D-Detailed)	Role	Function	Responsible for cascade briefing? Y/N
D	Controller of Site Safety (COSS) competence holders	ALL	N
D	Individual Working Alone (IWA) competence holders	ALL	N
D	Safe Work Pack (SWP) Planners	ALL	N
D	Safe system of work planner competence holders	ALL	N
D	All line managers of individuals holding the competence of COSS, IWA, safe system of work planner or SWP planner competencies	ALL	Y
D	Rail Hub Programme Manager	Technical Authority	Y
D	Head of Capital Delivery	Regions	Y
O	Incident Control Staff	ALL	N
O	Rail Incident Officer competence holders	ALL	N
O	Principal Contractor Licence Holders Organisation	ALL	Y
O	Track Safety Contingent Labour Suppliers	ALL	Y
O	Track Safety Training Providers	ALL	Y
O	Regional Director	Regions	Y
O	Route Director	Regions	Y
O	Functional Director	ALL	Y

NOTE: Contractors are responsible for arranging and undertaking their own Detailed and Overview Briefings in accordance with their own processes and procedures.