

# Common Safe System of Work (CSSoW) Rail Freight Operations

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| **Site Location:** |  |
| **Principal Site Owner:** |  |
| **Principal Site Operator:** |  |
| **Author:** |  |
| **Position:** |  |
| **Contact Details:** |  |
| **Author Signature:** |  |
| **Date:** |  |

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| **Other Freight Operator(s)**  **(Only when necessary)** | **Name** | **Position** | **Date** | **FOC Signature:** |
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| **Customer**  **(Only when necessary)** | **Name** | **Position** | **Date** | **Customer Signature:** |
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| **Network Rail**  **(Only when necessary)** | **Name** | **Position** | **Date** | **Network Rail Signature:** |
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| **Version:** | **Superseded by:** | **When:** | **Why:** | **Author Signature:** |
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#### Introduction

This Common Safe System of Work is additional and complimentary to general rail operating instructions documented within The Rule Book, Rail Industry Standards and company specific Supplementary Operating Instructions (SOI’s).

The Principal Operator is responsible for completing this Common Safe System of Work in consultation and agreement with the Site Owner and all other Freight Operating Companies operating at this location.

This document is intended for use by all employees undertaking rail freight operations at this location.

All employees issued with this document must familiarise themselves with the contents of the Common Safe System of Work.

#### Section 1 – Location

* 1. **Address**

Full postal address including Grid Reference and relevant TOPS Stannox Number.

#### Site Access

The following should be included here:

* + - Description of how to gain access to site.
    - Description of where to sign in.
    - Access code/key (where appropriate.)
    - Yard opening times.
    - PIC contact details.

#### Employees, Visitors and Contractors Site Induction

Instructions for reporting and departing the location for visitors and contractors should be documented here. This sub-section should also include:

* + - Induction arrangements.
    - First Aid points.
    - Relevant/required ID to gain access.

#### Activity

This section should briefly describe the activity at the location, **for example –**

*‘Birch Coppice is a rail freight interchange location handling the unloading and loading of intermodal containers from a rail siding. Intermodal containers are handled from overhead gantry cranes and reach stacker type trucks. The activity of loading and unloading of intermodal containers from road vehicles is completed on site and containers stacked and*

*stored within the location’.*

#### Personal Protective Equipment

Instructions on PPE requirements specific to site arrangements and company policy will be listed here.

**Example Insert Images** - All persons working at this location must wear appropriate safety footwear (EN ISO 20345:2011), high visibility clothing (EN ISO 20471), bump caps/hard hats (BS EN 397:1995) and gloves (EN388).

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#### Map

A map of the location should be inserted here, included on the map should be:

* + - All Rail Lines including length in metres.
    - All Points and ground-frames.
    - Areas of limited clearance.
    - Prohibited areas.
    - All Signals including Stop Boards.
    - Access Gates.
    - Authorised Walking Routes.
    - Plant and equipment areas of activity.
    - Offices and buildings.
    - Roads and road vehicle activity.
    - Site boundary.
    - Car parks.
    - Welfare facilities.
    - Any other site-specific hazardous areas, for example, fouling points.

#### Person in Charge

All Persons in Charge should be recorded in this section, clarity on who is responsible for each activity should be documented, **for example –**

*The person responsible for controlling train movements on arrival at Birch Coppice, shunting trains onto the loading/ unloading platform, securing the train, completing train preparation and train departures from the location is considered the PIC Train Movements.*

*The person responsible for unloading and loading intermodal containers from the train onto the loading/ unloading platform at Birch Coppice is considered the PIC Loading/ Unloading.*

#### Site Specific Hazards

The table below should be completed, listing every site-specific hazard and their subsequent control measure drawn from the risk assessment, photographs demonstrating the control measure should be used as often as possible and added to Section 5 within this CSSoW and given a reference number as below –

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| **Hazard** | **Control Measure** | **Photo Ref No:** |
| ***For example*** *- Converging rail*  *lines towards points (fouling points)* | ***For example*** *- Fouling points are marked on sleepers with*  *yellow paint where rail lines converge. No rail vehicles are to be secured within the area marked with yellow paint.* | *Photo - 001* |
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#### Welfare Facilities

Welfare facilities to be listed here explaining what they are and instructions on use and how to get there using authorised walking routes and so on.

#### Section 2 – Yard Communication

* 1. **Location of communication equipment**

Where to locate the primary communication equipment and to charge equipment will be listed here.

#### Primary method of communications

Instructions on the primary method of communication will be listed here, **for example** –

*Train movements will be controlled by digital radio, lead control will be PIC Train Movements. PIC Train Movements, prior to initial use of digital radios must ensure equipment is serviceable and fully charged. A radio check will be completed during each initial job brief with the Driver.*

#### Secondary method of communications

Instructions regarding the secondary method of communication will be listed here, **for example –**

*In the event that radios become unserviceable, PIC Train Movements will revert to hand signals to complete the operation then report the equipment failure to the necessary control.*

#### Contacting the Signaller

Specific instructions on when and how to contact the Signaller should be listed here, consideration of Network

Rail (NR) ‘box instructions’ should also be referred to.

#### Section 3 – Train Operation Activity

* 1. **Train Arrival**

Instructions on arrival activity will be listed here.

**Note** – Standard practices do **not** need listing as these instructions are documented in company SOI’s.

Examples of these are:

* + - controlling propelling from a position of safety or proceeding the movement,
    - setting hand points,
    - coupling/ uncoupling arrangements.

#### Shunting

These instructions can include (when required) run-round movements, locating trains for loading/ discharge/unloading and securing trains, for example, *handbrakes (how many) or scotches*.

#### Freight Interchange Activity

Instructions regarding handover of responsibility from PIC Train Movements to PIC Freight Interchange are documented here. Any third party or FOC loading/ unloading CSSoW needs to be referred to as an appendix, **for example –**

*On completion of Shunting and the train secured on the loading platform, PIC Train Movements will hand over responsibility of the train to PIC Loading/ Unloading. The Safe System of Work for loading/ unloading and freight interchange activity is attached as Appendix A.*

#### Train Preparation

Site specific train preparation activity will be listed here for example, arrangements regarding certificates of readiness and so on. Generic company train preparation is documented within SOI’s and should not be listed within this CSSoW.

#### Train Departure

See section 3.1 for guidance.

#### Protection Arrangements

Specific site arrangements for protecting people and assets from train movements will be listed here, **for example–**

*In the event of Engineering activity on the Cripple Road, hand*

*points located on No’ 1 Road will be set away from the*

*Cripple Road towards No’ 2 Road and locked with a padlock. A ‘No Train Movements’ board will be placed in the four foot at the hand points and the Engineering activity recorded on the movements board within the PIC Train Movements office.*

**Note** –Additional Freight Interchange activities (see list below, though not exhaustive) needs to be reflected in

separate SSOW’s but this CSSoW can make reference to as appendices, **for example –**

* + - Locomotive refuelling.
    - Engineering activity including wagon/ locomotive repairs.
    - Handling defective wagons/locomotives.
    - Infrastructure inspection, maintenance and repairs.
    - Third-Party activity including loading, discharge and unloading.

#### Section 4 – Emergency Arrangements

* 1. **Emergency Contacts/ Contacts**

Emergency contact details and numbers will be listed here including:

* + - Local Managers contact details.
    - Respective FOC Duty Control/Manager.
    - Network Rail (NR) Control.
    - Signaller.
    - NR ECO.
    - British Transport Police (BTP).
    - Any local Security Contractor
    - Emergency services – Detail of local facilities.
    - Grid Reference.
    - Nearest access point (Including restrictions).
    - Traction current.

A list of contacts should also be included here, NR contacts must include Signaller, NR Control and ECO, preferred methods of communication should be by landline and specific by title, for example-

See example on next page.

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| **LOCATION DETAILS** | | |
| **CONTACT TELEPHONE NUMBER** |  | |
| **ADDRESS** |  | |
| **GENERAL INFORMATION** | | |
| **TRACTION CURRENT** | N/A | |
| **LINE SPEED** | 5 mph hauling / 3 mph propelling | |
| **HOURS OF OPERATION** | Monday to Friday | 24/7 |
| Saturday | 24/7 |
| Sunday | No working |
| **OS grid ref** | TM285324 | |
| **Other Transport interchanges** | N/A | |
| **Dangerous Goods handled at this site** | Various | |
| **Evacuation Wardens** |  | |
| **CONTACT INFORMATION** | | |
| **EMERGENCY TELEPHONE** | **999** (If calling more than one emergency service, request Police first)  Or emergency services, 01394 604300 Fire and Ambulance or 01394 604747  Police | |
| **Regional Manager** |  | |
| **Operations Manager** |
| **Fire Precautions Manager** | Fire and Ambulance service 01394 604300 | |
| **Controlling Signalbox** | Colchester PSB | |
| **British Transport Police** | **0800 40 50 40** or text **61016** (**999** in emergency) | |
| **Nearest Access Point Including any restrictions:** |  | |
| **Evacuation point** |  | |
| **Alternative Evacuation point** |  | |
| **Tenants/Contractors:** |  | |
| **Location of local Hospital** |  | |
| **Spillage/Environmental Clean-**  **up Contractor** | Called via relevant Duty Control Department. | |

Note: This is an example and you can add or subtract whatever is required by your individual organisation.

#### Site Security

Location specific security and trespass arrangements should be referenced within this document but standalone risks assessments should exist.

Further information can be found [here](https://www.rssb.co.uk/en/safety-and-health/improving-safety-health-and-wellbeing/trespass)

#### Reporting an Accident or an Incident

Reporting arrangements in the event of an accident/incident should be recorded here including local arrangements and instructions reflecting individual FOC policy, **for example –**

*In the event of a personal accident/ train operating incident, PIC Train Movements must report the event to FOC Duty Manager without delay.*

#### Hazard, Near Miss and Close Call Reporting

As shown in section 4.2, procedure for reporting of hazards, near miss and close call needs to be documented here including local arrangements and FOC policy.

#### Section 5 – Photographs

As shown in section 1.8, add photographs and reference numbers here. Maximum of **6 photos** per page and no larger than 640 x 480 RSI.

#### Section 6 – Review

It is recommended that this Common Safe System of Work be reviewed by the Principal Operator in the event of –

* + - An accident or incident.
    - Alteration in activity.
    - Alteration in company policy.
    - Introduction of improvement measures.
    - Change in local working environment.
    - Change in location ownership.
    - Regulatory recommendations.
    - Change in Principal Operator.

**Section 7 – Method of Training and Competence Assessment for Location Examples** to be agreed upon jointly;

The following means must be used in the delivery of training and assessment of competence

* site visit (on foot)
* locomotive based route training or ground staff competence training
* Issue of and briefing on the requirements of this document
* successful completion of the location’s competence assessment, found in the rear of this CSSoW

Staff working at this location must have a thorough understanding of the following:

* track layout
* signalling
* all possible movements
* the risks (including SPAD risks) associated with the movements
* the associated control measures designed to minimise the degree of risk.

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| **Location – \*Example\* to be agreed between Principal Site Operator and involved parties. Questions are examples only and may be changed.**  Route/Location Knowledge Competence Assessment | | | | | | | | | |
|  | | | | | | | | | |
|  | Employee Name | |  |  |  | Grade |  |  |  |
|  | |  |  | | |  |  |  |
| Assessor | |  |  |  | Date |  |  |  |
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| 1 |  | What PPE do you wear on all terminals? | | | | | | |  |
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| 2 |  | What are the speed limits for cars/vans on the port roads and terminals? | | | | | | |  |
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| 3 |  | What radio channels are used on the Terminal and what are they used for? | | | | | | |  |
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| 4 |  | Who is the PIC for all rail movements on the South Terminal? | | | | | | |  |
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| 5 |  | What are the speed limits for locos on the Terminal and Sidings? | | | | | | |  |
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| 6 |  | What is the procedure for arriving a train on the Terminal? | | | | | | |  |
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| 7 |  | What is the procedure for departing a train on the Terminal? | | | | | | |  |
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| 8 |  | Explain how to operate the gates and barriers at the entrance to the Terminal and what you do for line X movements | | | | | | |  |
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| 9 |  | Where is the plunger and explain the process for operating it and accepting trains into XX | | | | | | |  |
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| 10 |  | How many handbrakes do you apply and what wagon(s) do you apply them on? | | | | | | |  |
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|  | Requires Further Training  (Tick as appropriate) |  | Fully Competent  (Tick as appropriate) |  | Assessors Signature |  | Trainee Signature |  |