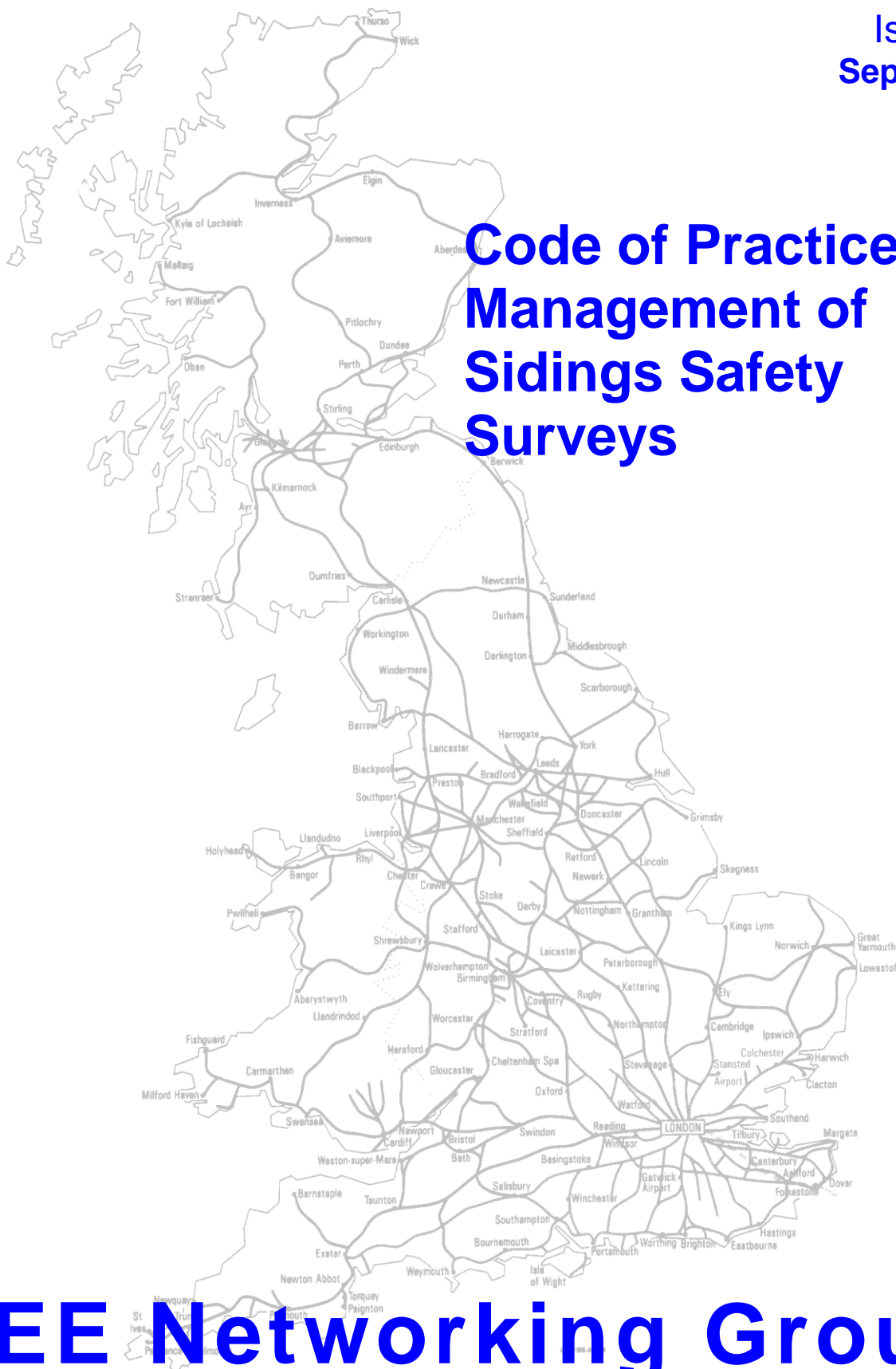


COP0125

Issue 2
Sept 2017



Code of Practice for Management of Sidings Safety Surveys

M&EE Networking Group

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Document revision history

Issue	Date	Reason for change
1	May 2015	First issue
2	Sept 2017	Document review

Background

A sub-group of the M & EE Networking Group have looked at Operational Risks and hazards associated with stabling, disposal and maintaining OTM/Trains in Network Rail allocated stabling locations. The M&EE Networking Group recommend this COP as good practice for the industry.

M&EE COs are produced for the benefit of any industry partner who wishes to follow the good practice on any railway infrastructure. Where an infrastructure manager has mandated their own comparable requirements, the more onerous requirements should be followed as a minimum for work on their managed infrastructure.

The M&EE Networking Group makes no warranties, express or implied, that compliance with this document is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Sub-group Contacts

OTM Operations Sub group

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Sign off

The M&EE Networking Group agreed and signed off this Code of Practice on 13 September 2017 and published on 02 December 2017

Amey	N Whisler	Chief Engineer & PH Rail operations
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Purpose

The purpose of this document is to provide guidance to enable the effective setting up of a safe system of work within all sidings allocated for stabling and maintaining OTM / trains.

Scope

This COP covers the operational risk and hazards associated with stabling and maintaining OTM / trains within sidings that have been allocated under contract by Network Rail.

The COP also applies as a minimum at Maintenance Depots / Marshalling yards owned by OTM / Infrastructure suppliers, TOCs and FOCs. However, it doesn't supersede any instructions already in place at these locations, nor is it intended to replace any company specific maintenance process that already exists to protect staff conducting these duties.

Definitions

Maintenance depot	A location defined by the train operator with the facility to repair or replace defective on-train equipment.
Safety Survey	A document that has been produced identifying the location of a stabling point / depot and the potential risk / hazards associated. See appendix A.
Siding	A line on which vehicles are marshalled, stabled, loaded, unloaded or serviced clear of the running line.

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1 General Requirement

- 1.1 The duty holder is responsible for all decisions regarding the application of this COP.

2 Working in Sidings

- 2.1 The M&EE Networking Group is committed to the safety of all staff while they are working on OTM / Trains within NR and other TOC / FOC sidings.
- 2.2 Working in sidings, especially multiple users' sidings, brings with it several hazards and risks, and although the majority of these are identified by the staff stabling or maintaining the OTM / train, all potential hazards and risks should be standardised to raise awareness and assist staff when working at these locations.
- 2.3 To assist in the reduction of staff accidents and operational incidents involving staff conducting these duties, the M&EE Networking Group have produced this COP to support and help mitigate against such accident / incidents.
- 2.4 For other than drivers, the content of the COP should be briefed to all operators / maintainers along with all applicable Safety Survey(s).

3 Training and Competence

- 3.1 Although it is recognised that the staff conducting their duties within sidings are competent to RSSB GE/RT8000 rule book module T10, the contents of this COP should be considered when delivering training, such as maintenance / repair or train driver's route competency.

4 Sidings Safety Survey

4.1 The M&EE Safety Survey has been provided with staff safety in mind and contains the following sections:

- a) Site access details.
- b) Emergency contact details.
- c) Location facilities.
- d) Nearest location with welfare facilities.
- e) List of generic hazards.
- f) List of environmental hazards.
- g) Local Instruction Sectional Appendix / hazard directory.
- h) Location photographs.
- i) Road access plan.
- j) Rail access plan.
- k) Site specific information.

5 Completion / Access to Sidings Safety Survey

- 5.1 The M&EE Networking Group have approved the requirement for the Safety Survey and have established that each infrastructure maintainer will produce these for the agreed list of sidings on their contractual locations.
- 5.2 On completion they will be endorsed by the person conducting the survey and forwarded to the chairman of the M&EE operations group for content review. They will then be placed on Opsweb, which is the agreed holding location for all Safety Survey.
- 5.3 To access and download completed Safety Survey, the following process should be followed:
 - Log on to www.RSSB.co.uk and go to the home page.
 - Once in the home page select Opsweb and click go to site and log in as normal.
 - Select Siding Surveys.

References

Rule Book Module T10	Duties of a designated person (DP) and people working on rail vehicles.
Rule Book Module G1	General safety responsibilities and personal track safety for non-track workers.
Rule Book Module SS2	Shunting
UK Grid Reference Finder	gridreferencefinder.com
Post Code Finder	www.postoffice.co.uk/postcode-finder
Sectional appendix	NESA
Stanox Numbers	www.railwaycodes.org.uk/CRS/CRSa.shtm
Google maps	maps.google.co.uk

Appendix A Safety survey template

Safety surveys of sidings should be recorded on the template forms shown on the following pages.

M&EE Stabling Point Safety Survey

Location

STANOX number

Date of assessment

Compiled by

Name	
Company	
Telephone	
email	

This site assessment was compiled by the person named above on the date shown. It must be recognised that the condition of stabling point changes continually and that the condition reported here was as found on the day. Therefore no liability is attached to the claims made in this document by either the compiler, employer or the M&EE Networking Group. Although it has been designed to meet our company requirements, it can be used by other railway companies providing the end user accepts that they are responsible for ensuring its accuracy and that it meets their company's requirement before use.

1. Site access information

	Item	Comment		
1	Site postal address			
2	OS grid reference			
3	Site owner			
4	Person in charge			
5	Method of rail access			
6	Authorised walking route			
7	Method of road vehicle access			
	Item	Yes	No	Comment
8	Suitable road vehicle parking			
9	Security arrangements			
10	Key lock type			
11	Location of site first aid facilities			
12	Is there an office on site and normal opening hours			
13	Is site induction required (and by whom)			

2. Emergency contact details

	Item	Comment
1	Local hospital (address & contact details)	
2	Controlling signal box contact details	
3	Emergency services	999
4	E.C.O.	
5	Any other useful contact numbers for location eg person in charge	

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3. Location facilities				
	Item	Yes	No	Comment
1	Welfare facilities (24 hours)			
2	Pit facilities			
3	Covered maintenance			
4	Fuelling facilities			
5	Bowser access			
6	Working at height equipment available			
7	Are there any dedicated sidings or depot roads for maintenance			

4. Nearest location with welfare facilities		
	Item	Comment
1	Business location (Company or NR)	
2	Rail station	

5. List of generic hazards

	Item	Yes	No
1	Train movements on stabling point		
2	Train movements on adjacent lines		
3	Overhead electrified lines on sidings		
4	Overhead electrified lines adjacent to stabling point		
5	DC lines		
6	Underfoot conditions (ballast, uneven ground, materials)		
7	Limited clearance		
8	Noise		
9	Lack of, or poor, site lighting		
10	Buried services (contractors to comply with HSG 47)		
11	Overhead cables and obstructions		
12	Sidings used by other train operators		
13	Moving parts of OTMs		
14	Limited headroom below sole bar level		
15	Poor track condition		
16	Presence of Location/Equipment Cases containing live electrical equipment		

6. List of environmental hazards

	Item	Yes	No
1	Nearby water course		
2	Biological hazards (Leptospirosis, faeces etc)		
3	Oil, grease other chemicals		
4	Waste disposal available *		
5	Vegetation (hogweed etc)		

* All waste including replacement machine parts to be put into skip / bins provided, or removed from site

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7. Local instructions (sectional appendix / hazard directory)

8. Location photographs

Key Top left
Top right
Bottom left
Bottom right

9. Road access plan

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10. Rail access plan

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11. Site specific information				
	Item	Comment		
1	Number of roads (lines)			
2	Approximate length of each road (line)			
3	Track condition			
4	Details of any roads (lines) unavailable			
5	Locations where maintenance tasks can be completed on site			
6	For maintenance tasks, approximate distance and speed of nearest running line.			
7	Any other hazards or issues operatives or visitors to site should be aware of (eg points, limited clearance or other hazards)			
	Item	Yes	No	Comment
8	Stone bin present			
9	Is the site close to a residential area			
10	Is there a water hydrant			
11	Are there spill kits available on site			
12	Are there vehicle lifting facilities on site			
13	Hard standing / ability to jack on siding			
14	Is the site accessible to anyone (eg member of the public, local businesses)			
Additional items as required				