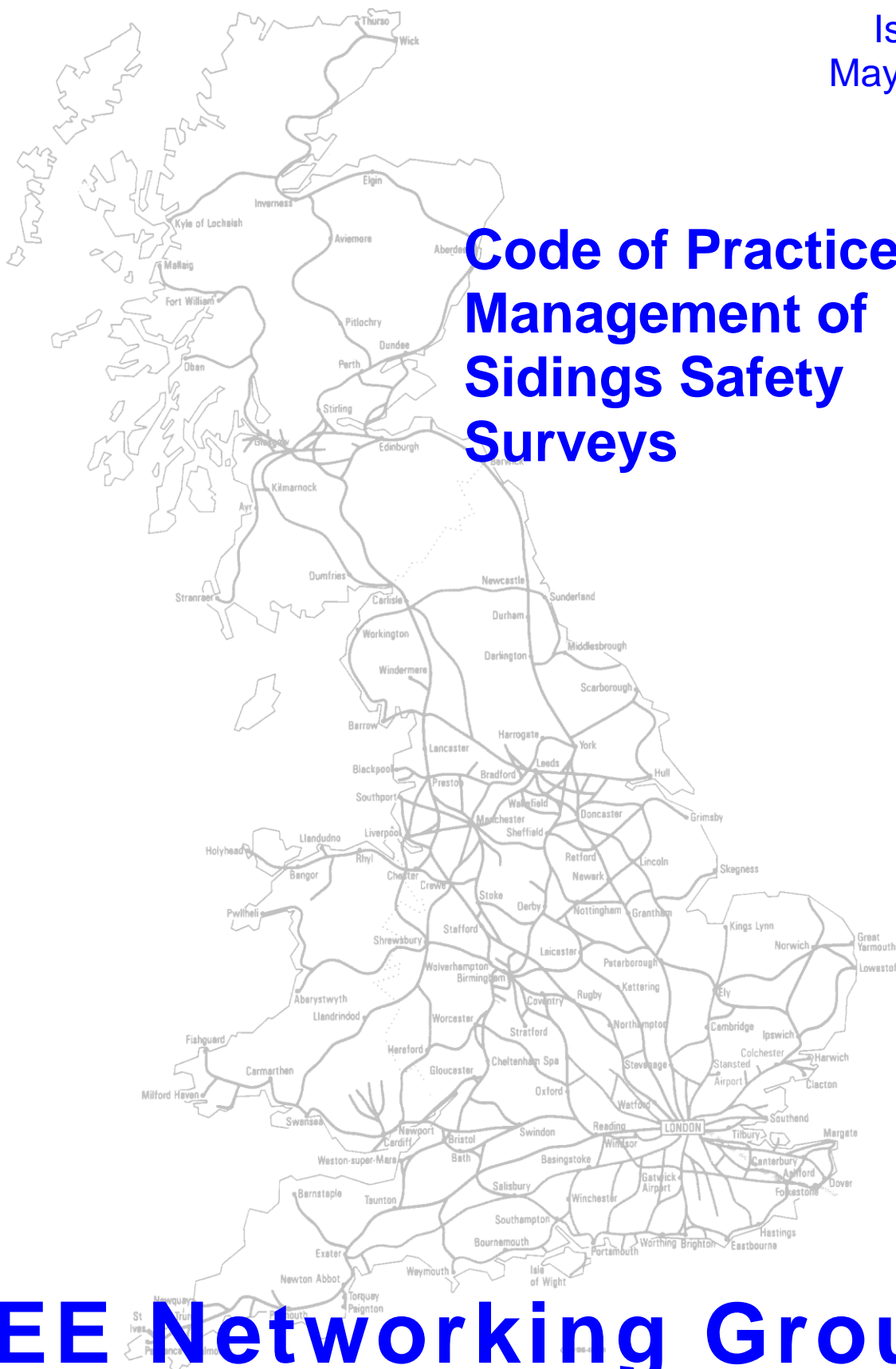


**COP0125**

Issue 3  
May 2018



# 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
3	May 2018	Document review and updated with minor change

## 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 COPs 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 23 May 2018 and published on 1 September 2018

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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. 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.

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## Definitions

<b>COP</b>	Code of Practice
<b>Safety Survey</b>	A document that has been produced identifying the location of a stabling point / depot and the potential risk / hazards associated. See appendix A.
<b>Siding</b>	A line on which vehicles are marshalled, stabled, loaded, unloaded or serviced clear of the running line.
<b>Infrastructure manager</b>	Infrastructure manager, as defined in the Railways and Other Guided Systems Regulations 2006, means an organisation who: a) In relation to infrastructure other than a station, is responsible for developing and maintaining that infrastructure; b) in relation to a station, the organisation who is responsible for managing and operating that station, except that it shall not include any organisation solely on the basis that they carry out the construction of that infrastructure or station or its maintenance, repair or alteration; c) manages and uses that infrastructure or station, or permits it to be used, for the operation of a vehicle.
<b>Railway undertaking</b>	A transport undertaking, as defined in the Railways and Other Guided Systems Regulations 2006, whose safety certification covers operation of trains on the managed infrastructure, as defined in the Railway Group Standards Code.
<b>RSSB</b>	Railway Safety & Standards Board

## 1 General Requirement

- 1.1 Users of documents published by the M & EE are reminded of the need to consider their own responsibilities to ensure health and safety at work and their own duties under health and safety legislation. The M & EE does not warrant that compliance with all or any documents published by the M & EE as sufficient in it-self to ensure safe systems of work or operation or to satisfy such responsibilities or duties.

## 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 identified 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.

## 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 Railway Undertaking (RU) will produce these from the nominated list of sidings. However the Infrastructure Manager (IM) and RU can bring together the information about the operational context necessary to make update the siding safety surveys.

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 or nominated group member for content review. They will then be sent to RSSB so they can be uploaded to Opsweb (Sidings Surveys), which is the agreed holding location for all Siding Safety Surveys.

Please note: a copy must be forwarded to Network Rail [andy.jardine@networkrail.co.uk](mailto:andy.jardine@networkrail.co.uk) at the same time.

5.3 The authoritative version of this document is available at [www.rrsb.co.uk](http://www.rrsb.co.uk)

5.4 To access and download the completed Safety Survey, the following process should be followed:

- Log on to [www.rrsb.co.uk](http://www.rrsb.co.uk) and go to the home page.
- Once in the home page scroll down and select Opsweb. You will now need to sign in, or register.
- once in the Opsweb home page, scroll down and select Siding Surveys.

## 6 Requirement to review Siding Survey

- 6.1 Appendix A will be updated when necessary by distribution of a complete replacement of the specific appendix but shall be no longer, than 5 years to ensure that the information contained on the safety surveys are kept current.
- 6.2 Other factors to consider when a review may be due prior to the 5 year timescale.
- An infrastructure or MOW change is proposed
  - An incident has occurred.
  - Monitoring arrangements indicate a review is required.
  - OTM Contract change.

## 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	<a href="http://gridreferencefinder.com">gridreferencefinder.com</a>
Post Code Finder	<a href="http://www.postoffice.co.uk/postcode-finder">www.postoffice.co.uk/postcode-finder</a>
Sectional appendix	NESA
Stanox Numbers	<a href="http://www.railwaycodes.org.uk/crs/crsa.shtm">www.railwaycodes.org.uk/crs/crsa.shtm</a>
Google maps	<a href="http://maps.google.co.uk">maps.google.co.uk</a>



## 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

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## Stanox Number

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## Issue/Revised Date

Issue	Date	Reason

## Compiled By

<b>Name</b>	
<b>Company</b>	
<b>Contact No</b>	
<b>Email</b>	

*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, their 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.*

**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	

<b>3. Location facilities</b>				
	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			

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

<b>5. List of generic hazards</b>				
	Item	Yes	No	N/A

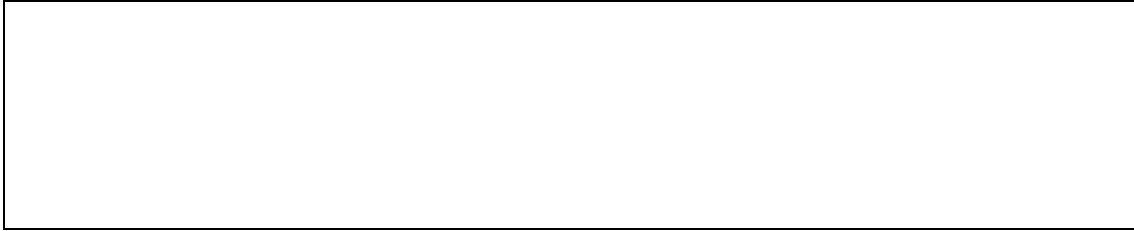
1	Train movements on stabling point			
2	Train movements on adjacent lines			
3	Overhead electrified lines on sidings			
4	Overhead electrified lines adjacent to stabling point			
5	DC lines			
6	Underfoot conditions (ballast, uneven ground, materials)			
7	Limited clearance			
8	Noise			
9	Lack of, 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

### 7. Local instructions (sectional appendix / hazard directory)



**8. Location photographs**


Key Top left  
Top right  
Bottom left  
Bottom right

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## 9. Road access plan

## 10. Rail access plan

11. Site specific information				
	Item	Comment		
1	Number of <b>stabling</b> roads			
2	Approximate length of each <b>stabling</b> road			
3	Track condition			
4	Details of any <b>stabling</b> roads <b>that are</b> 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				

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