

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

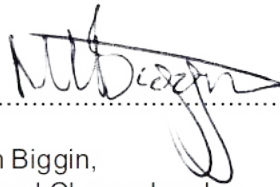
Level 2

Manual

Safety of people at work on or near the line

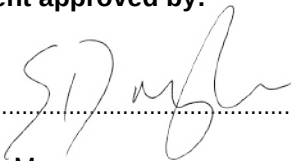
Approvals

Content approved by:



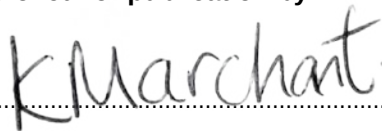
Martin Biggin,
Standard Change Lead

Content approved by:



Simon Morgan,
Standard and Control Document Owner

Approved for publication by:



Kerry Marchant,
Standards and Controls Management Team

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.
© Copyright 2025 Network Rail.

Uncontrolled copy once printed from its electronic source.

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



Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

User information

This Network Rail document contains colour-coding according to the following Red Amber–Green classification.

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.

Green guidance – to be used unless alternative solutions are followed

- Guidance should be followed unless an alternative solution produces a better result.
- Guidance is presented with a dotted green sidebar.
- Guidance is not monitored for compliance.
- Alternative solutions should be documented to demonstrate effective control

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Compliance

This Network Rail standard/control document is mandatory and shall be complied with by Network Rail Infrastructure Limited and its contractors if applicable from 06 December 2025.

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.

If this standard/control document contains requirements that are designed to demonstrate compliance with legislation they shall be complied with irrespective of a project's Project Acceleration in a Controlled Environment (PACE) phase or equivalent governance framework. In all other circumstances, projects that have formally completed PACE strategic development & project selection phase may continue to comply with any relevant Network Rail standards/control documents that were current when PACE phase 1 was completed.

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.

NOTE 3: For more information on PACE see NR/L2/P3M/201.

Disclaimer

In issuing this standard/control document for use in connection with Network Rail business, Network Rail Infrastructure Limited makes no warranties, express or implied, that compliance with all or any standards/control documents it issues is sufficient on its own to provide safety or compliance with legislation. Users are reminded of their own duties under legislation and remain responsible at all times for assessing the suitability, adequacy and extent of any measures that they choose to implement or adopt.

Compliance with a Network Rail standard/control document does not, of itself, confer immunity from legal obligations.

In the event that the standard/ control document has not been obtained directly from Network Rail's official portal, please be aware that the document may not be the most up-to-date version; may have been amended, withdrawn and/or replaced with a new standard/ control document.

Where Network Rail Infrastructure Limited has granted permission to use Network Rail standard/control documents or to copy extracts from Network Rail standards or control documents, Network Rail Infrastructure Limited accepts no responsibility for, nor any liability in connection with, the use of such documents/extracts, or any claims arising therefrom.

This disclaimer applies to all forms of media in which extracts from Network Rail standards and control documents might be reproduced.

Supply

Copies of standards/control documents are available electronically, and for free to third parties working with Network Rail, from Network Rail's Official Standards Portal, found via the Network Rail website. Hard copies of this document may be available on request.

Network Rail standards/control documents can be used by third party organisations not working with Network Rail, subject to internal approvals, by emailing the Network Rail Standards Team, the details of which are available on the Network Rail Website. They may not be used for commercial purposes. Third party organisations shall not otherwise be entitled to use any Intellectual Property belonging to Network Rail without relevant prior written consent.

¹ This can include gross proportionate project costs with the agreement of the Network Rail Assurance Panel (NRAP).

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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: a) the ‘person in charge’ on site; b) safe work packs that cover; • task risk; • site risk; and operational risk.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Issue	Date	Comments
10	December 2020	NR/L2/OHS/019/05 published.
11	September 2022	Table 2 has been amended to make it clearer the types of SSOW that can be used Table 3 Hierarchy updated following risk review and to correct errors in the previous version Additional guidance has been added to support the use of the new Hierarchy in section 7.2 and 7.3 Module 3 figure 1 flowchart has been updated to reflect the changes to the Hierarchy Changes have been made to form A.1 due to errors in the previous version
12	September 2023	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. 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. 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 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.
13	December 2025	This change features a change to the Safe System of Work and the Protection and Warning Systems hierarchies following recent risk work, the reduction in the use of unassisted Lookout and the removal of human activated warning systems, LOWS. The update includes more content on the requirements of considering OLE and CRE at the planning stage. The other changes are in response to user feedback. Module 4 has been renamed and the module now refers to construction services.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Contents

1 Purpose	8
2 Scope.....	8
3 Accountabilities and responsibilities	10
4 Process for creating the SWP	12
4.1 The planning cycle overview	12
4.2 Appointing the Planner and the person in charge.....	13
4.2.1 RM duties	13
4.2.2 Creating the SWP	14
4.2.3 Contents of the SWP	15
4.2.4 Verify the SWP	20
4.2.5 Review and authorise the SWP	21
4.2.6 Verifying and authorising cyclical and repeated SWPs	21
4.2.7 Delegation of COSS duties	22
4.2.8 What does a good SWP look like?	23
5 Changes to SWP after authorisation.....	24
5.1 Making changes after SWP authorisation, due to a change of the person in charge.....	24
5.1.1 A change in person in charge	24
5.2 Risk control.....	25
5.3 Briefing the workgroup before starting works.....	25
5.4 On-site arrangements during work	25
5.5 Making changes to the SSOW and moving down the hierarchy of control for operational risks.....	26
5.6 At the end of the shift.....	26
5.7 Completing and returning the SWP	27
6 Monitoring and Assurance	27
7 Roles and Responsibilities Requirements	28
7.1 The responsible manager	28
7.2 The Planner	28
7.3 The person in charge	28
Appendix A Contents of a Safe Work Pack.....	29
Appendix B Monitoring and assurance framework guide.....	30
Appendix C Definitions	35
Appendix D Process to produce a Company Instruction for Walking on the infrastructure, past an area of limited clearance or an unplanned or unexpected obstacle.....	39

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Appendix E Using Crossing the Line Procedure (CTLP)	42
Appendix F Planned Crossing Points (PCP)	44

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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;
- e) work that is segregated from the railway but is in an electrified area where there is a risk of inadvertent contact/damage to conductor rail equipment / overhead line equipment.

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:

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

- 1) Platform works (unless within 1.25m of the platform edge);
- 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
NR/L2/OHS/019	Safety of people at work on or near the line	13	December 2025
NR/L2/OHS/019/mod01	Planning & working for fault, failure & incident response	2	June 2023
NR/L2/OHS/019/mod02	Planning & working in a possession	2	June 2023
NR/L2/OHS/019/mod03	Planning & working using protection arrangements & warning systems	3	June 2023
NR/L2/OHS/019/mod04	Planning & working in construction services/High Output & track renewals involving engineering trains	3	December 2025
NR/L2/OHS/019/mod05	Withdrawn	1	Withdrawn June 2023
NR/L2/OHS/019/mod06	Planning & working for isolation duties and possession support	1	June 2023

Table 1 – List of Modules

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

3 Accountabilities and responsibilities

The RM



Responsible Manager

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

The Planner



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

The verifying and authorising of the safe work pack shall be undertaken by different roles in the planning process.

One person shall not carry out all the accountabilities and responsibilities of Planner, verifier, and authoriser in producing a SWP.

The responsible manager and the planner are recommended to be different people.

Activity	Normal Planning Process	Planning by the responsible manager	Planning an Incident Response Pack (See Note1)
Produce a SWP	Planner	responsible manager (See note 2 below)	person in charge
Verify a SWP	person in charge	person in charge	person in charge
Authorise a SWP	responsible manager	responsible manager	person in charge
Authorise a lower hierarchy of SSOW	responsible manager	responsible manager	N/A

Table 2 – Combining accountabilities and responsibilities

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

NOTE: 1 The only exception is when a person in charge produces an Incident response pack if a planner is not available.

NOTE: 2 The responsible manager is allowed to plan a SWP only if no planner is available and they hold planner competence.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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.

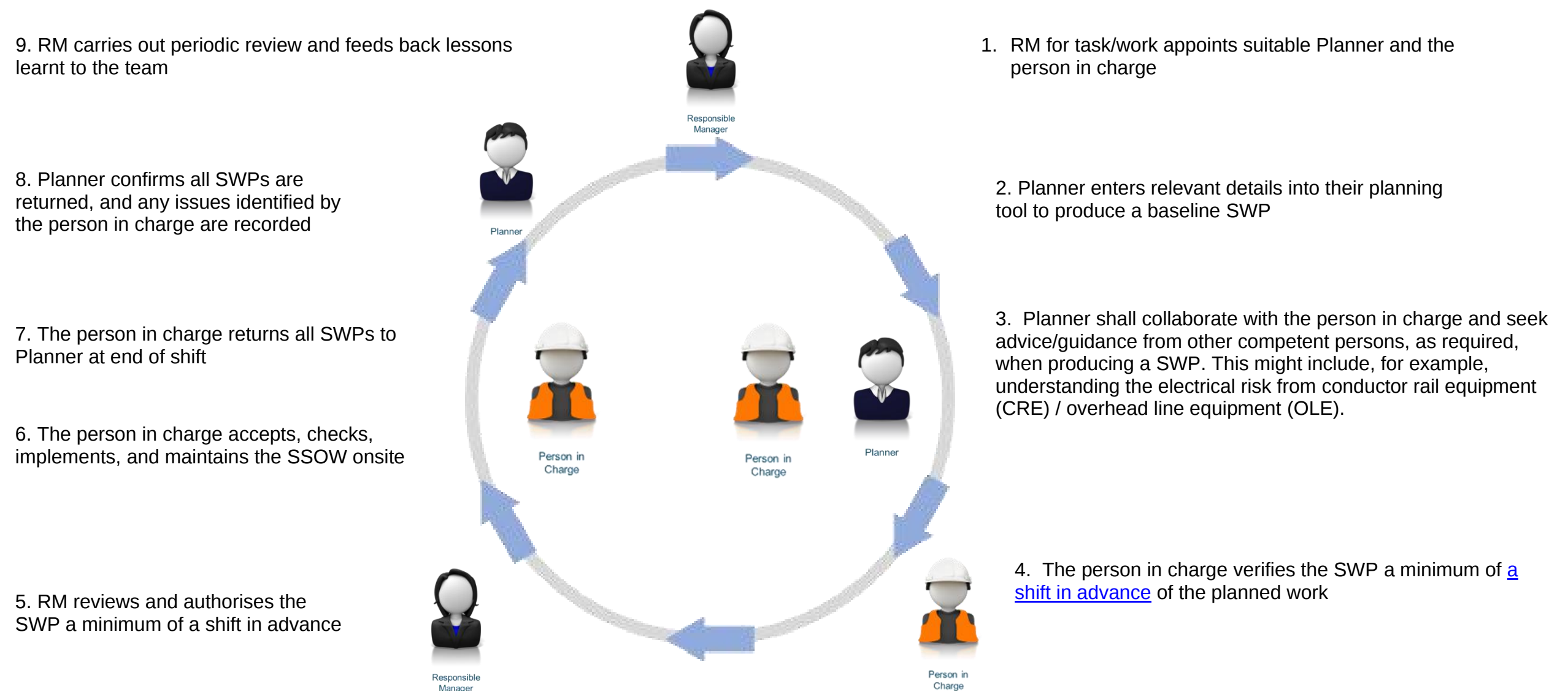


Figure 1 – An overview of the planning cycle

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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;
 - 5) consults with other specialists in relation to tasks such as working on or near to CRE/OLE, welding, etc.

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;

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

- c) have knowledge of the location including whether it is in, or immediately adjacent to an area with CRE/OLE; or
- 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, refer to clause 5.1.1.

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 task risk controls for the access, egress, site of work and the work to be undertaken;
- d) include a partially completed RT9909 COSS Record of Arrangements Form;
- e) include a partially completed NR3180 Line Blockage Form where appropriate;
- f) The Planner shall collaborate with the person in charge when producing a SWP to confirm it is appropriate;
- g) include the outcome of any risk assessments completed when working on or near to CRE or OLE.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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

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 , the National Hazard Directory (NHD) , to include Crossing the Line Procedure and Planned Crossing Points where applicable. (See Appendix D, E and F)	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 the walking component for access to the site of work and egress from the site and/or go to another site of work	Table 4	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 inclusive of Crossing the Line Procedure and Planned Crossing Points	Planning System or similar	4.2.4	4.2.5
SECTIONAL APPENDIX			

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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
SITE RISK			
Site location risk and controls required such as (not limited to): - Any Line Open Runaway risk - 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 – risk of electric shock when working on or near to CRE/OLE - Test before Touch for OLE or CRE	4.2.1 Signal diagrams National Hazard Directory & appropriate diagrams	4.2.4	4.2.5
PERMITS			
Where a permit has been identified it shall be detailed within the SWP. Example Permits include, lifting plans, hot work, permits to dig, conductor rail permit (CRP) / overhead line permit (OLP)	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): 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

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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><tr><th></th><th>Train speed 0-40mph</th><th>Train speed 41-125mph</th></tr><tr><td>Rigid or tension barrier or permanent fence</td><td>at least 1.25 metres from nearest running rail of an open line</td><td>at least 1.25 metres from nearest running rail of an open line</td></tr><tr><td>Barricade tape or plastic netting</td><td>1.25 metres from nearest running rail of an open line</td><td></td></tr><tr><td>Fence at least 2 metres from nearest running rail of an open line</td><td>No restriction on speed</td><td>No restriction on speed</td></tr></table>		Train speed 0-40mph	Train speed 41-125mph	Rigid or tension barrier or permanent fence	at least 1.25 metres from nearest running rail of an open line	at least 1.25 metres from nearest running rail of an open line	Barricade tape or plastic netting	1.25 metres from nearest running rail of an open line		Fence at least 2 metres from nearest running rail of an open line	No restriction on speed	No restriction on speed
	Train speed 0-40mph	Train speed 41-125mph													
Rigid or tension barrier or permanent fence	at least 1.25 metres from nearest running rail of an open line	at least 1.25 metres from nearest running rail of an open line													
Barricade tape or plastic netting	1.25 metres from nearest running rail of an open line														
Fence at least 2 metres from nearest running rail of an open line	No restriction on speed	No restriction on speed													
3	Separated site of work	Protection	The table below shows when a Site Warden (SW) is needed <table><tr><th>Distance to nearest line</th><th>Size of Group</th><th>SW needed?</th></tr><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></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	Lookout warning – maximum permissible line or temporarily restricted to 25 mph	Warning	Where a site Lookout(s) is 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. THIS SHALL ALWAYS BE REGARDED AS THE LAST RESORT COMPANY DIRECTOR APPROVAL IS REQUIRED												

Table 4 – Hierarchy of control for operational risks

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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

- Site Lookout warning – this shall only be allowed where the line speed is a maximum permitted of 25mph or A line has temporary restriction to 25mph or less imposed.
- reintroduction of Lookout warning at any location where alternative SSOW are already in use, e.g., line block, separated or other warning systems are used.
- All Lookout warning – this shall be planned in advance, no unplanned use shall be allowed, including incident response.

4.2.3.3 Walking Hierarchy

The Planner shall:

- a) start at the top of the walking hierarchy in Table 4a;
- b) only move down the hierarchy if:
 - 1) the highest available SSOW cannot be used;
 - 2) the next highest option is the safest and most suitable;
- c) record this justification in the SWP, and within the [planning system](#).
- d) for additional guidance on walking past known areas of limited clearance refer to Appendix D.

Site Wardens shall not be selected for a walking component in accordance with GERT8000 Rule Book.

No.	Walking Component	Type	Description
1	A SSOW shall be planned in accordance with the hierarchy of control for operational risk (See note above)	SSOW	Refer to the table 4
2	3 meters from the nearest running line	Lineside	No SSOW required unless the area known as on or near the line will be entered when walking. If that is the case either option 1, 3 or 4 in the walking component(s) shall be included in the SWP
3	At least 2 meters from the nearest running line	Line speed 100mph or above	The walking access and egress component to have been risk assessed
4	At least 1.25 meters from the nearest running line	Line speed 100mph or below	The walking access and egress component to have been risk assessed

Table 4a. Hierarchy of control walking

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

4.2.3.4 Protection and 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](#).

1. Line Block Protection System Engineering Control Primary	Additional planning considerations
Line blockage + Remote Control ACOD / TCOD - permanent installation	Walking shall be planned as a 'component' to access and egress a site of work. Walking to go to a new site of work shall be planned. A SSOW will be required to install / place or operate equipment (as required) If a site of work is static, separated two metres (6ft 6 ins) from the running line a Site Warden(s) will be required. All the above may be planned in one SWP
Line blockage + remote disconnection device (RDD)	
Line Blockage + Route restriction (signalling control system)	
Line blockage + signal disconnection (remote - technician's terminal)	
Line blockage + remote safety switch (RSS)	
Line blockage + Remote Control TCOD - portable, electronic	
2. Line Block Protection System Engineering Control Secondary (Non-Digital)	
Line blockage + signal disconnection (lineside disconnection)	
Line blockage + staff/token: 2 signallers involved; token given to COSS	
Line blockage + TCOD - portable, cable.	
Lock Out Device E - LOD(E): Protection Systems for Railway Undertakings	
Lock Out Device K - LOD(K) Captive Key	
Line blockage + staff/token: 1 signaller involved; token given to COSS	
Line blockage + Scottish tokenless block additional protection	
Line blockage + Scottish tokenless block system (Elgin line)	
Line blockage + Signal Post Replacement Switch	
Lock Out Device D - LOD(D) Fixed Train Detection Interruption Device	
Lock Out Device T - LOD(T) Key Enabled	
Line blockage + staff/token: 2 signallers involved; token retained by signaller	
Line blockage + absolute block additional protection (using lockable collar)	
Line blockage + staff/token: 1 signaller involved; token retained by signaller	
Line blockage + absolute block additional protection (using block instrument)	
Line blockage + English tokenless block additional protection	
3. Track Warning System Fixed System	
ATWS Train sensors fixed, hard wired to terminations at the site of work	
ATWS Train sensors fixed, hard wired to the fixed, permanently powered warning equipment at the site of work	
Signal Controlled Warning System	
Train Activated Warning System (TAWS)	
Train Operated Warning System (TOWS)	

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

ATWS Train sensors fixed	
SATWS Train sensors fixed, hard wired to terminations at the site of work	
SATWS Train sensors fixed, hard wired to the fixed, permanently powered warning equipment at the site of work	
SATWS Train sensors fixed	
4. Line Block Person activated	
Line block + EPR (verified)	
Line block + EPR (unverified)	
Line blockage + detonators + Red flag/light	
Line blockage (simple)	
ATWS portable	
SATWS portable	
5. Open Line Person Activity	
Lock Out Device P - LOD(P) Inhibition of Bi-directional Moves	
Lookout (site) Only	

Table 5 – Hierarchy of protection and warnings systems

4.2.4 Verify the SWP

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

- a) confirmed the work to be undertaken is clearly described in the SWP;
- b) confirmed the suitability of access and egress arrangements depending on the work, tools and materials required;
- c) confirmed there is suitable first aid (NR/L2/OHS/0110 – First Aid at Work);
- d) confirmed that all site risks have been properly identified and required control measures are in place e.g. an isolation and CRP/OLP when working on or near to CRE/OLE;
- e) confirmed additional control measures required such as task lighting/specialist Personal Protective Equipment (ear defenders etc.);
- f) confirmed additional task equipment affecting the [SSOW](#), trolleys/plant etc.;
- g) confirmed any additional supporting roles required to establish and maintain the [SSOW](#);
- h) reviewed the [SSOW](#) method that the Planner selected from Table 4;
- i) reviewed the selection of protection and warning systems within Table 5;
- j) Confirmed suitable gender specific welfare facilities (NR/L3/INI/CP0036 – The provision of welfare facilities).
- k) if required advised the Planner of any errors/omissions found in the SWP;

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 or electronic equivalent.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Where the SWP is not correct, the checked 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 by the person in charge.

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.

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.

Lookout SSOW shall not be permitted as cyclical SWPs unless approved by a [Network Rail Company Director](#)

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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 effectively undertake work.

If activities are delegated, the delegated role shall receive from the person in charge:

- A briefing on the delegated tasks
- Access to the safe work pack
- Reach a clear understanding on the frequency of communication and timescales of the work

The delegated COSS shall always be in sight of and be able to always communicate with the person in charge.

The following are examples where delegation will be allowed:

- a) where a pre-planned, specialist COSS certification is required for a specific task/area competence, that 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
 - 3) Welding
 - 4) High Performance Switch Systems (HPSS)
 - 5) Electrical and/or plant activities
- b) when the person in charge is required to be a [Rail Incident Officer](#)
- c) When acting as Site Warden

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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	- 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	- 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	- 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	- 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.
Walking access and egress from the site of work	- The walking access and egress that clearly shows the route to and egress from the site of the work. - Any limited clearances that cannot be avoided in the walking route(s) are clearly indicated.	- Not including walking routes in the SWP - Not including any known limited clearances that cannot be avoided
Planning the SSOW	- The SSOW is adequate for the location and task and operational risk. - The running line(s) to be worked on and limits of the safe working area are clearly indicated. - The SSOW planning process shall use the next highest available choice within Table 4 and Table 5 - Details of the arrangements required when working on or near to CRE or OLE - Details the LCV arrangements required. - Details of the runaway risk mitigations as required.	- 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 - That the SWP includes other information that are not required for the access, egress and the work to be undertaken. - In electrified areas there is no reference to the safety requirements where work is planned to take place on or near to CRE/OLE
Planner and person in charge relationship	- 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.	- 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.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Task Risk Controls	- Follow principles of eliminate, reduce, isolate & control. - TRCS, WARAs/WPPs and TBS and any permits to work included, e.g., lift plan, isolation permits. - 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.	- Inadequate controls with inappropriate delegated owners. - It would be very unusual for an adequate SWP to have no specific risk control measures. - Risk control measures are included that do not apply to the task/work to be undertaken
Welfare	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.	The SWP does not consider welfare or make provision for all the work group.

Table 6 – Guidance to what a good SWP looks like

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) The RM shall record the reasons for the change in person in charge.
- g) 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.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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

5.2 Risk control

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

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

5.3 Briefing the workgroup before starting works

The person in charge shall:

- confirm the SWP can be delivered as planned, if not see clause 5.4
- brief the group on the SWP and requirements in accordance with GE/RT8000 Rule Book, including re-briefing where there are any changes to walking access and egress route, the task, site and/or operational risks, location, or personnel (e.g., change of shift);
- where technical briefs need to be provided, confirm those briefings are delivered by a technically competent person;
- confirm the people carrying out these roles have signed the RT9909 form to confirm their understanding.

5.4 On-site arrangements during work

The person in charge shall always setup and continuously maintain/observe/review the planned SSOW: if there is reason to amend or stop work:

- confirm all members of the workgroup are in a position of safety and suspend the works;
- brief the reason(s) for suspending the work with the workgroup;
- discuss with RM or out of hours support required for onsite change(s);
- discuss with RM or out of hours support about using a different level SSOW;

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

- e) if agreed get an authorisation number from the RM;
- f) if no other options are available, if required apply [WorkSafe](#) procedure;
- g) if no changes can be agreed for the SSOW the work shall be cancelled;
- h) record the reason for the changes in the planning system and/or on RT9909 COSS Record of Arrangements form.

5.5 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.

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

5.6 At the end of the shift

When work is finished the person in charge shall confirm: all the work group are in a position of safety, any equipment has been safely removed and secured as required, that the line is clear safe for the passage of trains.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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

5.7 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 or electronic equivalent;
- b) return the used or unused SWP to the Planner;
- c) where SWPs are unused, or errors identified, state the reason why in the SWP;
- d) record any unexpected or unplanned obstacles in the SWP and include a conversation with the planner on NR/L2/OHS/019/F01;
- e) share any best practice ideas on how the work can be planned and delivered better with the planner and the RM using NR/L2/OHS/019/F01.

6 Monitoring and Assurance

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

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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 and collaborate with 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) work with the planner to create the SWP;
- b) a shift in advance download the final RM authorised SWP to their electronic device or receive a printed version;
- c) 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.*

- d) hold one of the following competencies:
 - 1) COSS; or
 - 2) when working alone, IWA as a minimum.
- e) 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.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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	☐ SWP Validation form NR/L2/OHS/019/F01	
	☐ task risk information and controls required for the task / work only	TRCSs, relevant extracts from a WPP & TBSs appropriate for the work
	☐ site (location) risk information and controls required.	The limits of the safe working area are clearly stated, the walking access and egress are included, ALO, runaway risk mitigations
	☐ Permits, where applicable	electrical, isolation, hot works, confined spaces
	☐ welfare facilities and their location	Consider gender specific requirements, changing facilities and toilets etc.
Operational Risk Controls	☐ part completed RT9909 Record of arrangements	Complete the sections marked with an *
	☐ part completed NR3180 form(s)	where blockage(s) of the line are part of the SSOW
	☐ possession arrangements details, including protection/warning arrangements	See Module 3 for protection/warning arrangements. See Module 2 for planning in a possession
	☐ safe access and egress information including walking to and from site	Planned components in the SWP
	☐ 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;
	☐ National Hazard Directory extracts	that are relevant to the work and location (these may be included on the RT9909 form);
	☐ signalling or track diagrams were used	Suitable to the location
	☐ emergency arrangements	Nearest 24hr A&E, 1 st aiders

Table A.1 – SWP Minimum Contents

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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;

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

- 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) Planned unassisted Lookout SWPs, why was the SSOW planned?
- d) Unassisted Lookout planned and implemented, up to 10 SWPs per period in addition to clause a) above or part of clause b) above;
- e) any planned returned SWPs not implemented, what was the reason?
- f) the causes why a used SWP was not returned;
- g) RM shall record any SWPs with amendments or changes;
- h) Confirm the planners and the person in charge collaborated on SWPs;
- i) RM shall discuss any errors or changes with the person in charge (person in charge) and Planner for future planning;
- j) RM and a more senior line manager shall also record and review for trends:
- k) when the person in charge planning the work changes prior to a shift in advance;
- l) the number of times the person in charge changed on each shift in 5.1.1 of NR/L2/OHS/019;
- m) the reasons for the change in 5.1.1 of NR/L2/OHS/019;
- n) the number of times a lower SSOW was authorised in 5.1.5 of NR/L2/OHS/019;
- o) the reasons for the change in 5.1.5 of NR/L2/OHS/019.
- p) retain records in accordance with NR/L1/INF/02220 - Document and Records Management

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

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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:
 - 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

The business shall have assurance of NR/L2/OHS/019 in its annual function audit programme in line with the requirements of NR/L2/ASR/036/01 Functional Audit Programme.

Functional audit is required to test the extent to which the controls identified in NR/L2/OHS/019 and its modules have been implemented. This shall be a test of what and how it was achieved.

Where non-implementation is identified the audit shall determine whether this is a local compliance issue or whether control design requires improvement including the effectiveness of the level 1 assurance activity.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

This might 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.

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 Planning on behalf of Principal Contractors

The principal contractor may use externally sourced planners rather than the preferred in-house capability.

The responsible manager shall work for the principal contractor (employee, contracted to), they shall be required to approve the SWP in accordance with NR/L2/OHS/019.

The externally sourced planner shall hold the Safety System of Work Planner competence in accordance with NR/L2/CTM/209 Competence and Training in safe system of work planning.

The externally sourced planner shall create the SWP in accordance with the requirements of NR/L2/OHS/019.

The person in charge shall review and verify the SWP in accordance with the requirements of NR/L2/OHS/019.

B.5.5 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

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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, e.g. – 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)
Conductor Rail Equipment /Conductor Rail	A rail supported on insulators on the outside of the running rails and through which electricity is supplied to electric trains. Third Rail - A rail supported on insulators on the outside of the running rails and through which electricity is supplied to electric trains. Fourth Rail – A rail supported on insulators in the four foot, used to conduct return traction current, that is treated as CRE
Conductor Rail Permit	A form of authority signed and issued by a Level A to a person in charge of a group working on, or near to, conductor rail equipment, or other equipment for which a conductor rail isolation is required. The Permit is received by a person certified as competent to do so. The purpose of the form is to make known to the person in charge exactly which equipment has been made electrically safe to allow work to commence.
Construction Services	Provide engineering and construction assurance services to ensure that all rail infrastructure projects meet the required technical, quality, and safety standards. Our team conducts thorough audits, inspections, and certifications during both the design and construction phases to guarantee compliance with all relevant regulations and best practices.
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
Electrified Area	An area of the railway network where Conductor Rail Equipment, Overhead Line Equipment or both, and the associated high voltage electrical distribution equipment, are present to provide power to electric trains.
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

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

	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 as defined in NR/L3/OPS/084 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.
Overhead Line Equipment (OLE)	Arrangement of wires, suspended over the railway line, for supplying electricity to electric trains, together with its associated fittings, insulators and other attachments including risers, feeders, autotransformer feeders, overhead line disconnectors, jumpers and return conductors.
Overhead Line Permit (OLP)	Form of declaration signed and issued by a Nominated Person to the Controller of Site Safety (COSS), Designated Person (DP), or Distribution Level A (LA) concerned with the work to be carried out on or near to electrical equipment using the Form C 'Overhead Line Permit'.
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 of possession (PICOP)
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.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

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: • 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.
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: • 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 fence is put up between the site of work and the nearest open line. There are three types - rigid safety barrier, plastic netting, or barricade tape.
Task Briefing Sheet (TBS)	A document for site staff that sets out: • An outline of the work to be undertaken • The available resources • Site specific arrangements for managing health and safety risks ○ i.e., preventive, and protective measures

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

	• 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
Walking	Walking to or from a site of work for a PTS, IWA, or COSS and group in the area known as lineside or on or near the line. Small tools can be carried in one hand or in a backpack.
Working	An activity being undertaken that involves mental or physical effort to achieve a purpose or result in the area known as on or near the line with a protection or warning safe system of work
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
Work segregated from the railway	Work that is defined and planned as “segregated” from the railway, in accordance with NR/L2/OHS/00130

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Appendix D Process to produce a Company Instruction for Walking on the infrastructure, past an area of limited clearance or an unplanned or unexpected obstacle.

D.1 Minimum Requirement

To allow a route or function to create a walking company instruction for walking on or near the line when passing an unexpected or temporary obstacle(s) as required by Handbook 6 Clause 2.1 & 2.2 & Handbook 7 Clause 5.1 & 5.2.

Compliance with the Rule Book: Handbook 6 Clause 2.1 & 2.2 Handbook 7 Clause 5.1 & 5.2

D.2 Scope of the company instruction

Any company instruction developed using the process in this Appendix D shall apply where 'walking' is the only activity. No work shall be undertaken using the company instruction.

The company instruction shall cover the requirements of Handbook 6 Clause 2.1 & 2.2 & Handbook 7 Clause 5.1 & 5.2.

The instruction shall be provided and briefed to Individual Working Alone (IWA) and Controller of Site Safety (COSS) for how to implement the rules on site for unexpected or unplanned obstacles.

Planners shall be provided with the instruction on how to plan and deal with known limited clearances.

The company instruction shall only be applied during the hours of daylight. It shall not be used in poor visibility or darkness a SSOW in accordance with Table 4 of this standard will be required to go round the obstacle.

D.3 Planning - Walking past a known area of limited clearance

The Planner and the IWA/COSS shall consult on the walking component of the SWP.

Where practicable walking should be facing the direction of normal travel.

The Planner and the IWA/COSS shall:

- a) confirm the location of known obstacles and limited clearances; and
- b) decide the safest options for walking using the following hierarchy:
 - 1) 1st choice (Eliminate risk): Use an alternative route that does not involve going on or near the line.
 - 2) 2nd choice (Isolate risk): Set up a safe system of work. For these short walking activities, it is likely that Simple Line Blocks rather than Line Blocks with additional protection are reasonably practicable.
 - 3) 3rd choice (Control risk) Confirm that:
 - it is possible to move safely past the obstacle; The position of safety shall be clearly visible and accessible 10 seconds before a train arrives;

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

- there is clear unobstructed sighting on both directions;
- there is a minimum of 300mm clearance from the conductor rail to the walking route? Where there is a conductor rail outside the Cess rail, do not step over the conductor rail or the Cess rail to walk in the four foot unless a line block is taken.

The planner shall record the decisions in Rail Hub Section 13 of the Safe Work Pack.

They might be different if other planning systems are used.

If the 3rd choice is selected, then the IWA/COSS shall risk assess when on site using the Check List.

If all requirements of the Check List are met, then the IWA/COSS may implement the Company Instruction and walk around the obstruction provided.

D.4 The walking instruction for on-site use - Reaching an unexpected or unplanned obstacle

D.4.1 The actions to take when reaching the unexpected obstacle

Decide if the obstacle is a potential danger to passing trains or members of the workforce. If it is, then it shall be reported to Route Control immediately.

The IWA/COSS shall discuss with the group and decide the options for safe walking using the following hierarchy:

- a) 1st choice (Eliminate risk): Use an alternative route that does not involve going on or near the line.
- b) 2nd choice (Isolate risk): Set up a safe system of work.
- c) 3rd choice (Control risk): The IWA/COSS shall risk assess using the check list in the known are of limited clearance.

If all requirements of the Check List are met, then the IWA/COSS may implement the company instruction and walk around the obstruction provided.

IWA: When safe to do so the IWA shall make the decision to move round the obstacle.

A COSS and a group: The COSS shall make the decision for each group member when it is appropriate to move round the obstacle one person at a time.

D.4.2 Reporting an unexpected obstruction

The company instruction shall include the reporting requirements on completion of work.

As a minimum the IWA or COSS shall report the unexpected obstacle to the safe system of work planner as required in accordance with NR/L2/OHS/019.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

D.4.3 Minimum check list of requirements for going round the unplanned or unexpected obstacle

The following requirements shall be met before walking past an unplanned or unexpected obstacle:

- a) it is possible to safely move past the obstacle (Position of Safety shall be clearly visible and accessible at least 10 seconds before a train arrives);
- b) there is clear unobstructed sighting in both directions;
- c) there is a minimum of 300mm clearance from the conductor rail to the walking route? Where there is conductor rail outside the Cess rail, do not step over the conductor rail or the Cess rail to walk in the four foot unless a line block is taken;
- d) a brief has been provided on the action needed to go past the obstacle, and the location of the position of safety.

The above may be supplemented by additional requirements as required.

Definitions of terms used

For this instruction, the following terms and definitions apply.

Term	Definition
Component planning	Where in a SWP planned in accordance with NR/L2/OHS/019 is divided into separate parts to achieve the overall SWP requirements. (Walking to site, undertaking the activity, egress the site = three components)
Limited Clearance	here is no position of safety on this side if the railway. for the length of the structure. It is not safe to enter or stand at that location when a train is approaching. Signs are provided where there is no position of safety. (continuous or discrete) for 2 metres or more in accordance with NR/L2/OHS/069
Obstruction / Obstacle	Anything that impedes the safe movement of a person. on foot and may inhibit access to a position of safety.
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.
Unexpected or unplanned obstacle	An obstacle that was not expected to be there during the planning of work
Walking	Walking to or from a site of work for a PTS, IWA, or COSS and group in the area known as lineside or on or near the line. Small tools can be carried in one hand or in a backpack.
Working	An activity being undertaken that involves mental or physical effort to achieve a purpose or result in the area known as on or near the line with a protection or warning safe system of work

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Appendix E Using Crossing the Line Procedure (CTLP)

E.1 Minimum Mandatory Requirement

Comply with the GERT8000 Rule Book reference: Handbook 6 Clause 2.1, 2.2 & 2.3, Handbook 6 Clause 3.5 Crossing the Line Procedure;

Handbook 7 Clause 2.1 2.2 2.3, Handbook 7 Clause 3.3. 5.3.

The following provides the minimum mandatory requirements for creating a CTLP location.

Refer to the National Guidance Document for Crossing the Line Procedure for more detailed information on the process for creating, using, and maintaining a CTLP.

CTLP Locations once identified as potential locations shall be risk assessed using the generic risk assessment available on request from your Route Health and Safety team or via a request to cwsafety@networkrail.co.uk

E.2 Limitations of use of a CTLP

The following requirements for use of a CTLP shall be met:

1. a CTLP is for an IWA or Group (up to 8 track workers including the COSS) to cross up to Four open lines from one position of safety to another;
2. the location shall have been identified from the planning photos, left and right of the CTLP location;
3. the Signaller shall confirm that there are no trains approaching the identified signals when checking their signal panel prior to giving permission to cross;
4. shall be planned as a walking component as required by NR/L2/OHS/019.
5. no work activity shall be undertaken using a CTLP, including patrolling, examining and inspecting.

E.3 Before a CTLP can be used

The location shall be assessed and recorded in co-operation with the local Workforce Health Safety Environment Advisor (WHSEA) or a person or persons trained and competence in risk assessment techniques.

The following shall be invited to participate and review the risk assessment:

- a) a lead or appointed are trade union safety representation;
- b) IWA;
- c) COSS;
- d) a representative of the Local Operations Management Team (LOM or MOM).

The location shall be recorded by Network Rail in the National Hazard Directory using code MCTLP.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

E.4 Once a CTLP is in use

Each time a CTLP is to be used it shall be planned as a walking component as required by NR/L2/OHS/019.

Each location shall be subject to an annual review to confirm that it continues to be suitable to use.

Any CTLP location that has had a near miss, or operation close call shall be suspended immediately, and the cause shall be investigated.

The suspension shall be communicated to all known users, the owners of planning systems and the National Hazard Directory so it can be suspended from use.

The investigation shall review the risk assessment and confirm if the location and risk assessment remain suitable.

If there is any doubt of the safety and suitability of the CTLP location it shall be removed permanently. The removal shall be communicated to the users, the owners of planning systems and the National Hazard Directory so it can be removed.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

Appendix F Planned Crossing Points (PCP)

F.1 Minimum Mandatory Requirement

Comply with the GERT8000 Rule Book reference: Handbook 6 Clause 2.1 & 2.2
Handbook 7 Clause 5.1 & 5.2

The following provides the minimum mandatory requirements for creating a PCP location.

Refer to the National Implementation Plan for Planned Crossing Points for more detailed information on the process for creating, using, and maintaining a PCP.

The location once identified as a potential to use a PCP shall be risk assessed using the generic risk assessment available on request from your route safety team or via a request to cwsafety@networkrail.co.uk

F.2 Limitations of use of a PCP

The following requirements for use of a PCP shall be met:

1. a PCP shall only allow a group (three track workers and the COSS) or an IWA to cross two open lines one position of safety to another;
2. the location shall be indicated by a sign either side of the PCP;
3. there shall be no trains approaching when beginning to cross;
4. the location shall have suitable demarcation provided to funnel staff to the correct location to cross the open lines;
5. shall be planned as a walking component as required by NR/L2/OHS/019;
6. a PCP shall only be used during daylight and good visibility in the potential directions of travel;
7. no work activity shall be undertaken using a PCP this includes patrolling, examining, and inspecting.

F.3 Before a PCP can be used

The location shall be assessed and recorded in cooperation with the local Workforce Health Safety Environment Advisor or a person or persons trained and competence in risk assessment techniques.

The following shall be invited to participate and review the risk assessment:

- a) a lead or appointed are trade union safety representation;
- b) IWA;
- c) COSS.

The sighting and distance requirements shall be identified.

The location shall be recorded by Network Rail in the National Hazard Directory using code MPCP.

Ref:	NR/L2/OHS/019
Issue:	13
Date:	06 December 2025
Compliance date:	06 December 2025

F.4 Once a PCP is in use

Each time a PCP is to be used it shall be planned as a walking component as required by NR/L2/OHS/019.

Each location shall be subject to an annual review to confirm that it continues to be suitable to use.

Any PCP location that has had a near miss, or operation close call shall be suspended immediately, and the cause shall be investigated.

The suspension shall be communicated to all known users, the owners of planning systems and the National Hazard Directory so it can be suspended from use.

The investigation shall review the risk assessment and confirm if the location and risk assessment remain suitable.

If there is any doubt of the safety and suitability of the PCP location it shall be removed permanently, and this communicated to the users, the owners of planning systems and the National Hazard Directory so it can be removed.

Standard and control document briefing note

Ref: NR/L2/OHS/019		Issue: 13
Title: Safety of People at work on or near the line		
Publication date: 06 December 2025		Compliance Date: 06 December 2025
Standard/Control Document Owner: Head of Corporate Safety		
Standard change lead/contact for briefings: Martin Biggin		Tel: 07919 470611
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.		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; e) work that is segregated from the railway but is in an electrified area where there is a risk of inadvertent contact/damage to conductor rail equipment / overhead line equipment. 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); 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.
What's new, what's changed and why: The work was required to change the Hierarchies of control for 'Safe Systems of Work' and 'Protection and Warning Systems,' this following Rule Book change in 2024 on walking and crossing open lines. To incorporate the findings of the HAZIDs on the systems available for protection and warning, including remote disconnection devices and other systems available. The majority of the changes are a result of end user feedback. The update will provide clarity on accountabilities in the planning process. Make it clearer what a safe work pack requires to contain. Additional content on planning consideration near Overhead Line Equipment and Conductor Rail Equipment has been added. The process of a person in charge delegating duties to a COSS will be clarified on the requirements of this process. Added content of what a walking company instruction requires to contain is included. The crossing the line procedure and planned crossing points requirements are included for the first time. Detail of change Section 3, Accountabilities and responsibilities, table 2 has been rewritten to clarify who can do what in the planning process, feedback from end users said it was previously open to interpretation. New supporting text has also been provided to aid understanding another request by end users. Section 4, the text has been amended to state the planner shall collaborate with the person in charge, an amber clause. Section 4.2.3, contents of a safe work pack, table 3 has been amended to include more consideration on task risk, as well as crossing the line procedure and planned crossing points. In Site risk, there is more reference to electrical hazards as well as more examples of permit types.		

The Hierarchies of control for 'Safe Systems of Work' and 'Protection and Warning Systems' have been updated, this to align the standard to recent risk work undertaken on walking on or near the line, the reduction in unassisted Lookout working and a review and risk update of the systems available for protection and warnings. The later table has had a redesign.

A new walking hierarchy has been developed to aid planning when walking on or near the line. This following feedback from planners and other standard users.

Section 4.2.7, clarify the requirements of delegation of work from person in charge to a COSS. From user feedback, they wanted the standard to be clearer on the how it could be done and more examples of what could be delegated.

Section 4.2.8 What does a good safe work pack look like, table 6 has been updated to make the standard clear on the requirements of the content of safe work pack to reduce unnecessary content being added.

Walking access, egress to and from a site of work has been added to make it clear what needs to be included in the walking components.

More content has been added on making sure the site of work is clearly indicated in an aim to reduce teams working at the wrong location. In addition, more on electrical hazards has been included.

Section 5.7 completing and returning the SWP, new clauses have been added on reporting unplanned and unexpected obstacles to the planner. A new clause on sharing best practice ideas with the planner has been included.

Appendix B, Monitoring, and assurance framework guide has amended:

B.5.1, the functional audit requirements has been amended to reference NR/L2/ASR/036 Module 1 Functional Audit Programme.

B.5.5, new text has been added on when a sub-contractor plans on behalf of principle contractors.

Appendix C Definitions, new definitions have been added for conductor rail equipment and permits, definitions on walking and working have been added for the first time to aid planners, persons in charge on the differences.

Appendix D, guidance on what a walking company instruction must contain has been added, this following Rule Book change in December 2024 as not all users will use the Network Rail version.

Appendix E, Using crossing the line procedure, this has been added and gives the minimum mandator guidance on the requirements of the procedure for the industry use of the procedure.

Appendix F planned crossing points, this has been added and gives the minimum mandator guidance on the requirements of the procedure as the industry use of the procedure.

Module 4 has had a name change due to the creation of 'Construction Services'.

Affected documents

<u>Reference</u>	<u>Issue</u>	<u>Impact</u>	<u>Document type</u>
NR/L2/OHS/019	12	Superseded	Standard
NR/L2/OHS/019/04	2	Superseded	Module

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 site.

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	All 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

OFFICIAL

O	Operations Risk Advisor	Regions	Y
Briefing (O-Overview/ D-Detailed)	Role	Function	Responsible for cascade briefing? Y/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

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

Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
Compliance date:	02 September 2023

NR/L2/OHS/019

Module 01

Planning and working for fault, failure, and incident response

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.
© Copyright 2023 Network Rail.

Uncontrolled copy once printed from its electronic source.

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



Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
Compliance date:	02 September 2023

Contents

1 Scope.....	3
2 Planning process.....	3
3 Producing the IRP	4
4 Onsite activities	5
5 When the RIO is required to delegate duties	6
6 Finish work	6
Appendix A Definitions	7

Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
Compliance date:	02 September 2023

1 Scope

This module covers the additional considerations for planning a Safe System of Work (SSoW) for fault, failure, or Incident Response where:

- a) the planning processes and timescales within NR/L2/OHS/019 cannot be used;
- b) a fault, incident number has been generated by [Route/Fault Control](#); or
- c) a [Rail Incident Officer \(RIO\)](#) or [Pilot](#), [Hand-Signaller](#), or other competent roles as appropriate, are appointed for an emergency or failure.

This module applies to responsible managers (RM), planners, persons in charge (person in charge) and anyone involved in the planning and working during incident response.

For the purpose of this module, safe work packs (SWP) are collectively referred to as [Incident Response Packs](#) (IRP)

The person responding to contact by Route/Fault Control will normally be the person in charge.

2 Planning process

The person in charge shall:

2.1 Receive a call about the fault, failure, or incident with relevant information from Route/Fault Control including:

- a) a fault or incident number;
- b) fault, failure, or incident details.

2.2 Discuss with the Signaller:

- a) location information such as, mileages, line(s) affected;
- b) the highest level of protection and hierarchy of control available at site;
- c) immediate actions taken by the signaller(s) – all required lines blocked, and trains stopped.

2.3 Decide what tasks, resources and access arrangements are needed to deal with the fault, failure, or incident.

2.4 In line with Figure 1, agree a level of protection with the Signaller and receive an authority number.

2.5 In line with Figure 1, delay works where a level of protection cannot be agreed and inform Route Control.

Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
Compliance date:	02 September 2023

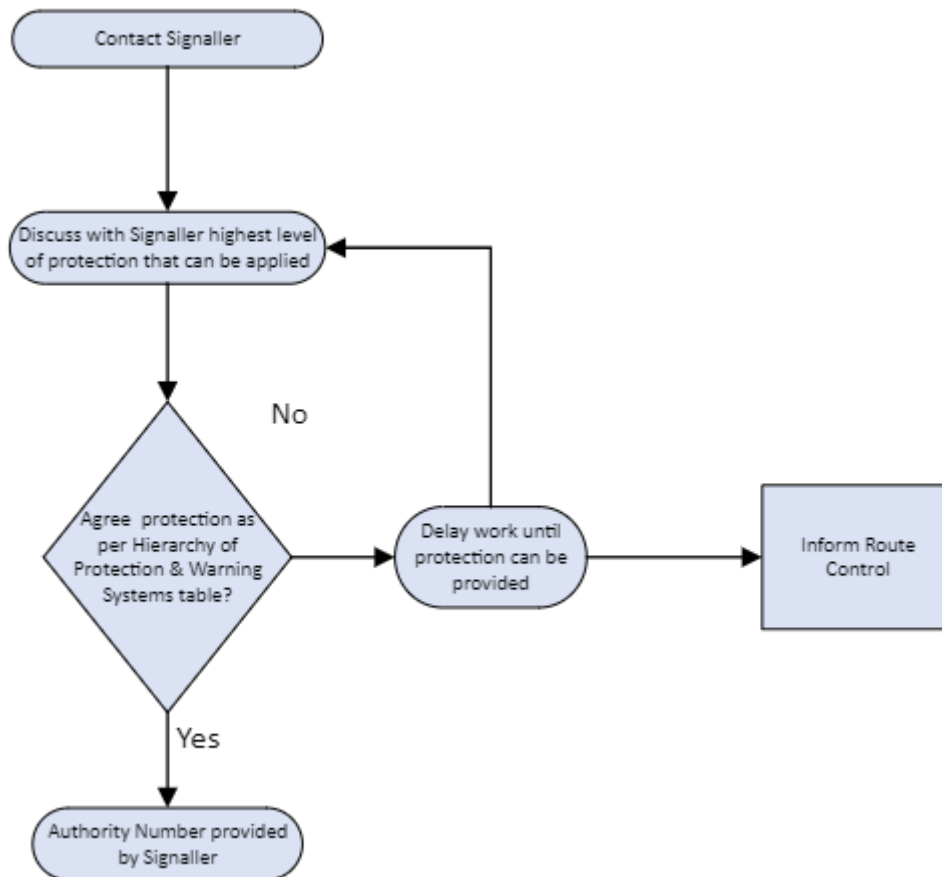


Figure 1 – Agree protection with the Signaller

3 Producing the IRP

- 3.1 Where timescales permit, a SWP shall be produced by a planner and shall be verified and authorised in line with 4.2.4 and 4.2.5 of NR/L2/OHS/019.
- 3.2 Where the person in charge has access to the relevant planning software, they shall create the Incident Response Pack (IRP) in line with Table 3-contents of a SWP, of NR/L2/OHS/019.
- 3.3 The IRP does not need reviewing and authorising when produced by the person in charge as per Figure 2.
- 3.4 A paper copy of the IRP shall only be produced when the electronic device has failed.

Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
Compliance date:	02 September 2023

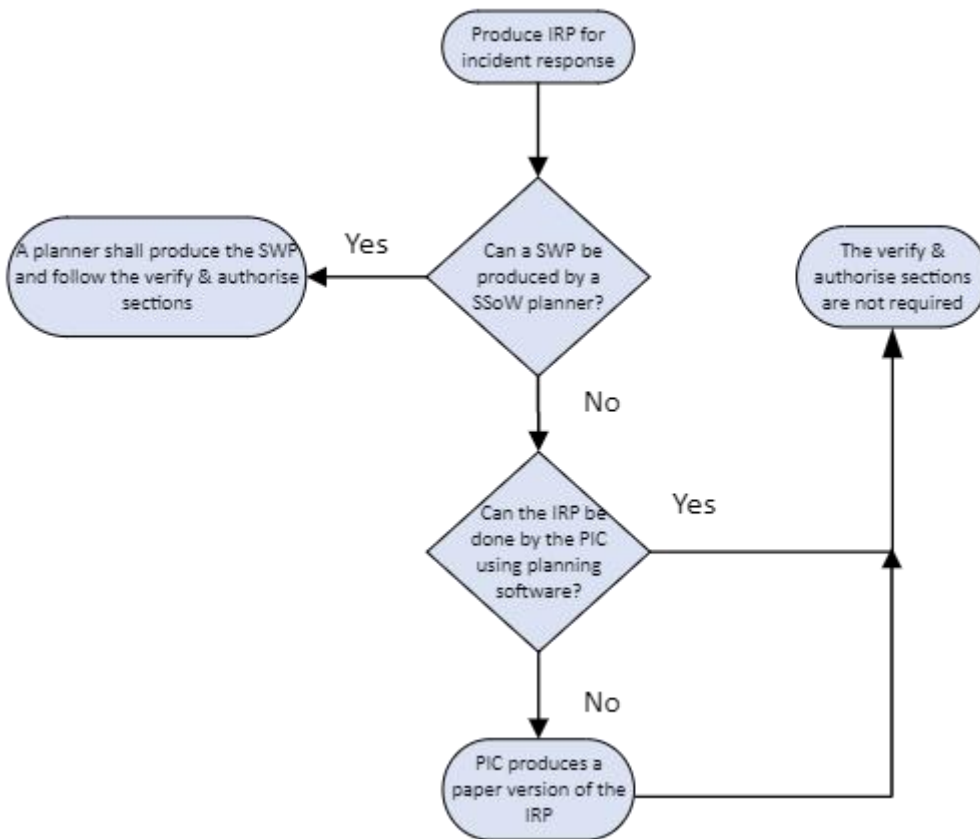


Figure 2 – Production of the Incident Response pack

4 Onsite activities

The person in charge shall:

4.1 Identify site, task and/or operational risks that need further control.

4.2 Identify the most competent person(s) to manage those risks.

Examples include but are not limited to:

- a) Level Crossing Attendant to locally operate a level crossing;
- b) Points Operator to operate Switches & Crossings;
- c) Site Warden to stop people straying outside the separated site of work;
- d) Emergency First Aid at Work appointee(s);
- e) specialist task competence such as Signal Maintenance Technician Handbook.

4.3 Brief the workgroup and allow work to start.

4.4 Confirm the people carrying out these roles in 4.2 have signed to confirm their understanding.

4.5 Implement and maintain the SSoW until work is complete.

4.6 Update the Signaller and Route Control on progress.

Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
Compliance date:	02 September 2023

5 When the RIO is required to delegate duties

The RIO shall:

5.1 Appoint a person in charge to take on the SSoW duties.

5.2 Request a [Protection Controller](#) when the line block is shared by the relevant groups dealing with the incident.

6 Finish work

The person in charge shall:

6.1 Hand back the line(s) in accordance with the GE/RT8000 Rule Book and NR/L2/OHS/019.

6.2 Update Fault/Route Control.

6.3 Return the IRP in accordance with NR/L2/OHS/019.

Ref:	NR/L2/OHS/019/01
Issue:	2
Date:	03 June 2023
Compliance date:	02 September 2023

Appendix A Definitions

Term	Definition
Fault Control	The departments within NR which manages faults within Network Rail (NR) infrastructure
Hand-Signaller	Appointed at a location where it is necessary to give a signal to a driver which cannot be given by means of a fixed signal such as temporary block working or single line working
Incident Response Pack	A pack of information produced by the person in charge that provides the safety arrangements for work when responding to a fault, failure and/or incident
Pilot	Appointed by Operations department to manage the movement of trains when the signalling system is degraded
Protection Controller (PC)	Where two or more COSS's/IWAs need a line block at the same place and time, a PC shall take operational control of the line block with the signaller
Rail Incident Officer	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.
Route Control	The department within NR responsible for managing operational running of each route

Table 1 – Terms and definitions

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

NR/L2/OHS/019

Module 02

Planning and working in a possession

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.
© Copyright 2023 Network Rail.

Uncontrolled copy once printed from its electronic source.

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



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

Contents

1 Scope.....	3
2 RM responsibilities for planning and working in a possession.....	4
3 Technical Support	7
4 Producing the safe work pack	7
5 Verification.....	8
6 The review and authorising of the SWP by the person in charge	8
Appendix A Definitions	9

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

1 Scope

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

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

2 RM responsibilities for planning and working in a possession

The RM shall:

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

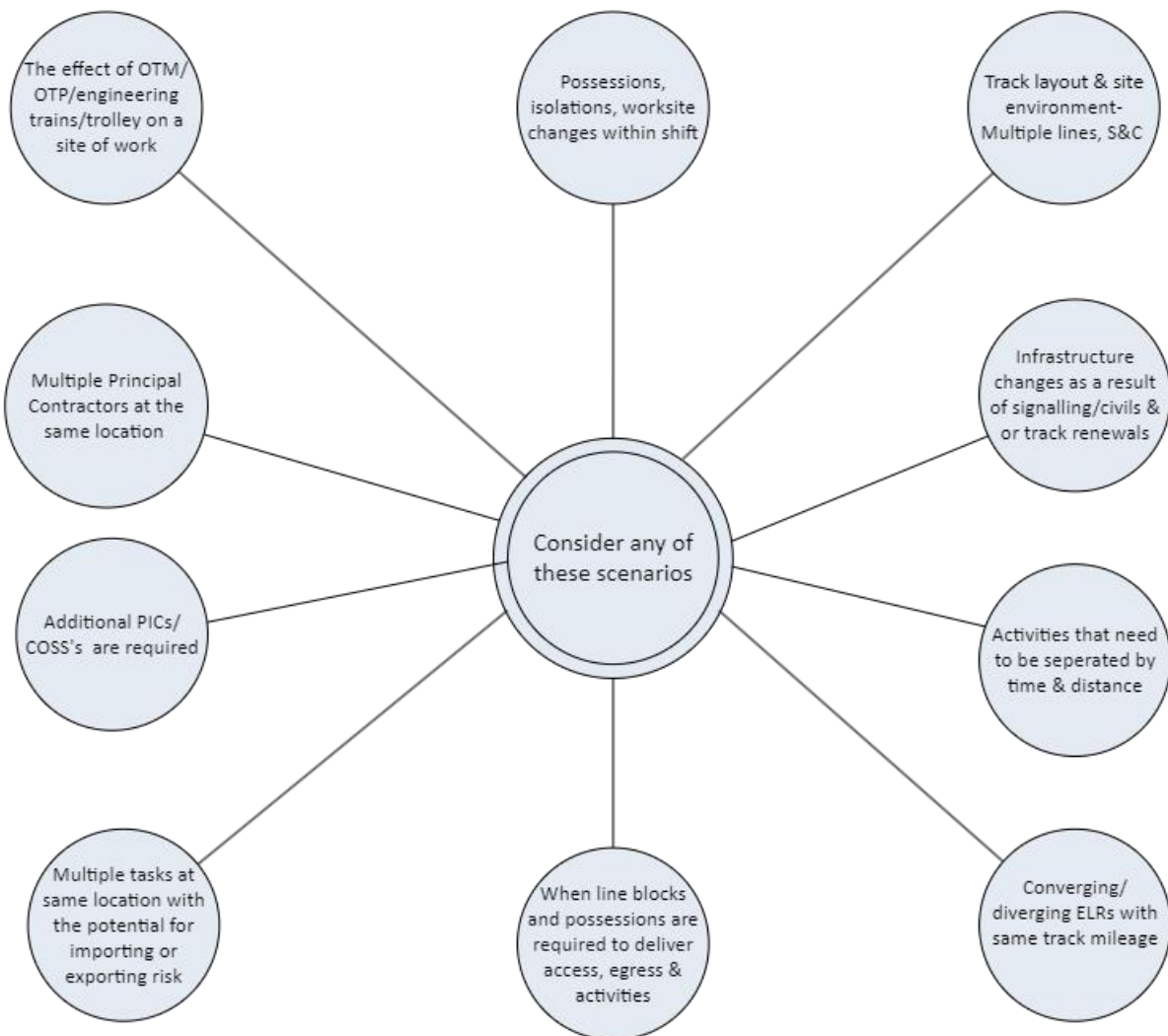


Figure 1 – What makes a complex site of work?

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

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

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

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

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

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

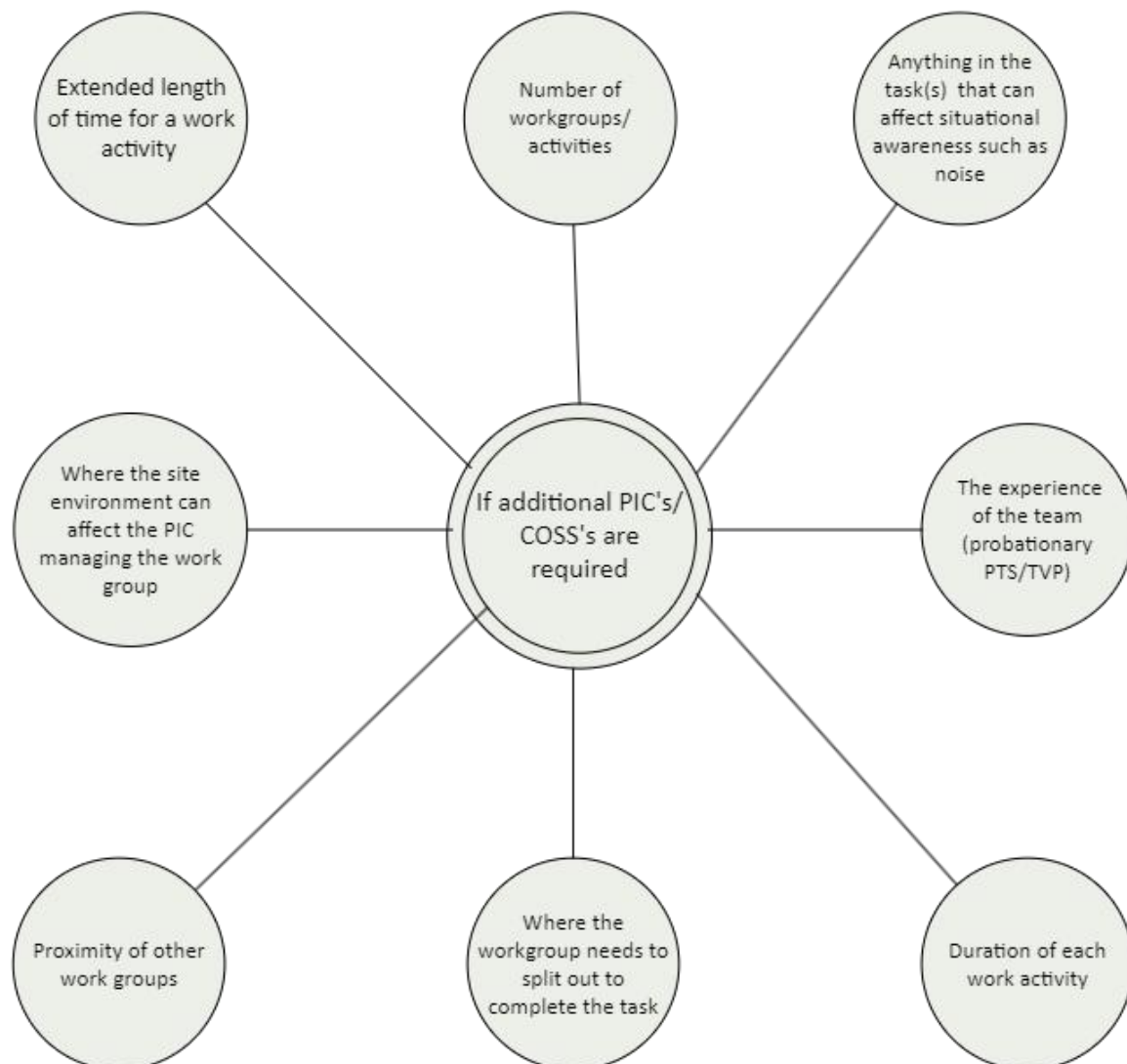


Figure 2 – If additional person in charges/COSSs are required

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

The RM should:

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

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

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

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

The RM shall:

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

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

3 Technical Support

The technically competent person may:

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

3.2 This to include (not limited to):

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

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

- ALO plan (as appropriate)

4 Producing the safe work pack

The Planner shall:

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

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

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

4.4 Communicate with other worksite owners to:

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

4.5 Consult with the person in charge when producing either:

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

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

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

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

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

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

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

5 Verification

The person in charge shall:

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

5.2 Consult with the RM for additional safety critical resources.

5.3 Consult with the ES and review:

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

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

This shall be in accordance with:

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

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

Appendix A Definitions

Term	Definition
Complex site of work	Any access, egress, and activity were importing or exporting risk, requires increased levels of planning and delivery to implement the SSoW.
Competent Person (CP)	The person who may place additional protection or key a signal. Must hold IWA as a minimum or COSS if part of a group putting out protection
Component Planning	Where in a SWP planned in accordance with NR/L2/OHS/019 is divided into separate parts to achieve the overall SWP requirement. (Walking to site, undertaking the activity, egress the site = three components)
Construction Phase Plan (CPP)	NR standardised format of a plan drawn up under regulations 12 or 15 of the Construction Design & Management Regulations
Engineering Supervisor (ES)	The role responsible for the safety of activities within a worksite
Isolation Planner	The role that plans railway electrification isolations
Person in Charge of Possession (PICOP)	The role responsible for the safety of activities within a possession
Possession Planning System (PPS)	Possession Planning System - it manages the process for booking and recording of national engineering and access requirements (possessions, worksites, temporary speed restrictions).
Personal Track Safety (PTS)	Personal Track Safety, known as PTS, is a qualification required by people who – • Go on a line • Go within 3 metres of on or near the line • Carry out engineering or technical work on a platform within 1.25 metres of its edge
Protection Controller (PC)	Where two or more COSS's/IWAs need a line block at the same place and time, a PC shall take operational control of the line block with the signaller
Points run through	A movement which runs through a trailing set of points which are not set in the correct position for the movement
Possession Planner	The role that plans worksites within possessions or line blocks
Standalone	Able to operate independently of other work taking place
Track Visitor Permit (TVP)	A person who requires access on or near the line for a specific purpose, who does not hold PTS certification and who works for a Network Rail authorised sponsor may be issued with a Track Visitor Permit
Weekly Operating Notice (WON)	Contains the engineering work for the forthcoming week

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

NR/L2/OHS/019

Module 03

Planning and working using protection arrangements and warning systems

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.
© Copyright 2023 Network Rail.

Uncontrolled copy once printed from its electronic source.

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



Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

Contents

1 Scope.....	3
2 Protection arrangements.....	3
3 Planning protection arrangements	4
4 Verifying the SWP.....	8
5 Authorising the SWP.....	8
6 The approval and implementation of the safe work pack by the person in charge	8
7 Where the line block is to be shared	8
8 Hand back of the line block by person in charge or PC.....	10
9 Warning Systems.....	10
Appendix A Definitions	11

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

1 Scope

This module describes the additional requirements of planning and working using:

- a) protection arrangements;
- b) warning systems.

This module includes the additional requirements for planning a [complex site of work](#) using protection systems.

This module applies to the responsible manager (RM), Planner and person in charge

2 Protection arrangements

The RM shall:

- 2.1 Select the most appropriate Planner and the person in charge who have the knowledge, experience and competence in the planning and use of the protection and/or warning systems.
- 2.2 Provide the Planner with the information detailed in 4.2.1 of NR/L2/OHS/019.
- 2.3 Decide from Figure 1 if the access, egress, and activity is a complex site of work.

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

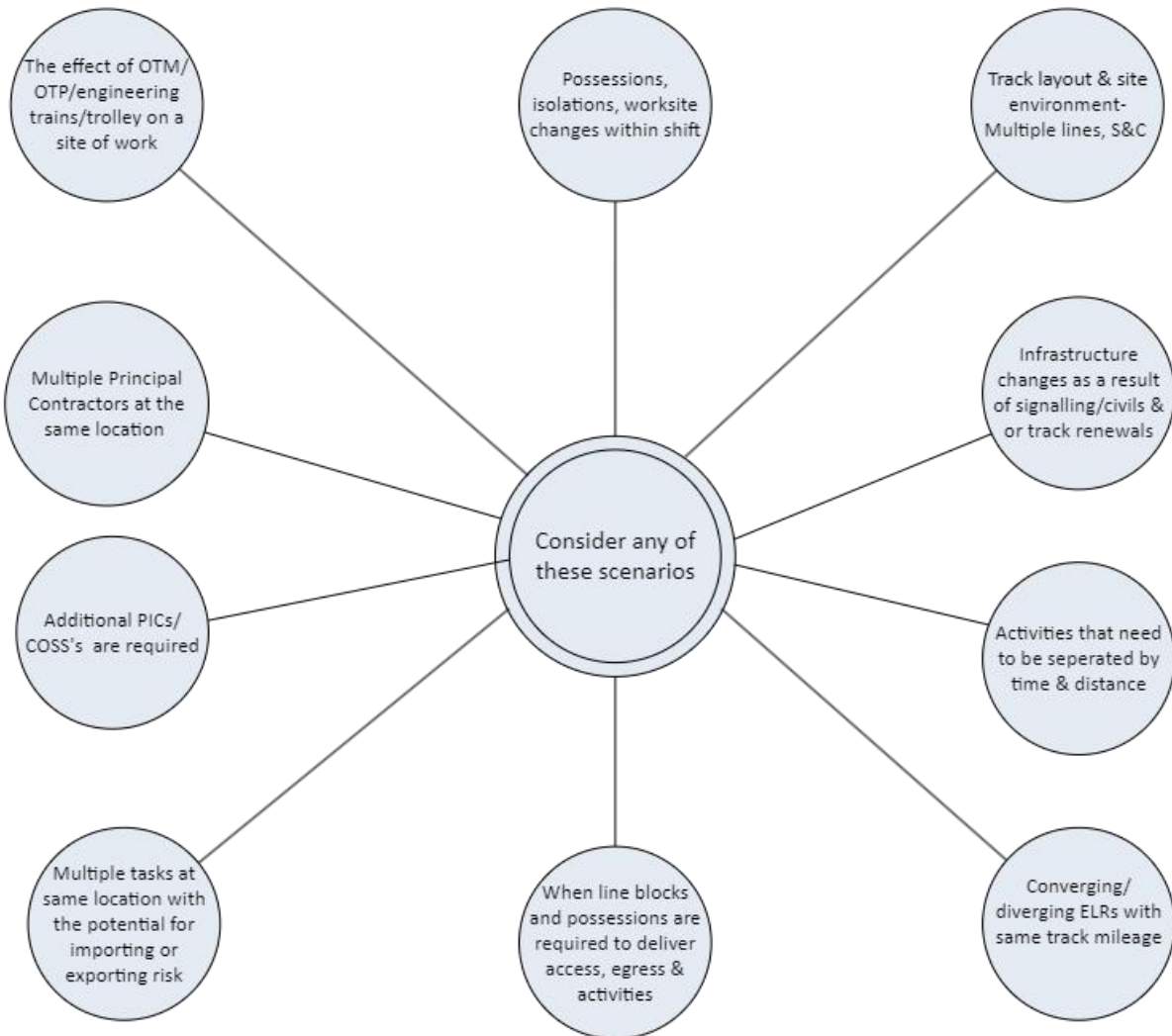


Figure 1 – What makes a complex site of work?

3 Planning protection arrangements

The Planner shall:

- 3.1 Agree with the RM shift date(s) for the work.
- 3.2 Agree with the RM whether the line block(s) are [published \(WON\)](#) or [between trains protection](#).
- 3.3 Plan to arrange access, egress and activities where work is standalone from other works, thereby reducing the potential for importing or exporting risk.
- 3.4 Follow the Hierarchy of control for operational risks in Table 4 of NR/L2/OHS/019 or, when this cannot be achieved, communicate and collaborate with the person in charge and other line block users (see clause 7 of this module) where the line block is to be shared to establish a safe method of delivery.
- 3.6 Use the flowchart in Figure 2 to decide which line block is booked and which system to use.

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

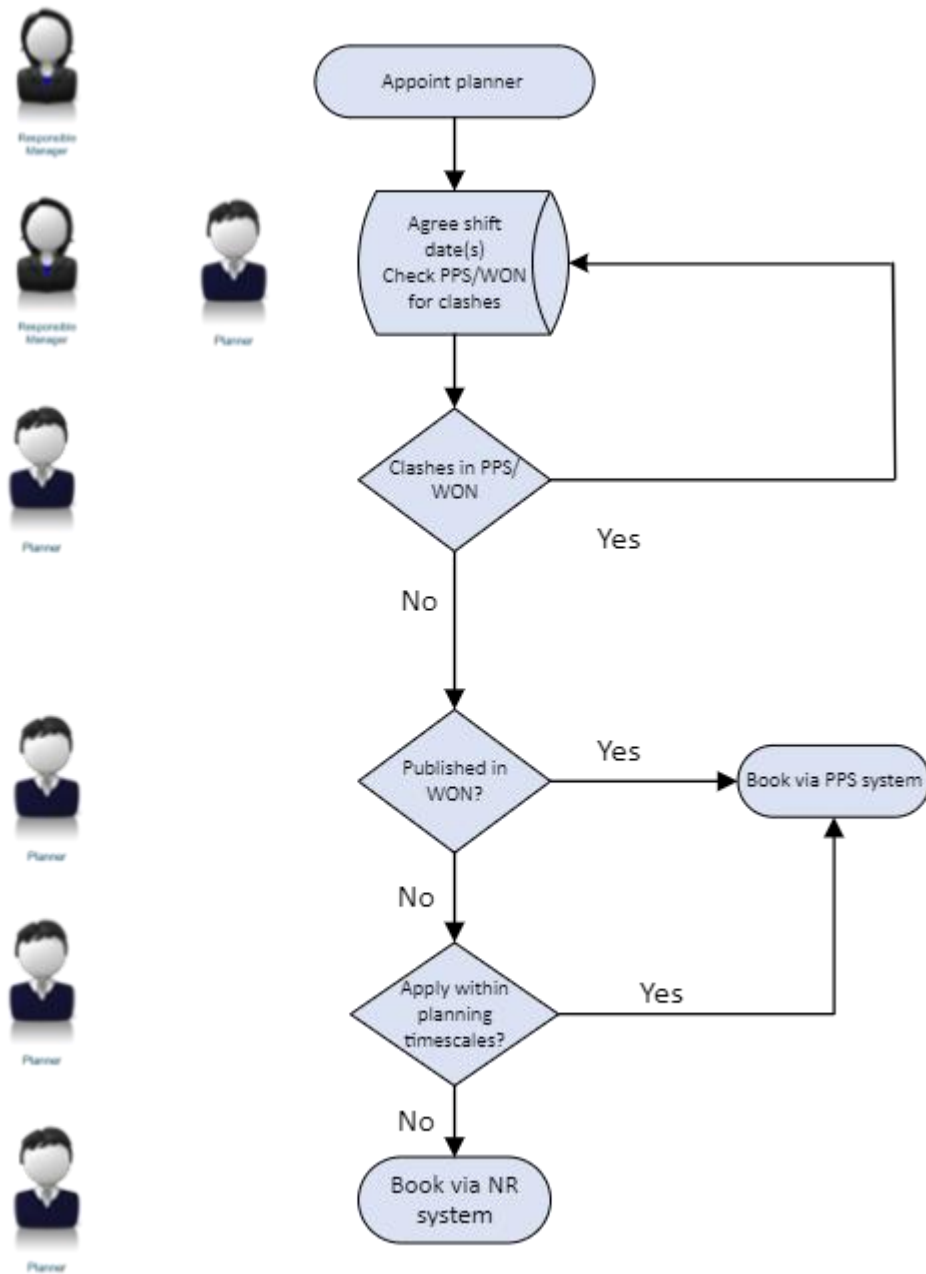


Figure 2: Decision tree on which system to use

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

3.7 Use Figure 3 to confirm the requirements of additional protection.

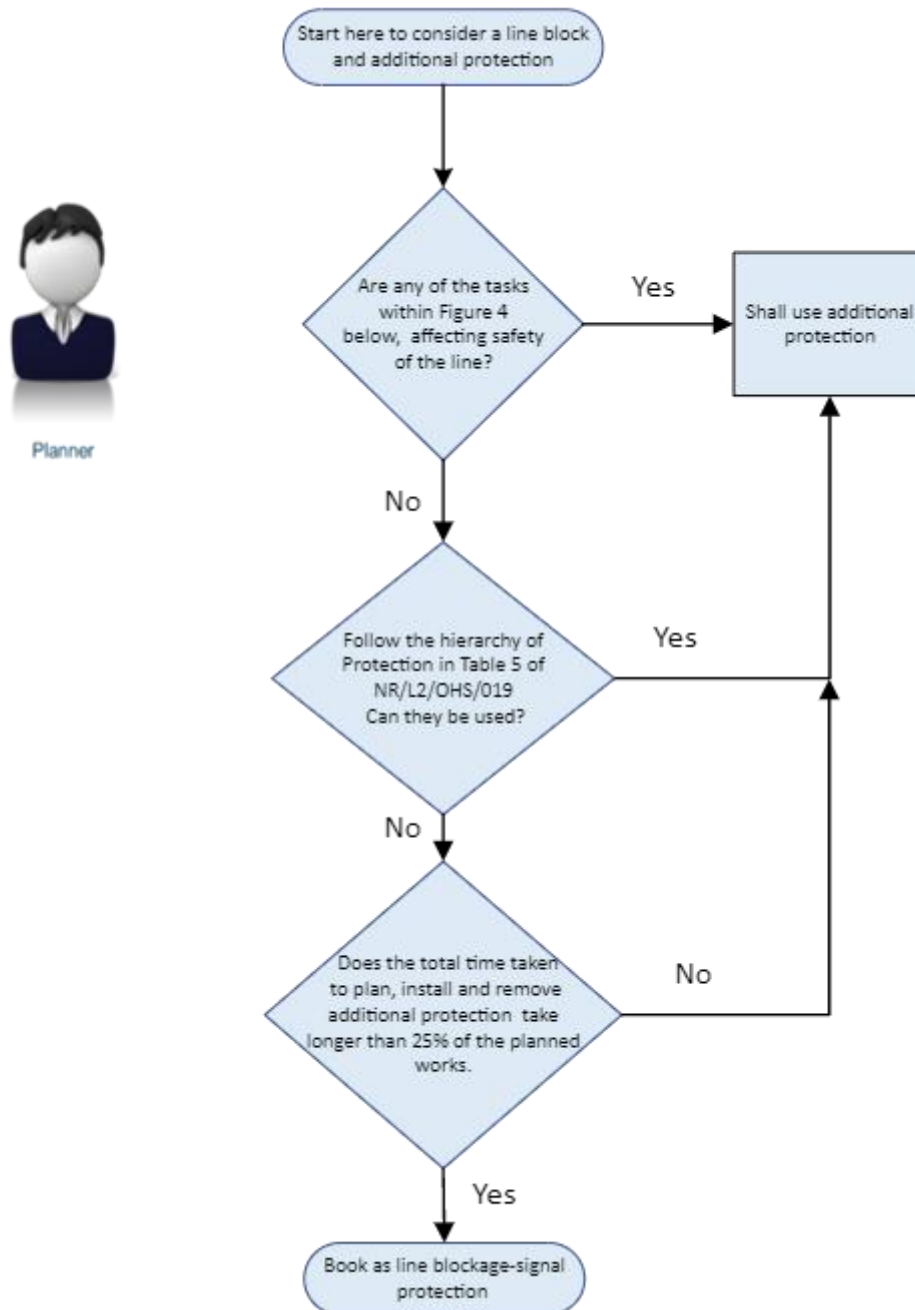


Figure 3: Decision tree on additional protection

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

- 3.8 Use Figure 4 to confirm which works will affect the safety of the line.
- 3.9 Use the Hierarchy of Protection and Warning Systems in Table 5 of NR/L2/OHS/019.

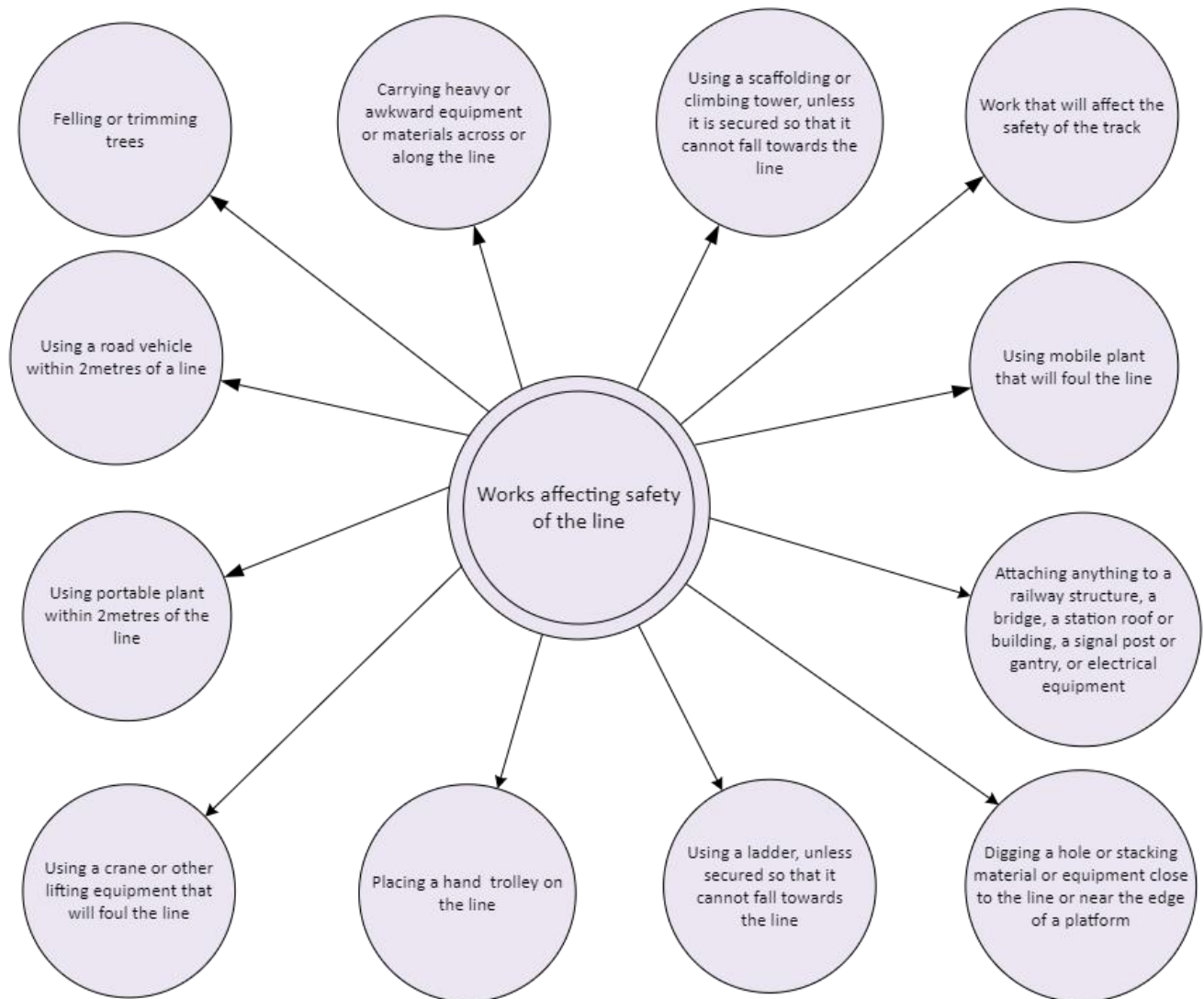


Figure 4: works that affect safety of the line

- 3.10 Always use up-to date and verified systems and sources of information when planning in line with Table 3 of NR/L2/OHS/019.
- 3.11 Determine that the protection you arrange includes the access, site of work and egress locations.
- 3.12 Produce a partially completed SWP in line with 4.2.2 of NR/L2/OHS/019.
- 3.13 Include a partially completed **NR3180 Line Blockage Form**.

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

4 Verifying the SWP

The person in charge shall:

- 4.1 Review and discuss the partially completed SWP with the planner in line with 4.2.4 of NR/L2/OHS/019.
- 4.2 Check the protection for access, site of work and egress locations are suitable.
- 4.3 Check that the selected SSoW is suitable.
- 4.4 Check additional protection selected is suitable on RT9909 COSS Record of Arrangements and Briefing Form and NR3180.
- 4.5 Presite, confirm they are talking to the correct signaller(s) and that protecting signals will show a red aspect (or route closed by protecting block markers).
- 4.6 Presite, confirm the opening and closing times of signal boxes.
- 4.7 Presite, check location(s) of ground frames, token machines and keyed signals ([SPRS](#)) where appropriate to the SSoW.
- 4.8 Check if any tasks can affect [track circuits](#), level crossings, [axle counters](#) and [insulated block joints](#).
- 4.9 Check when additional resource(s) is/are required.

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

- 4.10 Check and review the content of NR3180 Line Blockage Form.

5 Authorising the SWP

The RM shall:

- 5.1 Not authorise a safe work pack until it has been verified by the person in charge.
- 5.2 Review and authorise in accordance with 4.2.5 of NR/L2/OHS/019.

6 The approval and implementation of the safe work pack by the person in charge

6.1 This shall be in accordance with:

- a) NR/L2/OHS/019
- b) Handbook 8 of GERT8000 – IWA, COSS or PC blocking a line.
- c) 4.5, 4.6 and 4.7 of this module.

7 Where the line block is to be shared

- 7.1 In sharing a line block, discuss the information in Figure 5 with all parties.
- 7.2 If there are task overlaps or an agreement cannot be reached, then the line block cannot be shared.
- 7.3 The RM of the line block owner shall appoint a PC, unless agreed that another party shall supply.

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

7.4 The PC shall be responsible for operational risk and managing the line block with the signaller(s).

7.5 The PC shall monitor the work progress of each person in charge/IWA through regular communication.

7.6 The PC shall not give up the line blockage until each person in charge/IWA has confirmed they no longer require the line blockage or at the agreed handback time by the Signaller.

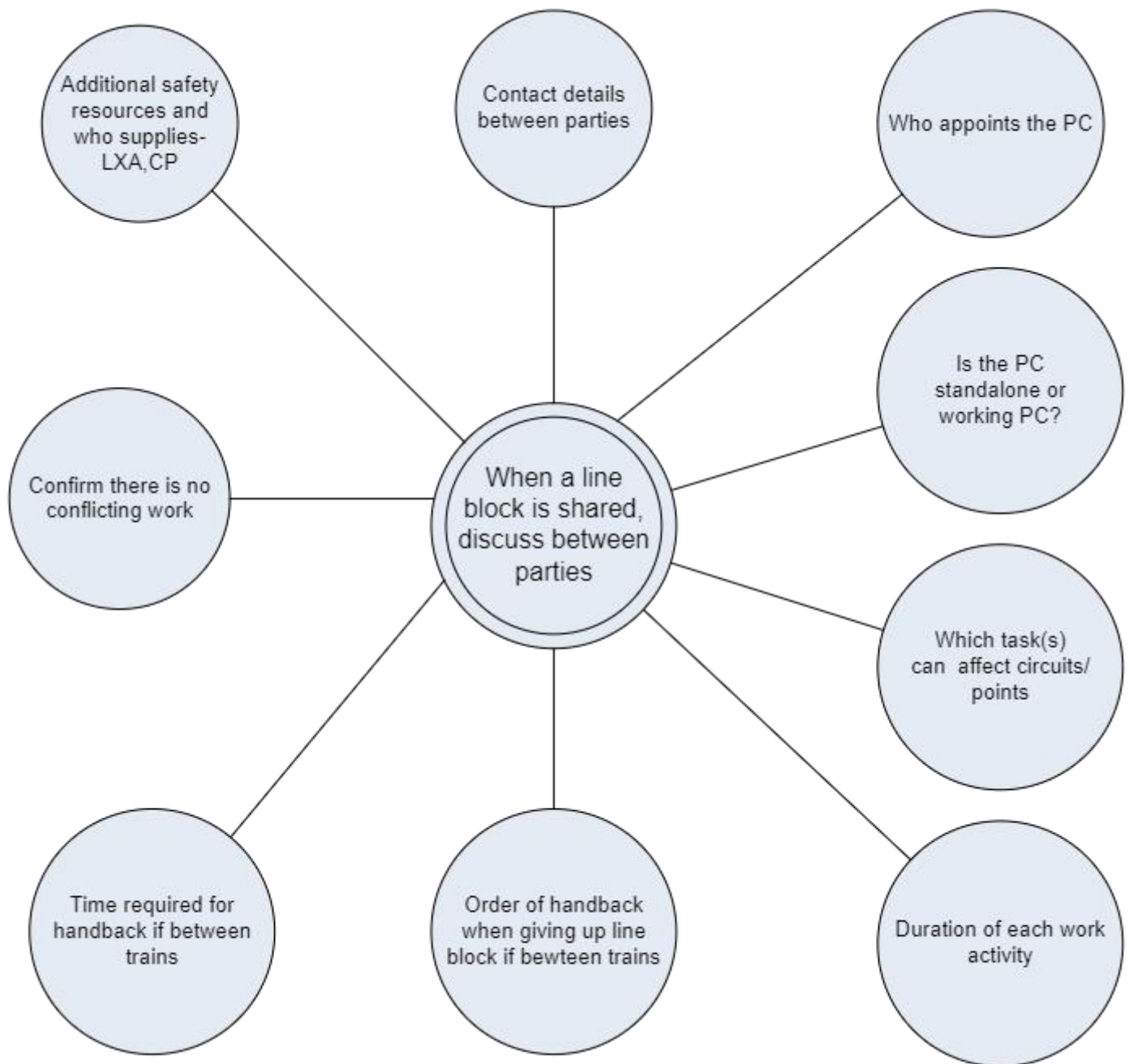


Figure 5: Information to consider in sharing a line block

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

8 Hand back of the line block by person in charge or PC

8.1 Hand back of the line block by person in charge or PC shall be in accordance with

- a) NR/L2/OHS/019;
- b) Handbook 8 of GERT8000 – IWA, COSS or PC blocking a line.

9 Warning Systems

The RM shall:

- 9.1. Seek Network Rail or Principal Contractor Company Director approval for selection of:
 - Warning systems-human activated equipment
 - Lookout warning

- 9.2 Not allow cyclic safe work packs for warning systems and Lookout SSoW unless approved by NR Company Director.

The Planner shall:

- 9.3 Check the National Hazard Directory for warning SSoW Prohibited and restricted sighting areas.
- 9.4 Check the requirements of Handbook 7 GE/RT8000.
- 9.5 Check the requirements of NR/L2/OHS/501 Track Warning Systems.
- 9.6 Create the SWP in accordance with Section 4.2.2 of NR/L2/OHS/019.

The person in charge shall:

- 9.7 Review the requirements of Handbook 7 GE/RT8000.
- 9.8 Review the requirements of NR/L2/OHS/501 Track Warning Systems.

Ref:	NR/L2/OHS/019/03
Issue:	3
Date:	03 June 2023
Compliance date:	02 September 2023

Appendix A Definitions

Term	Definition
Axle Counters	An axle counter is a system used in railway signalling to detect the clear or occupied status of a section of track between two points.
Between trains protection	Taking sections of track/lines between times where there are no train movements
Competent Person	The person who may place additional protection or key a signal. Must hold IWA as a minimum or COSS if part of a group putting out protection
Complex site of work	Any access, egress, and activity were importing or exporting risk, requires increased levels of planning and delivery to implement the SSoW.
Insulated Block Joints	Keeps track circuits separate for signalling purposes
Protection Controller	Where two or more COSS's/IWAs need a line block at the same place and time, a PC shall take operational control of the line block with the signaller
Published protection	Where a line block has gone through the possession planning process and is published in the WON
Signal Post Replacement Switches (SPRS)	SPRS are provided at some automatic and semi-automatic signals. When operated they place the signal to danger 
Track Circuit	Track circuit is a simple electrical device used to detect the presence/absence of trains on the rails

Ref:	NR/L2/OHS/019/04
Issue:	3
Date:	06 December 2025
Compliance date:	06 December 2025

NR/L2/OHS/019

Module 04

Planning and Working in construction services/High Output and track renewals involving engineering trains

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2025 Network Rail.

Uncontrolled copy once printed from its electronic source.

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



Ref:	NR/L2/OHS/019/04
Issue:	3
Date:	06 December 2025
Compliance date:	06 December 2025

Contents

1 Scope	3
2 RM arrangements	3
3 Producing the SWP	5
4 Verifying the SWP	5
5 Delegation of duties	6
6 The authorisation and implementation of the SWP	6
Appendix A Definitions	7

Ref:	NR/L2/OHS/019/04
Issue:	3
Date:	06 December 2025
Compliance date:	06 December 2025

1 Scope

- 1.1 This module applies to the responsible manager (RM), Planner and person in charge (person in charge).
- 1.2 This module describes the additional considerations for planning and working for:
 - a) [High Output](#) (HO) tasks;
 - b) track renewals involving engineering trains.
- 1.3 This module covers works that are taking place in [protection zones](#) and possessions.
- 1.4 This module assumes that the role of person in charge is carried out by the [Works Supervisor](#) for HO only.

NOTE: Where High Output is referenced in the standard this also applies to Construction Services.

2 RM arrangements

The RM shall:

- 2.1 Appoint the Planner who they believe has the most appropriate knowledge, experience and competence in planning HO tasks.
- 2.2 Appoint the person in charge in line with 4.2.1 of NR/L2/OHS/019 who has the knowledge, experience, and competence in planning HO or Track Renewals tasks.

The RM should:

- 2.3 Appoint/nominate other technical specialists to assist in the planning of the works schedule such as (not limited to):
 - a) a [Works Supervisor](#) for a Ballast Cleaning System (BCS) or Track Relaying System (TRS);
 - b) an [Any Line Open](#) (ALO) Planner where On-Track Machine (OTM) could foreseeably foul lines open to train movements (if the Safe Work Planner cannot carry out this duty);
 - c) an ALO RM (if the SWP RM cannot carry out this duty);
 - d) an ALO Co-ordinator on site (if the person in charge cannot carry out this duty);
 - e) a [Protection Controller](#) (PC)/COSS to take line blocks in support of ALO controls/access/egress;
 - f) a [Level Crossing Attendant](#) (LXA) to control each level crossing within the worksite and possession) where affected by the movement of engineering trains;
 - g) a Points Operator to operate switches and crossings in line with NR/L3/OPS/255 Mitigation of point run throughs within engineering worksites Points Stop Equipment (PSE) process

Ref:	NR/L2/OHS/019/04
Issue:	3
Date:	06 December 2025
Compliance date:	06 December 2025

- h) a [Network Rail Online Logistics](#) (NROL) Planner.

Ref:	NR/L2/OHS/019/04
Issue:	3
Date:	06 December 2025
Compliance date:	06 December 2025

The RM shall:

- 2.4 Provide the Safe Work Planner with the information detailed in 4.2.1 of NR/L2/OHS/019.
- 2.5 Appoint an [Engineering Supervisor](#) (ES) and necessary resources, when confirmed as lead worksite within [Possession Planning System](#) (PPS).

3 Producing the SWP

The Safe Work Planner shall:

- 3.1 Agree with the RM, shift date(s) for the work.
- 3.2 Review the possession details using PPS/[Weekly Operating Notice/Person In Charge Of Possession](#) pack.
- 3.3 For High Output track renewals works only, the SWP shall be produced in component parts to the requirements of 3.4 of this module.
- 3.4 Seek advice/details from competent others when not experienced in NROL/PPS use.
- 3.5 Create partially completed safe work pack(s) in line with 4.2.2 of NR/L2/OHS/019 with the HO specific requirements of:
 - a) the SWP issued to the person in charge shall cover each scheduled task mileage (not worksite mileage) plus relevant access point mileages plus a 400yards overlap at each end, but shall not exceed worksite limits;
 - b) the SWP issued to the ES shall show the limits of the worksite mileage;
 - c) the SWP issued to the LXA shall cover the arrangements within the worksite;
 - d) provide ALO plan where appropriate.
- 3.6 Confirm that where lead worksite (when denoted in PPS) includes:
 - a) the relevant number of RT3199 Worksite Certificates are provided;
 - b) access/egress points for the ES to place work-site marker boards are included.

4 Verifying the SWP

The person in charge shall:

- 4.1 Review and discuss the partially completed safe work pack with the planner in line with 4.2.4 of NR/L2/OHS/019.
- 4.2 Consult with the RM for additional safety critical resources.
- 4.3 Consult with the ALO Co-Ordinator (when person in charge is not carrying out these duties).
- 4.4 Consult with the Isolation Planner on the isolation arrangements.

Ref:	NR/L2/OHS/019/04
Issue:	3
Date:	06 December 2025
Compliance date:	06 December 2025

4.5 Consult with the ES to discuss and review:

- a) sequence of works including access and egress;
- b) planned On-Track Machine' (OTM) and engineering train movements;
- c) movements over switches and crossings.

4.6 Hold a whiteboard meeting (or similar) to:

- a) brief the complexity within the site of work;
- b) brief the details of 4.5;
- c) include all relevant resources in attendance;
- d) confirm delegation of duties as per section 5 below.

5 Delegation of duties

5.1 The person in charge shall retain overall accountability for the HO schedule. Schedule risk shall be retained by the person in charge. The person in charge shall delegate responsibility (as required):

- a) For operational and site risk to the relevant safety critical role(s) such as (not limited to):
 - I. ES
 - II. PC
 - III. COSS
- b) For task risk where engineering trains are involved to:
 - HO Systems Manager for HO train inclusive of Ballast Cleaning System (BCS) or Track Relaying System (TRS) only
- c) Operator of each OTM, such as (not limited to):
 - I. Tamper
 - II. Regulator
 - III. BCS
 - IV. TRS
 - V. [Overhead Line Engineering Train](#)

5.2 Prior to start of works, the person in charge will brief the shift arrangements via a whiteboard meeting.

6 The authorisation and implementation of the SWP

This shall be in accordance with NR/L2/OHS/019.

Ref:	NR/L2/OHS/019/04
Issue:	3
Date:	06 December 2025
Compliance date:	06 December 2025

Appendix A Definitions

Term	Definition
Any Line Open (ALO)	Where any railway lines open to traffic could foreseeably be fouled by any plant, attachment or the loads associated with them. This includes delivery and retrieval activities.
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)
Engineering Supervisor (ES)	The function that has responsibility for the worksite
High Output (HO)	High Output track renewals-The function that carries out renewals using bespoke engineering trains
High Output Systems Manager	A role that manages the operation of either a Ballast Cleaning System (BCS) or Track Renewals System (TRS).
Level Crossing Attendant (LXA)	The role that is required to manually operate a level crossing
Network Rail Online Logistics – (NROL)	The ordering and planning system for all railborne materials.
Overhead Line Engineering Train	High Output train system for OLE electrification
Person in Charge of Possession (PICOP)	The role responsible for the safety of activities within a possession
Possession Planning System (PPS)	Possession Planning System - it manages the process for booking and recording of national engineering and access requirements (possessions, worksites, temporary speed restrictions).
Protection Controller	Where two or more COSS's/IWAs need a line block at the same place and time, a PC shall take operational control of the line block with the signaller
Protection Zone	A protection zone (PZ) is an alternative to a possession when no more than one engineering train and one OTM is required to carry out work.
Whiteboard Meeting	Meeting in addition to the person in chargeOP meeting, to discuss sequence of work and the detail of tasks being undertaken within a possession or line blockage
Weekly Operating Notice (WON)	Contains the engineering work for the forthcoming week
Works Supervisor	The role that supervises the schedule of works and takes on the role of person in charge This role shall hold COSS competency

Table 1 –Terms and definitions

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

NR/L2/OHS/019

Module 06

Planning and working for isolation duties and possession support

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.
© Copyright 2023 Network Rail.

Uncontrolled copy once printed from its electronic source.

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



Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

Contents

1 Scope	3
2 Duties when persons are planning to work on or near OLE	3
2.1 RM duties	3
2.2 Planner duties	3
2.3 person in charge duties	4
3 Duties when implementing an earthed isolation on OLE	4
3.1 RM duties	4
3.2 Planner duties	4
3.3 Person in charge duties.....	5
4 Duties when persons are planning to work on or near DC/3rd rail/4th rail	5
4.1 RM duties	5
4.2 Planner duties	5
4.3 Person in charge duties.....	6
5 Undertaking switching and application of short circuits for DC/3rd rail/4th rail isolations	6
5.1 RM duties	6
5.2 Planner duties	7
5.3 Person in charge duties.....	7
6 Possession Support	8
6.1 RM duties	8
6.2 Planner duties	8
6.3 Person in charge duties.....	8
7 The approval and implementation of the safe work pack	8
Appendix A Definitions	9

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

1 Scope

This module describes the additional considerations for planning a safe system of work for:

- 1.1 persons working on or near Overhead Line Equipment (OLE) or DC/3rd and 4th rail;
- 1.2 implementing an earthed isolation on OLE;
- 1.3 Implementing an isolation on DC/3rd and 4th rail;
- 1.4 possession support planning/activities.

This module applies to the responsible manager (RM), Planner and person in charge (person in charge).

2 Duties when persons are planning to work on or near OLE

2.1 RM duties

In addition to the requirements of NR/L2/OHS/019, the RM shall confirm that:

- 2.1.1 each task and task delivery method(s) has been assessed to determine if an [Overhead Line Permit](#) (OLP) is required to be issued as part of the task delivery's safe system of work;

NOTE: NR/L3/ELP/29987 sets out the requirements for the identification of tasks that require an OLP to be issued and an associated earthed isolation to be requested.

- 2.1.2 the requirement for the OLP is clearly identified within the SWP;
- 2.1.3 where an OLP is to be issued the requirements of NR/L3/ELP/27720 – Test before Touch for Overhead Line Equipment are assessed and, where required, relevant Test Before Touch (TBT) actions are requested for implementation.

2.2 Planner duties

In addition to the requirements of NR/L2/OHS/019, the Planner shall confirm that:

- 2.2.1 an OLP and associated earthed isolation has been requested that covers the extent of the worksite, in accordance with the requirements of NR/L3/ELP/29987 Working on or About 25kV A.C. Electrified lines;
- 2.2.2 where relevant, TBT actions have been requested in accordance with NR/L3/ELP/27720.

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

2.3 Person in charge duties

In addition to the requirements of NR/L2/OHS/019, the person in charge shall:

- 2.3.1 communicate and confirm with the Planner that the requirements of the task and delivery methods fit with the details of the requested OLP and associated earth isolation;
- 2.3.2 communicate and confirm with the person in charge of the TBT actions form that any pre-planned and pre-documented TBT actions meet the requirements of the planned task(s) and task delivery method;
- 2.3.3 assist, as required, the [Nominated Person](#) that is issuing the OLP or the COSS (OLP) that is receiving the OLP so that they may check that:
 - a) the planned task(s) and task delivery method(s) fit within the lines and safe working limits defined on the OLP; and
 - b) any pre-planned and pre-documented TBT actions remain appropriate for the planned task(s) and task delivery method(s).

The person in charge shall confirm that they are briefed by the COSS (OLP) following each TBT action or set of actions.

3 Duties when implementing an earthed isolation on OLE

3.1 RM duties

In addition to the requirements of NR/L2/OHS/019, the RM shall confirm that:

- 3.1.1 there is a SWP for each team undertaking one or more of the following tasks within the same component planning:
 - a) switching; or
 - b) earthing; or
 - c) application of Reminder of Live Exposed Equipment (RoLE) device(s).
- 3.1.2 each team consists of a minimum of two-people where:
 - a) a person in charge is appointed for each team; and
 - b) at least one person within the team is competent to undertake the task(s) of switching or earthing or application of RoLE equipment device(s);
 - c) the minimum competence is Authorised Person (AP) i.e. [Authorised Person OLE AC Isolation](#)

NOTE: No person is allowed to work alone for tasks required to implement an earthed isolation.

A team member should hold the electrical first aid at work qualification and should not be responsible for implementing the isolation.

3.2 Planner duties

In addition to the requirements of NR/L2/OHS/019, the Planner shall:

- 3.2.1 check, using the published final Isolation Planning Form (IPF), that the earthing locations (circuit main earths) and switching locations are within the worksite limits; and

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

3.2.2 check, using the endorsed Isolation Details Form (IDF), that the location(s) of the RoLE equipment devices are within the worksite limits.

3.3 Person in charge duties

In addition to the requirements of NR/L2/OHS/019 the person in charge shall:

- 3.3.1 consult with the Planner where it has been identified that the task(s) of switching or earthing or application of RoLE equipment device(s) are within the working limits of the SWP consult and agree with the Planner the additional safe system of work for task(s) which have been identified as being within the working limits of the SWP;
- 3.3.2 use the risk control briefing table on page 2 of the validation form 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, such as (but not limited to):
 - 1) Nominated Person (NP) if not already person in charge;
 - 2) Authorised Person (AP), when person in charge for each earthing team;
 - 3) Electrical first aid at work qualification.

4 Duties when persons are planning to work on or near DC/3rd rail/4th rail

4.1 RM duties

In addition to the requirements of NR/L2/OHS/019, the RM shall confirm that:

- 4.1.1 each task and task delivery method(s) has been assessed to determine if a [Conductor Rail Permit](#) (CRP) is required to be issued as part of the task delivery's safe system of work;

NOTE: NR/L3/MTC/EP0152 sets out the requirements for the identification of tasks that require a Conductor Rail Permit to be issued and an associated isolation to be requested.

- 4.1.2 the requirement for the CRP is clearly identified within the task's SWP;
- 4.1.3 where a CRP is to be issued, that the person who will be receiving the permit is competent to do so and to test the conductor rail as [dead](#).

4.2 Planner duties

In addition to the requirements of NR/L2/OHS/019, the Planner shall confirm that:

- 4.2.1 a CRP and associated isolation have been requested from an isolation planner that covers the extent of the worksite, in accordance with the requirements of:
 - a) NR/L3/ELP/3091 DC Conductor Rail Electrified Lines Working Instructions; or
 - b) NR/L3/ELP/27052 Working Instructions for DC Electrified Lines on the Northern City Line; or
 - c) NR/L3/ELP/27051 Working Instructions for DC Electrified Lines in the Liverpool Area

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

4.2.2 sufficient competent resource(s) are allocated to the work group so that the required [Live Line Test](#) actions can be implemented.

4.3 Person in charge duties

In addition to the requirements of NR/L2/OHS/019, the person in charge shall confirm with the Planner, that the requirements of the task and task delivery method(s) fit within the details of the requested CRP and associated isolation.

The person in charge shall confirm that the [COSS\(CRP\)](#) holding the CRP briefs all persons in the work party as to:

4.3.1 the limits of the CRP; and

4.3.2 the presence of any live equipment that is within or adjacent to the site of the work, such as:

- a) [floaters](#);
- b) live [hook switches](#);
- c) adjacent live equipment and

4.3.3 demonstrate to each member of the work group that the conductor rail(s) at the site of the work are dead.

5 Undertaking switching and application of short circuits for DC/3rd rail/4th rail isolations

5.1 RM duties

In addition to the requirements of NR/L2/OHS/019 the RM shall:

5.1.1 confirm there is a SWP for all assigned switching and short-circuiting task(s) on or near the line;

5.1.2 appoint sufficient person(s) with [CRE Level A](#) competency to undertake the isolation and the protection of the worksite(s);

5.1.3 identify and resource sufficient isolation support teams to undertake the work, where:

- a) the person in charge shall be appointed for each team.
- b) at least one team member shall hold COSS competence.
- c) at least one team member shall hold the DC Conductor Rail – [Level B competence](#) appropriate to the activity being undertaken.
- d) both shall hold electrical First Aid at work qualification.

5.1.4 not allow working alone as part of switching or the manual application of short circuits.

NOTE 1: Where switching or application of short circuits can be undertaken using lineside switch gear (for example [NSCD](#), track feeder switch), the requirements of part (d) of this section of the standard do not apply.

NOTE 2: In Reference to 5.1/b – This role is referred to as Nominated Person for the Level A role on Mersey rail

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

5.2 Planner duties

In addition to the requirements of NR/L2/OHS/019 the Planner shall:

- 5.2.1 assess whether the application of physical short circuits ([strapping](#)) is outside or within the worksite limits by reviewing the planned isolation arrangements;

NOTE: This includes identifying any short circuit locations that are within the mileage limits but are on adjacent lines that are operationally live.

- 5.2.2 confirm that, where the strapping location(s) are outside the worksite limits, they are within the possession limits.
- 5.2.3 Where a short-circuiting location is identified as being on an operational line, the Planner shall arrange for it to be moved to a location that is within the lines under possession and for the Isolation Form to be revised accordingly.
- 5.2.4 The Planner shall also identify the presence of any equipment that will remain live within the worksite after the isolation has been implemented i.e., residual electrical hazards such as floaters, live hook switches or adjacent equipment.
- 5.2.5 This shall be completed when producing the SWP(s) for the activities for which CRPs are required so that the COSS(CRP) receiving the CRP can be properly briefed as to the hazard(s) and any precautions required to identify it.

5.3 Person in charge duties

In addition to the requirements of NR/L2/OHS/019 the person in charge shall:

- 5.3.1 consult and agree with the Planner if switching or strapping tasks are inside or outside of the worksite;
- 5.3.2 consult and agree any additional safe system of work for switching or strapping tasks that are outside of the worksite;
- 5.3.3 use the risk control briefing table in page 2 of the validation form NR/L2/OHS/019/F01 to:
- a) identify site, task and/or operational risks that need further control;
 - b) consult and agree with the Planner the location of all equipment that will remain live within the limits of the worksite after the application of the isolation.
- 5.3.4 Prior to the commencement of any works being undertaken under the protection of a CRP, the person in charge shall confirm that the COSS (CRP) holding the permit has briefed the working party on any equipment within the worksite that is still Live.
- 5.3.5 The briefing shall, as a minimum, identify the location of any:
- a) floaters;
 - b) live hook switches;
 - c) adjacent live equipment.

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

6 Possession Support

6.1 RM duties

In addition to the requirements of NR/L2/OHS/019 the RM shall confirm there is a person in charge for each [possession support task](#)

6.2 Planner duties

In addition to the requirements of the main standard the Planner shall:

- 6.2.1 plan access/egress within the planned possession limits; or
- 6.2.2 plan additional safe system of work requirements such as protection arrangements of lines open to train movements;
- 6.2.3 use the correct terminology for possession support arrangements, such as:
 - a) [On the approach to](#);
 - b) [Beyond](#);
 - c) At the signal/points.
- 6.2.4 aid site situational awareness by marking up photographs, screen shots and/or signal diagrams with:
 - a) lines at site;
 - b) direction of travel of each line;
 - c) access/egress points;
 - d) location and terminology for placing protection.

6.3 Person in charge duties

In addition to the requirements of NR/L2/OHS/019 the person in charge shall:

- 6.3.1 not allow possession support tasks to take place until the PICOP authorises access; and
- 6.3.2 confirm to the PICOP that all staff and equipment are clear of the line(s) at hand-back time.

7 The approval and implementation of the safe work pack

This should be in accordance with:

- 7.1 NR/L2/OHS/019.
- 7.2 HB 16 – AC electrified lines of GE/RT8000
- 7.3 HB 17 – DC electrified lines of GE/RT8000

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

Appendix A Definitions

Term	Definition
Authorised Person (OLE)	Level B (Authorised) persons who are responsible for working under direction of the Level A (Nominated) Person to achieve isolations on AC OLE in their daily work such as test before touch, erecting & removing earths, operating lineside switches
Authorised Person (DC)	A person who has been certified as competent in accordance with the requirements of NR/L2/ELP/CTM015 Level A DCCR competency for Procedure A or B as appropriate to issue and cancel a Conductor Rail Permit NOTE: Normally, the duties of the Authorised Person will be undertaken by an Engineering Supervisor. On certain Routes the term Nominated Person (NP) is used instead of Authorised Person (AP).
Beyond	is on the far side of the signal or points when looking in the normal direction of traffic.
On the Approach	is on the near side of a signal (you can see the signal aspect) or points, when looking in the normal direction of traffic.
Conductor Rail Permit (CRP)	The permit that shows the times and limits of the 3 rd rail isolation and where the strapping locations are
COSS (CRP)	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 and in addition holds the Conductor Rail Permit competency
COSS (OLP)	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 and in addition holds the Overhead Line Permit competency
CRE Level A Competent Person	The role responsible for 3rd rail/DC activities the safety of activities within a 3rd rail worksite
CRE Level B strapping	The role responsible for strapping duties within a 3rd rail location
CRE Level B switching	The role responsible for switching duties within a 3rd rail location
Dead	Switched off and made secure from an electricity supply
DC 3 rd rail	The live rail which provides electric power to a train through a conductor placed alongside the rails.
Isolation Details Form (IDF)	Form produced by a Nominated Person to let all parties involved know in advance the specific details of each isolation.
Isolation Planning Form (IPF)	Form issued by a Network Rail Isolation Route Planner to let all parties involved in the isolation planning process know in advance the agreed isolations.

Ref:	NR/L2/OHS/019/06
Issue:	1
Date:	03 June 2023
Compliance date:	02 September 2023

Floater	Floater is short lengths of conductor rail that can remain live because they are fed from a different live conductor rail in a different electrical section
Hook Switch	A switch attached to the conductor rail that allows a sub-section of conductor rail to be electrically separated from another sub-section of conductor rail
Live Line Tester	Approved device used to test and prove dead, the 3 rd rail voltage
Nominated Person	Person certificated as competent to carry out isolation and earthing, to issue and cancel overhead line permits or other authorities to work as defined in local isolation instructions and nominated as such with electrical control in relation to particular equipment or locations.
Negative Short Circuit Device (NSCD)	Replacement for need to strap out 3 rd rail locations by using circuit breakers to switch off the 3 rd rail power
OLP (Overhead Line Permit)	Form of declaration signed and issued by a Nominated Person to the Controller of Site Safety – Overhead Line Permit (COSS (OLP)) or Designated Person (DP) concerned with the work to be carried out on or near to electrical equipment using the Form C ‘Overhead Line Permit’. NOTE 1: The purpose of the form is to make known to the recipient exactly which equipment is isolated and earthed, and upon which, or near to which, it is safe for the specified work to commence so far as the electrical equipment is concerned. NOTE 2: The issue of an Overhead Line Permit does not mean that train movements are stopped on the lines concerned and where necessary such arrangements are carried out in accordance with Rule Book GE/RT8000.
Possession Support	The competent person for placing and removing detonator protection and possession limit boards (PLBs) under the instruction of the person in chargeOP
Strapping task	The activity of placing short circuit straps to the 3 rd rail as part of 3 rd rail isolation procedure