

GUIDELINES FOR WORKS AT OR NEAR NETWORK RAIL LEVEL CROSSINGS

F1. PURPOSE

F1.1. Safety precautions for works carried out in the street/road in the vicinity of Network Rail level crossings are described in several separate Acts of Parliament and Regulations. These guidelines have been developed in the light of experience gained following incidents where collisions occurred from traffic tailing back across level crossings, even though the work sites were a considerable distance away. The available advice has been brought together in this Appendix, to provide comprehensive guidance for all those carrying out works at or near to level crossings.

F1.1.1. References within this Appendix to the **Appropriate National Authority** refer to:

- a). In England, the Secretary of State for Transport
 - b). In Scotland, the Scottish Parliament
 - c). In Wales, the National Assembly for Wales (www.welsh-hauc.org.uk)
- as appropriate

F2. SCOPE

F2.1. This appendix specifies requirements for the execution of all works in the street/road at or near Network Rail level crossings. These should be identified in the National Street Gazetteer/Scottish Road Works Register. This appendix applies equally to undertakers, highway/road authorities and others who execute works at or near level crossings. Access to, or work within, other Network Rail property is subject to separate safety requirements, details of which can be obtained from the normal Network Rail contact.

F2.2. It applies to works that take place within the boundary of the level crossing, in the highway immediately in the vicinity, or some distance away where traffic may tail back across the level crossing as a result of the traffic management system employed during the works.

F2.3. It does **NOT** apply to:

F2.3.1. Railways not owned by Network Rail. However, the advice is equally applicable to other railway authorities. It is strongly recommended that these principles be incorporated into appropriate arrangements for works at level crossings on railways not owned by Network Rail.

F2.3.2. Non-public road level crossings e.g. farm access where all relevant legislation should be taken into account when processing these works (see paragraph F3.1). For example:

Undertakers may have particular powers under their enabling legislation and wayleave or easement agreements may apply in a particular case.

Undertakers must ascertain what requirements apply before discussing their proposed works with Network Rail.

F2.3.3. Street/road running tramways.

F2.4. A working party representing the Highway Authorities and Utilities Committee (HAUC) and Railtrack PLC prepared the original guidelines. These have subsequently been revised for this document in co-operation with Network Rail Infrastructure Limited, HAUC-UK, RAUC(S), Welsh-HAUC and DfT.

- F2.4.1. Network Rail is responsible for the maintenance of all infrastructure assets and for the day-to-day management of operations on the railway. The provision of train services and associated activities are the responsibility of individual train operating companies.
- F2.4.2. Regional HAUCs in England, Welsh HAUC in Wales and Area RAUCs in Scotland, as appropriate, should be the first point of contact for any queries relating to policy matters or interpretation of this Document.

F3. LEGISLATION

- F3.1. For works at a level crossing, those undertaking the works must comply with the reasonable requirements of Network Rail made under Sections 93 and 152 of the New Roads & Street Works Act 1991. All parties concerned must comply with the reasonable requirements of Network Rail made under the Health and Safety at Work, etc Act 1974 (HASWA) and its associated Regulations (in particular the Construction (Design and Management) Regulations 1994 (CDM)).

F4. SPECIAL FEATURES OF LEVEL CROSSING WORK

F4.1. Work at or near level crossings

- F4.1.1. Works at or near level crossings may impact upon one or more of the following:
 - a). Safety of road users, railway passengers and personnel
 - b). Train operation
 - c). Structural integrity of the permanent way and other railway infrastructure assets
 - d). Railway overhead traction cables, electrified third-rails and feeder or continuity cables
 - e). Railway underground apparatus serving the railway
- F4.1.2. Undertakers, the highway/road authorities, Network Rail and others carrying out street/road works and other road works have a duty to co-ordinate their activities and to follow the special safety precautions which apply at level crossings. Risk Assessments with continuous monitoring, are essential to safe operation of works at or near to level crossings.

F4.2. Safety of road users, railway passengers and employees

- F4.2.1. Risk assessments must be carried out both before and during works at or near level crossings in order to minimise the risk. Safe Systems of work must be in place and maintained during the works. Risk Assessments are further described in Section F7.
- F4.2.2. Traffic stopping or moving slowly over a level crossing causes potential danger to road and rail users alike. Advice on traffic control is further described in Section F7.
- F4.2.3. Particular attention must be paid to situations where works may be a considerable distance away from the crossing, as they may cause traffic tail backs over the crossing.

F4.3. Other safety issues

- F4.3.1. When work is being carried out in the vicinity of overhead traction cables, electrified third rails and feeder or continuity cables, great care must be taken to avoid danger from electrocution. This is considered further in Section F8.
- F4.3.2. Electronic pipe and cable location equipment can potentially interfere with railway signalling apparatus and must not therefore be used within railway land without express permission from Network Rail, who will advise on the circumstances and type of equipment that can be used at a particular location.

F4.4. Network Rail's responsibility

- F4.4.1. Network Rail will decide, on the basis of the information received from those proposing to execute works, whether the works are likely to affect train operations and advise of the arrangements made. Network Rail's Special Requirements are further described in Section F8.
- F4.4.2. For works at a level crossing, those undertaking the works must comply with the reasonable requirements of Network Rail made under sections 93 and 152 of the Act. In view of the requirements of the Rail Regulator, timing directions given under sections 93 and 152 may entail considerable delays to the project, and therefore it is recommended that consultation with Network Rail take place at the earliest possible opportunity. All parties concerned must comply with the reasonable requirements of Network Rail made under the Health and Safety at Work etc, Act 1974 (HASWA) and its associated Regulations (in particular the Construction (Design and Management) Regulations 1994 (CDM).
- F4.4.3. The whole of Network Rail's infrastructure is a continuous site for the purposes of CDM. When work is being planned to take place on or in the immediate vicinity of a level crossing, and in order for permission to be given for any works to commence, Network Rail will require details of the works and the competence of those employed to carry out the works, and will advise contact details.
- F4.4.4. Network Rail must assess the possible effects of works on the permanent way (the railway track, sleeper, ballast or other foundation material) or adjacent Network Rail land, the level crossing surface, overhead catenary supports, signalling equipment and underground railway apparatus etc. and advise on the adoption of any additional measures required.

F5. DESIGNATION

- F5.1. In order to assist works promoters in fulfilling the obligations set out herein, it is recommended that the location of level crossings, and where applicable an associated Precautionary Area, where special controls will apply, should be identified and publicised using the National Street Gazetteer or the Scottish Road Works Register, as appropriate.
- F5.2. This information is to be provided in the form of a Special Designation File added to either:
 - F5.2.1. The National Street Gazetteer by Network Rail in accordance with the procedures laid down by the National Street Gazetteer concessionaire or,

F5.2.2. The Scottish Road Works Register in accordance with the procedures laid down by RAUC(S) as appropriate.

F5.3. Highway/Road Authorities should cooperate with Network Rail in following the designation procedure set out below, in order to identify each level crossing and to establish an initial footprint of street/roads that will comprise the Precautionary Area.

F5.4. Undertakers and other works promoters should recognise that both NRSWA and HASWA require them to consider the implications of their works and identify the effects on traffic in the vicinity of level crossings. They should therefore co-operate in the initial establishment of the Precautionary Area and its development over time.

F5.5. Identification of the Precautionary Area

F5.5.1. Network Rail must identify individual level crossings, together with the Precautionary Area, and input this information into the National Street Gazetteer ASD data or the Scottish Road Works Register, including an indication of the position of the crossing, its type and whether any barriers are manually or automatically controlled.

F5.5.2. Network Rail will examine each crossing to identify those streets/roads associated with it that are likely to cause traffic tailbacks to the level crossing arising from works carried out in the highway. The exercise should identify each street/road falling wholly or partly within 200 metres of each crossing when following a route leading from the crossing.

F5.5.3. The whole or part of each street/road identified in F5.5.2 above, will become part of the Precautionary Area and subject to special controls as described below. Minor modifications may be made at this stage, for example, the exclusion of one-way streets/roads with traffic flowing **towards** a level crossing.

F5.5.4. The whole or part of each street/road that falls within 50m of a level crossing will also be prohibited from having traffic controls other than by 'STOP/GO' signs as described in paragraph F7.3.2.

F5.6. Monitoring the Precautionary Area

F5.6.1. The initial footprint of the Precautionary Area is to be kept under review by Network Rail, utilising the Highway/Road Authority's local knowledge. Therefore Promoters of any works are to check the gazetteer/Scottish Street Works Register to ensure that they are aware of the extent of the precautionary area that may, after review, be greater or less than the initial footprint.

F6. CONSULTATION

F6.1. Street/Road Authorities have a duty under the Act to co-ordinate all kinds of works in the street/road. Where this duty extends to works that are likely to affect a level crossing, Network Rail must be included in the co-ordination exercise.

F6.2. Co-ordination Meetings

F6.2.1. Network Rail should attend Co-ordination meetings.

F6.3. Advance Consultation with Network Rail

- F6.3.1. Any planned works which will take place at or near to a level crossing, or works which are likely to affect the crossing because of traffic tailbacks (usually referred to by Network Rail as "blocking back"), must be advised to Network Rail's Asset Protection Engineer for that location as early in the planning process as possible. The form shown in Annex A must be used for this purpose. The appropriate Asset Protection Engineer can be identified from the map at Annex B
- F6.3.2. Upon receipt of advance advice of proposed works Network Rail will endeavour to respond, within 10 working days, to acknowledge receipt of the advice and arrange a meeting with the promoter to agree the special requirements to be included in the Health and Safety Plan for the works. This meeting may take place at a Co-ordination Meeting or separately, depending on the nature and complexity of the proposed works.
- F6.3.3. Confirmation of the agreed arrangements are to be given to Network Rail in writing one month before the works are intended to start. Network Rail should then give its approval of the arrangements to the works promoter, within 10 days of receipt of the confirmation and a copy of such approval, including details of the agreed arrangements, shall be given to the Street/Road Authority.
- F6.3.4. Promoters of works should also note that where the level crossing has been designated by Network Rail under the Act as a street/road with Special Engineering Difficulty, a plan and section drawing showing details of their proposed works may be required to accompany the advance advice described in paragraph 6.3.1 above.

F6.4. Undertakers' Statutory Notices under the Act

- F6.4.1. Sections 93(2) or 152(2) of the Act require undertakers to give notice to Network Rail of the starting date of proposed works.

F6.5. Minimum Notice Periods

- F6.5.1. It is strongly recommended that notice periods are treated as the minimum periods and, wherever possible, longer notice should be given. This is particularly important in the case of level crossings, where Network Rail may have to make special arrangements ranging from the provision of railway safety cover to complete closure of the rail route and rearrangement of rail services while the works take place.

F6.6. Emergency Works

- F6.6.1. Where it is necessary to carry out emergency works at a level crossing it is vital that the Street/Road Authority and local Network Rail office is contacted immediately and work is not commenced until the undertaker has been assured that all necessary safety precautions are in place.

F6.7. Urgent Works

- F6.7.1. Where urgent works are necessary at a level crossing, 2 hours notice shall be given in advance to the Street/Road Authority and Network Rail and it is vital that work is not commenced until the undertaker has been assured that all necessary safety precautions are in place.

F6.8. Street works licences/road works permissions

F6.8.1. Those without a statutory right to carry out street/road works must be authorised by the Street/Road Authority (i.e. the Highway/Road Authority or Street/Road Managers) by means of a licence/permission before works may commence. In addition, the holder of the licence/permit may have to comply with the requirements of other relevant authorities or owners of apparatus affected by the work. In some cases it may be necessary to settle a plan and section. It is recommended that specific reference to this guidance should be made within licences for works in the vicinity of railway level crossings. Network Rail, as the Street/Road Manager at the level crossing, will similarly ensure that the requirements of this guidance are followed when licences or permissions are issued.

F6.9. Unqualified staff within the railway boundary

F6.9.1. If it is necessary to use undertaker’s personnel to execute works within the track area they must not be allowed to enter until Network Rail nominated personnel have arranged appropriate protection and confirmed that it is safe to do so (see Section F8).

F7. RISK ASSESSMENTS AND TRAFFIC CONTROL

F7.1. Codes of practice and other advice

F7.1.1. The Code of Practice *Safety at Street Works and Road Works* issued under sections 65 and 124 of the Act is based on the Traffic Signs Manual (Chapter 8) and is a statutory requirement for undertakers' street/road works. It specifies the basic requirements for signing, lighting and guarding and traffic control at street/road works.

F7.1.2. Chapter 8 of the Traffic Signs Manual also gives advice on traffic control at railway level crossings, which is repeated in paragraphs F7.3.1 to F7.3.9 below, with the exception of consultation and notification procedures, which are dealt with in Section F4 above.

F7.2. Risk Assessments

F7.2.1. Risk Assessments are a requirement of the Construction, Design and Management Regulations 1994 and Health and Safety at Work Regulations 1999 and it is particularly important that they are carried out at Network Rail level crossings. Arrangements made as a result of Risk Assessments should be continuously monitored so that appropriate remedial measures can be taken quickly if required.

F7.2.2. Risk assessments should take into account the distance of the crossing from the proposed works and the volume of traffic using the road. Particular attention must be given to the possibility of traffic congestion tailing back over a level crossing at any time during the duration of the works, for example during an all-red traffic light period imposed to allow difficult operations to take place at the work site. There have been instances where this situation has also arisen from works that have been a considerable distance from the level crossing and this possibility should always be borne in mind during works.

F7.3. A Summary of Traffic Control Measures at or near Network Rail Level Crossings

F7.3.1. The following paragraphs repeat the advice for Traffic Control at Railway Level Crossings given in paragraph 2.3.12.3 of Chapter 8 of the Traffic Signs Manual, modified to use terminology consistent with this guidance.

F7.3.2. There are three very important points to be remembered about work at or near any Network Rail level crossing:

a). Under no circumstances should portable traffic light signals be used at works that straddle a crossing, nor to control road traffic within 50m of level crossings equipped with twin red flashing traffic signals.

For works taking place close to the level crossing or up to 50m away from it, traffic control should be by means of 'STOP/GO' signs. Portable traffic light signals may be used for works more than 50m away from the level crossing but must be under manual control so that the operator can maintain the all-red period for sufficient time to allow the train to pass. If it is considered that road traffic may block back to the level crossing, the requirement of b) must apply.

b). Road traffic control operators must never stop road traffic on the crossing.

Where works are near to, but not on the crossing, road traffic control operators should ensure that traffic does not block back and stop on the crossing: care must therefore be exercised in the traffic control arrangements. If there appears to be danger of traffic blocking back, the traffic control should be moved immediately to a point on the side of the crossing opposite the works (so that traffic can be stopped before reaching the crossing). Network Rail should then be informed. If there is a telephone at the level crossing it must be used to advise the controlling signaller. In other circumstances the emergency contact point must be advised without delay.

c). Whatever method of traffic control is used, it should be ensured that the crossing's own road signals are clearly visible to approaching vehicle drivers.

Work or any associated equipment should not obscure permanent traffic signals or advance warning and information signs.

F7.3.3. At automatic crossings with or without barriers, works that may give rise to congestion will normally require the special appointment of a railway crossing attendant. All train drivers will be instructed to approach the crossing with caution and the crossing attendant will ensure that the crossing is clear before any train passes over it.

F7.3.4. When works necessitate the provision of a crossing attendant, the traffic control arrangements described in the following paragraph should be adopted if one-way working is required. Even street/road works that do not encroach for any great distance upon the carriageway may obscure the approach barrier or the signals controlling the crossing. Traffic control will always be required in these cases.

F7.3.5. Where the works are wholly on one side of the crossing, but within 50m of it, or wherever the build-up of waiting traffic is likely to extend from the works to the

crossing, the whole of the side of the carriageway from the obstruction to the far side of the level crossing should be coned off and two manually operated 'STOP/GO' sign assemblies provided. No cones, signs or signals may be placed on the crossing. The control signs should be operated in the following manner:

- a). when the crossing is open to road traffic, the signs should be operated together to control traffic along the length of one-way working;
- b). when advised by the crossing attendant that a train is approaching, both signs should show 'STOP' to traffic coming towards the crossing. The attendant will, where practicable, operate the crossing's own traffic signals (and at automatic half barrier crossings lower the barriers);
- c). when the crossing attendant advises that road traffic may pass over the crossing, normal alternate one-way working should be resumed. Any vehicle held in the one-way section should be allowed to clear first.

- F7.3.6. When the obstruction is on the left-hand side of the road approaching the crossing, the 'STOP/GO' sign assembly on the exit side should be sited at least 25m beyond the crossing. This is to ensure that the crossing signals are not obscured and also to allow sufficient space for vehicles to return to the left-hand side of the road beyond the crossing.
- F7.3.7. When advised by Network Rail that it is not necessary for a crossing attendant to be provided, the 'STOP' signs should be shown in both directions, as described above, as soon as the amber lights in the road traffic light signals at the crossing show. Normal alternate one-way working may be resumed as soon as the red road traffic signals have stopped flashing.
- F7.3.8. Works at level crossings with manually controlled barriers or gates do not normally require a specially appointed crossing attendant. The barriers and gates and, where provided, associated road signals are controlled by a Network Rail employee, either in an adjacent cabin or remotely located and controlling the crossing with the aid of closed-circuit television. The temporarily manually operated 'STOP/GO' signs must show 'STOP' in both directions as soon as requested by the Network Rail employee controlling the crossing, or as soon as the amber lights at the crossing first show. Normal one-way working may be resumed as soon as the gates are opened or barriers lifted and, where provided, the road traffic signals extinguished.
- F7.3.9. Trains are required to approach most open crossings (i.e. not equipped with barriers or gates) at a slow speed. The highway approaches to open crossings are signed with 'GIVE WAY' signs and Open Level Crossing Plates. Telephones are not normally provided. If works have to be undertaken very close to such a crossing and 'STOP/GO' signs are used, the operators must keep a constant watch and stop all road traffic whenever a train approaches. They must ensure that road traffic is never stopped on the crossing. Care must be taken to ensure that the works do not obstruct the 'GIVE WAY' signs. Even though positive control of traffic at the works is required, road users will still be required to observe the permanent 'GIVE WAY' signs. Care must therefore be taken to ensure that no ambiguous instructions are given to road traffic.

F8. NETWORK RAIL'S SPECIAL REQUIREMENTS FOR ALL WORKS AFFECTING THE PERMANENT WAY

- F8.1. Network Rail's Special Requirements must be followed in all cases where works are to take place at a level crossing and should be included in any contract let in connection with the works. The current version of this document may be obtained from Network Rail, who will also be able to give advice during the planning of works.
- F8.2. Network Rail has established a robust safety regime to ensure that personnel working on or near the railway do not come into any danger from train movements. Where access will be required closer than 3 metres from the rails of a railway which is open to rail traffic (as will inevitably be the case at level crossings), it will be necessary for each individual to have been trained in personal track safety or to hold a Track Visitor's Permit in accordance with Network Rail requirements. While on site they must be in possession of a current Certificate of Competence in Personal Track Safety or valid Track Visitor's Permit. In exceptional circumstances it may be permissible for staff that do not possess a Competence Certificate to work within the confines of a level crossing (see paragraph F6.9.1). Undertakers who wish to consider providing PTS qualifications for their own staff should follow the advice set out in Annex C.
- F8.3. Network Rail will require the provision of a 'Controller of Site Safety' and may require other safety personnel to be present on site for the duration of the works.
- F8.4. There is no provision in the Act for the recovery of costs for special arrangements such as those described and costs incurred by each party will therefore lie where they fall.

F8.5. Controller of Site Safety

- F8.5.1. Network Rail will require the appointment of a suitably qualified person as the Controller of Site Safety. It is his responsibility to establish a safe system of work for personnel with regard to railway risks. He will be responsible for managing any other safety personnel provided. Network Rail will be able to assist with a list of approved organisations who can provide a Controller of Site Safety.
- F8.5.2. Work must not commence until the Controller of Site Safety is present and has given permission for it to do so, unless alternative arrangements have been agreed with Network Rail in advance. All personnel employed on the works must obey his instructions with regard to railway safety.

F8.6. Certificate of Competence in Personal Track Safety

- F8.6.1. When a line is open to rail traffic, a level crossing inevitably falls into the highest risk category - a "red zone". Personnel working in a "red zone" must hold a current certificate of competence in Personal Track Safety, issued in accordance with Network Rail requirements (Refer to Annex C).
- F8.6.2. If a line has been closed to rail traffic specifically for the works to be carried out, it may be declared a "green zone" by Network Rail. Personnel working in a "green zone" may not require a certificate of competence in Personal Track Safety. In this case a Track Visitor Permit will be required.

F8.7. Temporary Speed Restrictions

F8.7.1. In some instances it may be necessary to impose a temporary speed restriction on trains. Temporary speed restrictions take time to arrange, so discussions with Network Rail should take place as early as possible, before any formal notice is given for the works. Where a temporary speed restriction may already have been arranged for other purposes, the highway/road authority, undertaker or other person should consider rearranging the timing of its street/road works so as to be able to make use of it, thereby minimising disruption to rail traffic.

F8.8. Trenchless construction

F8.8.1. Where trenchless construction is to be employed beneath the railway track, Network Rail must approve the method. A temporary speed restriction may be imposed on trains and Network Rail may require to oversee works in progress. Pipe bursting techniques will require special consideration by Network Rail, due to possible effects on the permanent way.

F8.9. Street/road works on railway land which do not affect the structure of the permanent way

F8.9.1. These are works that do not affect the track or its surrounding land, such as works at a manhole, erection of poles and wires, pressure testing pipes which do not pass under the track or excavations several metres away from the track.

F8.9.2. The Controller of Site Safety will categorise the site, as described in paragraph F8.5.1 above, and advise of any necessary precautionary measures.

F8.10. Works outside the confines of a level crossing, using existing ducts which pass beneath the railway.

F8.10.1. These works may proceed without special early notification to Network Rail. However, Risk Assessments and Traffic Control as described in Section F7 must be followed.

F8.11. Use of mechanical excavators and cranes near the railway

F8.11.1. Network Rail will advise of any necessary precautionary measures whenever cranes, mechanical excavators, vehicles or other construction plant is to be operated close to railway traffic. The purpose is both to protect trains from accidental contact with the plant and to protect operators from the likelihood of death or serious injury arising from contact with live traction equipment and trains on the railway.

F8.11.2. Network Rail may require the submission of plant operating diagrams and/or method statements, prepared by the plant operator and approved by the undertaker, highway authority or other person carrying out the work, to enable it to decide the magnitude of any potential problems. These diagrams and method statements should take into account the possible results of machine failure, structural failure or uncontrolled operation of the plant.

F8.12. Electrification continuity cables

F8.12.1. In areas where the railway is electrified using the third rail system particular care must be taken to ensure that continuity cables, which connect the ends of the live rail to

maintain electrical continuity, are not damaged whilst excavations are being undertaken. In most cases these will be laid parallel to the rails at, or just below, the adjacent ground level.

F9. REINSTATEMENT OF THE ROAD AT LEVEL CROSSINGS

- F9.1. Where the Highway/Road Authority resurfaces a road or carries out alterations on the approach to a level crossing, alterations should not be made to any signs or road markings which are a requirement of the Level Crossing Order, including carriageway and footway width and centre of carriageway markings on the approach to the crossing. If alterations are required sufficient notice is required to permit Network Rail to request and obtain a revised Level Crossing Order.

F10. NEW WORKS NEAR LEVEL CROSSINGS

- F10.1. When undertakers are proposing to install new supplies, routes should wherever possible avoid traversing level crossings. Where avoidance is not possible, trenchless methods of installation should be considered.

F11. HEALTH AND SAFETY EXECUTIVE, HM RAILWAY INSPECTORATE REQUIREMENTS

- F11.1. Specific attention is drawn to HM Railway Inspectorate Guidance Note, 'Railway Level Crossings' dated 1st May 2003 and the necessity to comply with the advice contained therein.

ANNEX A

ADVICE OF INTENDED WORKS AT OR NEAR A RAILWAY LEVEL CROSSING	
To: (Name) (Company) (Address) Tel No: Fax No: Date:	From: (Name) (Company) (Address) Tel No: Fax No: Sender's Ref No:
PRELIMINARY ADVICE	
Works are proposed at/near the level crossing at: _____ (street/road name, railway line) Details of the works are given in the attached description/ plan and section*. Intended start date of works Likely duration of works.....	
*delete as appropriate	
ACKNOWLEDGEMENT OF RECEIPT OF ADVICE (by Network Rail)	
Details of your proposed works, Ref No: _____, has been received. The person dealing with the proposal is: _____ (Postal Address) Tel No: Fax No: E-Mail:	
The proposal has been given the Network Rail Ref No: _____	
*The works are not yet approved. We will be in contact again by (date) _____ to arrange a meeting.	
*Please re-submit your proposal, it must incorporate Network Rail's Special Requirements, a copy of which is attached.	
*The works may proceed in accordance with the Arrangements set out in your proposal. This Form and a copy of the Arrangements have been forwarded to the Highway/Road Authority for their information.	
Signed for Network Rail	Date
*delete as appropriate	

ANNEX B

SCOTLAND

Outside Party Engineer [KL511]
NETWORK RAIL
Buchanan House
Port Dundas Road
Glasgow, G4 0LQ

Tel: 0141 555 4271
Fax: 0141 555 4947/8

Out of Hours and Emergencies:
Duty Control Manager – 0141 335 2020

LONDON NORTH EASTERN

Outside Party Engineer [KL611]
NETWORK RAIL
2A George Stephenson House
Toft Green
York, YO1 6JT

Tel: 01904 389800
Fax: 01906 389819/20

Out of Hours and Emergencies:
Duty Contracts Manager – 01904 525880
Derby Control – 01332 297 202

LONDON NORTH WESTERN

Outside Party Engineer [KL311]
NETWORK RAIL
The Mailbox
100 Wharfside Street
Birmingham, B1 1RT

Tel: 0121 345 3348
Fax: 0121 3456 4017

Out of Hours and Emergencies:
Territory Control – 0121 345 5700

WESTERN

Outside Party Engineer [KL211]
NETWORK RAIL
125 House
1 Gloucester Street
Swindon, SN1 1GW

Tel: 01793 515904
Fax: 01793 515207

Out of Hours and Emergencies:
Territory Control – 01793 533 524/592

SOUTH EAST

Outside Party Engineer [KL111]
NETWORK RAIL
General Offices
Waterloo Station
London, SE1 8SW
Tel: 0207 922 2566
Fax: 0207 922 4723

Out of Hours and Emergencies:
Upminster Control - 01708 256 312
Anglia Intergrated Control
- 020-7 979 3601
Kent Control – 020-7928- 4616
Sussex Control – 020-7928-2304
Wessex Control – 020-7928-2090

ANNEX C

PERSONAL TRACK SAFETY (PTS)

Network Rail has established a robust safety regime to ensure that personnel working on or near the railway do not come into any danger from train movements or import unacceptable risk to the railway. These rules apply equally to Network Rail staff, Network Rail's contractors and outside parties and their contractors.

Whenever it is necessary to work closer than 3 metres from the rails of a railway which is open to rail traffic, each individual must be trained in personal track safety and be in possession of a current Certificate of Competence in Personal Track Safety, or hold a Track Visitor's Permit in accordance with Network Rail requirements.

It is to be noted that:

PTS is not authority to enter Network Rail land, it is only proof that the holder has been trained to act safely in these areas.

TVP is only an authority to enter railway land but defines no level of competence on the holder.

In both cases the holder of PTS or TVP must be accompanied by a Network Rail nominated Controller of Site Safety (COSS), and act on his instructions regarding railway safety.

Track Visitor Permits are arranged through the Asset Protection Engineer during the consultation process.

Obtaining PTS is a far more rigorous process involving Medical and Drugs tests, and attendance on a prescribed course. Organisations wishing to pursue PTS accreditation should contact:

Association of Railway Training Providers

33 Oxford Street

Leamington Spa

CV32 4RA

Tel: 01926 833633

Fax: 01926 423236

E-mail: artp2000@hotmail.com

Website: www.artp.co.uk