

Ref:	NR/L3/MTC/CP009
Issue:	1
Date:	03 April 2020
Compliance date:	10 April 2020

Level 3

Work instruction

Coronavirus COVID-19 Safe Working Practices

Approvals

Content approved by:



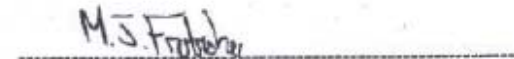
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User information

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.

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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 10 April 2020.

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 Governance for Railway Investment Projects (GRIP) stage. In all other circumstances, projects that have formally completed GRIP Stage 3 (Option Selection) may continue to comply with any relevant Network Rail standards/control documents that were current when GRIP Stage 3 was completed.

NOTE 1: Legislation includes Technical Specifications for Interoperability (TSIs).

NOTE 2: The relationship of this standard/control document with legislation and/or external standards is described in the purpose of this standard.

Disclaimer

In issuing this standard/control document for its stated purpose, Network Rail Infrastructure Limited makes no warranties, expressed 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.

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Supply

Copies of standards/control documents are available electronically, within Network Rail's organisation. Hard copies of this document might be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations can obtain copies of this standard/control document from an approved distributor.

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

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Issue record

Issue	Date	Comments
1	April 2020	First issue

Reference documentation

NR/L2/MTC/CP008	Delivering On-Site Works During COVID-19 Response
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Legislation

This standard/control document has been reviewed to confirm it complies with the following legislation:

Coronavirus Act 2020

Compliance with this standard/control document does not, on its own, provide compliance with the legislation listed.

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1 Purpose

The purpose of this document is to provide instruction for protecting our workforce and implementing consistent safety measures in line with the Government's guidelines on protection controls and social distancing measures following the outbreak of COVID-19.

NOTE 1: *Our staff & their welfare is our number one priority and it is recognised that, during this global pandemic, our frontline staff will be at increased risk.*

NOTE 2: *All activities will be undertaken safely with the relevant minimum resources, with suitably qualified staff, safety measures implemented, and social distancing being applied (where practicable, see clause 9).*

NOTE 3: *Network Rail will support any member of staff when they invoke Work Safe Procedure.*

It applies to all work activities carried out lineside or on or near the line up to a maximum of 16 weeks from the date of publication. At the end of this period this document will be withdrawn or reviewed and re-published.

2 Scope

This document covers all Network Rail staff who are tasked with carrying out safety critical work, excluding Mobile Operations Managers (MOMs) and Signallers. It applies to all construction works, including Maintenance, Works Delivery and Capital Delivery.

3 Network Rail and staff

3.1 Network Rail

Network Rail has the responsibility to risk assess all sites and tasks and to deploy general measures to prevent risks linked to the COVID-19 Coronavirus epidemic, in line with the guidelines set out by the UK Government, Public Health England, NHS Scotland and associated bodies in Wales, Scotland and Northern Ireland.

3.2 Line Managers

In addition to existing risks, it is the responsibility of managers to risk assess all known and foreseeable COVID-19 risks prior to work commencing and that this is clearly documented and understood by the Person in Charge. Staff will only be deployed to tasks that are deemed as essential.

The rationale for why this work is essential shall be explained to the Person in Charge and documented in the Safe Work Pack.

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When prioritising works, consider:

- a) only deploying staff to work that is essential;
- b) implementing home start and finish where practicable;
- c) leaving staff who are not required on shift at home;
- d) the availability of cleaning resources needed to for minimising the spread of the virus to and from staff, vehicles, and facilities;
- e) the availability of personal protective equipment as identified in the documented risk assessments; and
- f) the availability of competent frontline staff.

Extremely vulnerable and partners of those classed as extremely vulnerable shall not attend.

'Extremely vulnerable' is defined by a letter from the NHS.

Vulnerable people shall let their line manager know they are more at risk and the line manager shall accommodate social distancing methodology i.e. maintaining the minimum of 2 m distance or providing a suitable barrier.

NOTE: NR is working on further guidance for vulnerable people.

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3.3 Frontline Staff

Frontline staff shall:

- a) let their line manager know they are more at risk if a vulnerable person;
- b) follow the avoidance of virus exposure methodology of NR/L2/MTC/CP008;

NOTE 1: *This applies particularly to vulnerable people and should be undertaken particularly stringently.*

- c) only travel to work if it is not possible to undertake their duties at home;
- d) not congregate with colleagues, contractors or others within depots;

NOTE 2: *Congregating is more people than necessary being within 2 m or less of each other for more time than is necessary to complete the work activity.*

- e) wash their hands with soap and water a minimum of the start of the day, at each change of task, and every two hours thereafter;

NOTE 3: *Even more frequently is preferable and more effective in stopping the spread of the virus.*

- f) wash hands before drinking, eating and smoking for at least 20 seconds;
- g) not touch their eyes, nose or mouth without having washed their hands immediately previously;
- h) use hand sanitiser gel if soap and water are not available for washing hands;
- i) report any symptoms or close contact with suspected COVID-19 carrier as soon as reasonably practicable; and
- j) if any of these cannot be adhered to or they believe that any of the line manager's responsibilities have not been adhered to, stop work and challenge, and invoke the work safe procedure if required.

They shall not travel to work if they or anyone they live with show symptoms of COVID-19.

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3.4 Vehicles and On Track Machines/Plant

Vehicles should be used as single occupancy by the driver.

Staff should travel individually in separate vehicles including their own vehicles whenever this is possible.

Where it is required that there are two people (including the driver) in a road vehicle, only a long wheel base crew van shall be used.

It should be occupied in such a way to maintain a maximum distance between the occupants. The passenger should sit as far away as possible on the diagonal from the driver (see clause 8).

Vehicles with a passenger in the rear shall have a temporary disposable barrier in place before the vehicle is used and renewed when there is a change in personnel, contamination, damage or on staff request.

Vehicles shall be supplied with sanitisation wipes to be used to wipe down vehicles and then safely disposed of after each journey. Where not available use paper cloths and liquid with soap for cleaning.

Vehicles shall be cleaned internally and the outside door handles at a minimum, at the start and end of every shift.

Check you have enough water and cleaning materials in your vehicle before leaving for site.

If you do not have the necessary supplies to clean the vehicle, do not use it, and report to the line manager as soon as reasonably practicable.

Vehicles should only be loaded by as many people as is needed (bearing in mind certain manual handling restrictions).

The principle of single occupancy applies to On-Track Machines and Plant and the details of use are provided for in clause 8 as per the Task Risk Control Sheets.

NOTE: This will be under continuous review to assess operational requirements and amended where necessary.

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4 Travel to Work/Site

Take a decision regarding attending work based on this clause.

Do not come to work if you are showing any COVID-19 symptoms.

These include high temperature 37.8⁰C or more, or a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours).

If you have no symptoms, consider:

- a) if you can you go directly to site (using a company vehicle);
- b) if a select member(s) of your team can collect a vehicle from the depot and pick you up from home or a designated meeting place away from the depot and still maintain the 2 m distance within that vehicle;
- c) if you can go to site in your own vehicle (NR's insurance will cover you for this and pay a mileage allowance for all miles used for business) in which case you need to let your line manager know before you travel and for insurance purposes you should carry a copy of NR's insurer's cover note; and
- d) how to avoid car sharing if you need to travel from home to the depot.

5 Within a Depot or Yard

Before going to a depot, consider whether this could be avoided.

Do not collect and return paperwork in person unless an area for collecting and returning paperwork is unavailable and electronic transfer is not possible. Use electronic methods where possible.

Where stores are managed by a member(s) of staff, do not collect or return tools and equipment in person unless an area for collecting and returning tools and equipment is unavailable.

Limit the number of people going into the stores area to an absolute minimum. Safety should be considered at all times.

Conversations between front line and office staff shall be undertaken via telephone, including Safe Work Pack planning. Where this is not possible the 2 m separation distance shall be maintained.

Do not congregate.

Wash your hands for a minimum of 20 seconds when you wash them.

Wash your hands as frequently as possible. This is Government guidance and will help to stop the spread of the virus and save lives.

Wear gloves and safety glasses wherever possible.

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6 Welfare Facilities

During this time and, as a need to employ social distancing, time spent in welfare facilities should be kept to an absolute minimum.

Avoid using communal messing facilities and breakout areas with others where 2m distancing might not be achieved.

Do not use communal messing facilities or breakout areas if 2 m distancing cannot be achieved.

Breaks should be staggered to prevent any numbers of people occupying messing/breakout areas that might break the 2 m distancing requirement.

The usual provisions of providing a means of heating food and making hot drinks on sites will be removed as it is not possible to introduce a suitable means of keeping equipment clean between use, therefore bring pre-prepared meals and refillable drinking bottles from home.

Hand cleaning facilities or hand sanitiser are available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.

If this cannot be supplied, then the canteen or welfare unit shall be closed.

Wash your hands before and after eating.

Maintain a minimum of 2 m separation when eating.

The messing/breakout area shall be wiped down both before and after use. All areas used for eating shall be cleaned at the end of each break and shift.

7 Site Controls

Stop all non-essential visitors coming on to any worksites.

Do not congregate with colleagues on site.

Through adequate planning arrangements and staggered start and finish times, congestion and contact shall be avoided at sign in points during site sign in.

All briefings should be held outdoors in the open where possible, observing the 2 m social distancing rule in smaller groups, with a maximum of six people present.

Worksites shall include provision for hot (where practicable) water and soap or hand sanitiser where water is unavailable.

This is to allow suitable, sufficient and frequent washing of hands.

Each site should have suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

NOTE 1: Where practicable, as this isn't possible on transient sites.

Where there are no cleaning supplies on site, the work shall not proceed.

Do not share PPE.

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Wear gloves except when eating and do not touch your face or anything which will come into contact with your face.

NOTE 2: Also avoid touching things which might come in contact with your face.

Staff are not recommended to wear respiratory masks as they do not provide protection from respiratory viruses. Respiratory masks will be worn for the tasks and situations for which they are mandatory as per Task Risk Control Sheet.

8 Work Activities

Maintain social distancing of 2 m unless this is absolutely not possible.

Work requiring skin to skin contact shall not be carried out.

Where, prior to the work, it has been anticipated that it is not possible to carry out the task and maintain 2 m distance, control measures shall be documented in the Safe Work Pack and agreed with the Person in Charge at the planning stage.

Network Rail need to specify what these measures these will be. This might state:

- a) Network Rail is undertaking a risk assessment for how to work should the 2m distance not be possible to maintain; or
- b) Network Rail will also review our Task Risk Controls to enable the correct controls to be detailed in our safe work packs so the controls can be briefed to staff.

NOTE: There are thirty-seven that are being reviewed and we actively seek the input from our trade unions.

9 Communications

Where site-based communications are controlled using the DECT Communications equipment (voice activated back to back radios), the sponge wind sock shall be removed. The set shall be cleaned both before and after the shift by the individual who uses it. The sets shall not be passed from person to person during the shift. When planning jobs consisting of more than one shift, the number of sets shall be increased to 1 set per machine per shift.

Do not share Back-Back radios unless unforeseen circumstances dictate that this is necessary. Where employees are required to share or distribute Back-Backs radios, these will always be sanitised using sanitisation wipes before and after use to maintain hygiene controls. If these are not available, Back-Back radios are not to be shared.

10 COVID-19 general rules

Social distancing shall be applied by all employees.

If social distancing cannot be applied in line with the requirements detailed within this document then report the details to your Line Manager or Supervisor and do not proceed with the activity.

Avoid contact with someone who is displaying symptoms of COVID-19.

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11 Measures to be Taken in the Event of Someone Reporting or Displaying COVID-19 Symptoms

The person who becomes ill shall distance themselves from the other workers by more than 2m where safe and apply a disposable facemask where available.

They shall drive home and self-isolate.

Contact with others should be avoided when returning to their vehicle. If they are unable to drive, someone on site can drive them home, but take measures to protect themselves such as person sitting in rear facing vehicle and 2 m apart from the driver of the vehicle.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or high temperature they shall wash their hands for 20 seconds.

Doing so thoroughly, and after any contact with someone who is unwell with symptoms consistent with coronavirus infection, is Government guidance.

12 Self-Isolation

Do not come to work if you have:

- a) a high temperature and feel hot to touch on your chest or back; or
- b) a new, continuous cough.

NOTE: *This means you've started coughing repeatedly.*

The employee shall self-isolate for seven days from the onset of symptoms.

If you are living with someone who is symptomatic you shall not return until 14 days after the onset of symptoms of the first person who became ill.

This is to comply with Government / Public Health England advice.

If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.

Staff who have members of their household who are considered extremely vulnerable will be required to stay at home. The NHS letter should be provided to your line manager, if possible.

If you need to stay at home together, try to keep away from each other as much as possible.

Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 to tell them you're staying at home and testing for COVID-19 is not needed if you're staying at home.

Standard and control document briefing note

Ref: NR/L3/MTC/CP009		Issue: 1	
Title: Coronavirus Covid-19 Safe Working Practices			
Publication date: 03 April 2020		Compliance Date: 10 April 2020	
Standard/Control Document Owner: Professional Head of Maintenance			
Non-compliance rep (Approver of TRACKER applications): Ian Griffiths, Professional Head of Maintenance			
Technical lead/contact for briefings: Ian Griffiths, Professional Head of Maintenance		Tel: 07802 892276	
<p>Purpose:</p> <p>The purpose of this document is to provide instruction for protecting our workforce and implementing consistent safety measures in line with the Government's guidelines on protection controls and social distancing measures following the outbreak of COVID-19.</p> <p>NOTE 1: <i>Our staff & their welfare is our number one priority and it is recognised that, during this global pandemic, our frontline staff will be at increased risk.</i></p> <p>NOTE 2: <i>All activities will be undertaken safely with the relevant minimum resources, with suitably qualified staff, safety measures implemented, and social distancing being applied (where practicable, see clause 9).</i></p> <p>NOTE 3: <i>Network Rail will support any member of staff when they invoke Work Safe Procedure.</i></p> <p>NOTE 4: <i>This document is for regular review and is time bound for 16 weeks.</i></p>		<p>Scope:</p> <p>This document covers all Network Rail staff who are tasked with carrying out safety critical work.</p>	
<p>Overview of change</p> <p>3) Network Rail and staff</p> <p>Provides an overview of the context Network Rail and its staff need to consider when planning works during the COVID-19 pandemic and basic requirements for preventing spread of the virus for frontline staff.</p> <p>4) Travel to Work/Site</p> <p>Provides a process for making a decision about coming to work, and how to get there.</p> <p>5) Within a Depot or Yard</p> <p>Provides controls for the prevention of virus spread within depots and yards.</p> <p>6) Welfare Facilities</p> <p>Provides controls for the prevention of virus spread within welfare facilities, and how and when to access welfare facilities.</p> <p>7) Site Controls</p> <p>Provides controls for the prevention of virus spread within 8 Site Controls sites, guidance of briefings, and controls on when not to proceed.</p> <p>8) Work Activities</p> <p>Provides information on how site specific risks are being controlled, and a requirement on skin to skin contact.</p> <p>9) Communications</p> <p>Provides controls for when it is necessary to use communications equipment, particularly when handing from one individual to another.</p> <p>10) COVID-19 general rules</p> <p>Provides general rules from preventing the spread of COVID-19.</p> <p>11) Measures to be Taken in the Event of Someone Reporting or Displaying COVID-19 Symptoms</p> <p>Provides requirements and guidance about what to do in the event of someone displaying COVID-19 symptoms, in line with current Government guidance.</p> <p>12) Self-Isolation</p> <p>Includes requirement to stay home if displaying COVID-19 symptoms, in line with current Government guidance, and information on what to do next, in line with current Government guidance.</p>			

Reasons for change

This document has been put in place to enable safe working practices in line with the Government's guidelines on protection controls and social distancing measures following the outbreak of COVID-19.

Affected documents:	
<i>Reference</i>	<i>Impact</i>
NR/L3/MTC/CP009 ISSUE 1	New

Briefing requirements:

Will Briefing Management System be used to deliver the briefing to posts listed below? No

Technical briefings are given to those who have specific responsibilities within this standard/control document.

Awareness briefings are given to those who might be affected by the content but have no specific responsibilities within the standard/control document.

Details of the briefing arrangements are included in the associated briefing programme.

All posts identified for briefing must be as described in OrgPlus.

Roles are directly briefed and do not cascade briefings.

Briefing <i>(A-Awareness/ T-Technical)</i>	Post	Function	Responsible for cascade briefing? Y/N
T	Route Asset Manager	Regions	Y
T	Senior Route Asset Manager	Regions	Y
T	Director Engineering and Asset Management	Regions	Y
T	Head of Maintenance Delivery	Regions	Y
T	Infrastructure Maintenance Delivery Manager	Regions	Y
T	Infrastructure Maintenance Engineer	Regions	Y
T	Infrastructure Maintenance Services manager	Regions	Y
T	Systems Support Manager	Regions	Y
T	Maintenance Engineer (all types)	Regions	Y
T	Section Manager (all)	Regions	Y
T	Managing Director, Infrastructure Projects	Infrastructure Projects	Y
T	Programme Director [Track]	Infrastructure Projects	Y
T	Programme Management Director	Infrastructure Projects	Y
T	Major Programme Director [Signalling]	Infrastructure Projects	Y
T	Programme Director [Signalling - Northern]	Infrastructure Projects	Y
T	Programme Director [Signalling - Southern]	Infrastructure Projects	Y
T	Major Programme Director [Thameslink]	Infrastructure Projects	Y
T	Managing Director, Eastern	Regions	Y
T	Major Programme Director [Northern Programmes]	Regions	Y
T	Route Delivery Director	Regions	Y
T	Director of Engineering & Design [Eng Mgmt]	Regions	Y
T	Project Director	Regions	Y
T	Capital Delivery Director, Eastern	Regions	Y
T	Deputy Regional Director	Regions	Y
T	Route Delivery Director [East Midlands]	Regions	Y
T	Route Delivery Director [Anglia]	Regions	Y
T	Route Delivery Director [LNE Renewals]	Regions	Y
T	Route Delivery Director [LNE East Coast Mainline]	Regions	Y
T	Programme Director [Track]	Regions	Y
T	Alliance Director [Central]	Regions	Y

OFFICIAL-SENSITIVE

T	Operations Director [Central Alliance]	Regions	Y
T	Project Director [Northern - East]	Regions	Y
T	Route Financial Director	Regions	Y
T	Director Engineering & Asset Management, Eastern	Regions	Y
T	Director, Route Asset Management	Regions	Y
T	Route Director, Anglia	Regions	Y
T	Route Programme Director (Works Delivery)	Regions	Y
T	Director, Route Business Development & Sponsorship	Regions	Y
T	Director, Route Health, Safety Quality & Environment	Regions	Y
T	Route Director, East Midlands	Regions	Y
T	Route Director, North East	Regions	Y
T	Route Director, East Coast	Regions	Y
T	Managing Director, Southern	Regions	Y
T	Managing Director, Network Rail High Speed	Regions	Y
T	Director, High Speed Engineering & Asset Management	Regions	Y
T	Director, High Speed Delivery	Regions	Y
T	Capital Delivery Director, Southern	Regions	Y
T	Project Director [Close Out]	Regions	Y
T	Project Director [London Bridge - Stations & Civils]	Regions	Y
T	Programme Director (High Capacity Railway Systems)	Regions	Y
T	Project Director [High Capacity Infrastructure]	Regions	Y
T	Programme Management Director	Regions	Y
T	Signalling Project Director [Southern - East]	Regions	Y
T	Route Delivery Director [South East]	Regions	Y
T	Programme Director	Regions	Y
T	Route Delivery Director [Wessex]	Regions	Y
T	Director Engineering & Asset Management, Southern	Regions	Y
T	Route Director, Kent	Regions	Y
T	Route Director, Wessex	Regions	Y
T	Programme Director [Service Delivery Transformation]	Regions	Y
T	Route Director, Sussex	Regions	Y
T	Director, Route Sponsorship	Regions	Y
T	Health Safety & Environment Director	Regions	Y
T	Managing Director, Wales & Western	Regions	Y
T	Route Managing Director	Regions	Y
T	Capital Delivery Director, Wales & Western	Regions	Y
T	Project Director [Paddington to Reading]	Regions	Y
T	Alliance Director [SRSA] [Southern]	Regions	Y
T	Signalling Project Director [Southern - West]	Regions	Y
T	Major Programme Director [GWRM]	Regions	Y
T	Project Director [TVA]	Regions	Y
T	Project Director [WEA]	Regions	Y
T	Project Director [Wales]	Regions	Y
T	Route Delivery Director [Wales]	Regions	Y
T	Route Delivery Director [Western]	Regions	Y

OFFICIAL-SENSITIVE

T	Director Engineering & Asset Management, Wales & Western	Regions	Y
T	Engineering Assurance Director	Regions	Y
T	Route Director, Wales	Regions	Y
T	Route Director, Western	Regions	Y
T	Special Projects Director [Crossrail]	Regions	Y
T	Special Projects Director [Elizabeth Line]	Regions	Y
T	Human Resources Director, Wales & Western	Regions	Y
T	Managing Director, North West & Central	Regions	Y
T	Capital Delivery Director, North West & Central	Regions	Y
T	Route Delivery Director [LNW Renewals]	Regions	Y
T	Project Director [Northern - West]	Regions	Y
T	Route Delivery Director [LNW Enhancements]	Regions	Y
T	Programme Director [On Network Works]	Regions	Y
T	Director Engineering & Asset Management, North West & Central	Regions	Y
T	Route Director, North West	Regions	Y
T	Director, North of England Rail	Regions	Y
T	Route Director, Central	Regions	Y
T	Route Director, West Coast Mainline South	Regions	Y
T	Managing Director, Scotland's Railway	Regions	Y
T	Scotrail Alliance Infrastructure Director [Old Structure]	Regions	Y
T	ScotRail Engineering Director	Regions	Y
T	ScotRail Operations Director	Regions	Y
T	Capital Delivery Director, Scotland	Regions	Y
T	Project Director [RSAS]	Regions	Y
T	Alliance Operations Director [RSAS]	Regions	Y
T	Director Engineering & Asset Management, Scotland	Regions	Y
T	Route Director, Scotland	Regions	Y
T	Route Delivery Director [LNE East Coast Mainline]	Regions	Y
Briefing (A-Awareness/ T-Technical)	Role	Function	
N/A			

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