

<b>Document Reference:-</b>		NSP/005/001	<b>Document Type:-</b>		Code of Practice			
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# NSP/005/001 – Access Arrangements to Network Rail Infrastructure

## 1. Purpose

The purpose of this document is to detail the necessary requirements and arrangements that should be followed when Northern Powergrid (the Company) staff and contractors are accessing Network Rail Infrastructure for planned and emergency work.

This document supersedes the following documents, all copies of which should be destroyed;

Document Reference	Document Title	Version	Published Date
NSP/005/001	Access Arrangements to Network Rail Infrastructure	2.0	Jan 2020

## 2. Scope

This document applies to all Company staff and contractors requiring access to Network Rail Infrastructure for the purpose of carrying out planned or emergency work.

This document sets out procedures and training requirements for Company staff and contractors for safe access onto Network Rail Infrastructure. Different access arrangements apply depending on the Network Rail defined Zone of activity (Red Zone, Green Zone, and On the Lineside).

This document only covers Network Rail Infrastructure and does not cover operational land belonging to other infrastructure controllers, for example, Tyneside Metro.

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### 3. Access Arrangements

#### 3.1. General Requirements

The normative referenced document, ENA Engineering Recommendation G56 *Arrangements for Access by ENA Member Company Staff to Network Rail Infrastructure* (ENA EREC G56), is indispensable for the application of this document. In general, the provisions of ENA EREC G56 are applied in this document for access arrangements to Network Rail infrastructure.

Where a requirement within this document relates to Company Staff, the requirement applies equally to Northern Powergrid Staff and contractors unless an exception is clearly stated as otherwise.

The following general requirements shall be met when accessing Network Rail Infrastructure.

- Company staff shall not access the Operational Railway without permission and, when necessary, not without accompaniment by Network Rail personnel.
- Company staff shall obtain a valid Track Visitor Permit (TVP) issued by Network Rail before accessing the Operational Railway for planned Work.
- Company staff exercising statutory rights on Network Rail Infrastructure shall carry a current Company identity card.
- Company staff when on the Operational Railway shall wear an orange High Visibility vest complying with Railway Group Standard, GO/RT 3279. A typical vest is depicted in Figure 1. All other necessary personal protective equipment (PPE) to comply with Company Policy HAS/029 shall be used.



**Figure 1 Typical High Visibility vest for use when on the Operational Railway**

- Under 18's are not permitted On or Near the Line.
- Company staff shall comply with the drug and alcohol limit prescribed by Company Policy HAS/043 at all times. This will be stringently monitored whilst on Network Rail Infrastructure.
- Company staff who take over-the-counter or prescription medication shall declare this to Network Rail prior to gaining access or carrying out Work.

#### 3.2. Access Details and Requirements

Company staff requiring planned access to Network Rail Infrastructure should, in the first instance, contact the Asset Protection Project Manager (details shown in Table 1) or the local Network Rail contact (see section 3.4).

Persons requiring frequent access to the Network Rail Infrastructure and/or access to certain areas, e.g. Red Zone, must possess a Personal Track Safety (PTS) competency card. To obtain a PTS card requires completion of a training course, stringent medical examination and a competency assessment. As frequent access is not required for Company staff, a PTS card should be unnecessary and access shall be arranged using the TVP system as appropriate.

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**Table 1 Network Rail Contact Information**

Area Designation	Asset Protection Contact and Address	Asset Protection Telephone No. and Email	Route Control Emergency Telephone No.
London North Eastern	Network Rail Asset Protection Project Manager George Stephenson House Toft Green York YO1 6JT	<u>Tel:- 03457 11 4141 or 01904 384002 or via online contact form :- <a href="https://communications-crm.custhelp.com/">https://communications-crm.custhelp.com/</a></u>  New Enquiries:- <a href="mailto:AssetProtectionLNEEM@networkrail.co.uk">AssetProtectionLNEEM@networkrail.co.uk</a>	03457 11 4141

The Access Matrix shown in Table 2 summarises requirements appropriate to the location of the Work zone. Discussions shall be held with the Asset Protection Project Manager or local Network Rail contact to determine which of these requirements will apply.

The term 'Work' referred to in this document and defined in section 5 should be understood clearly, as an activity carried out On or Near Network Rail Infrastructure exposing persons to the dangers of train movements and railway electrical systems. The activity could be simply inspecting or examining.

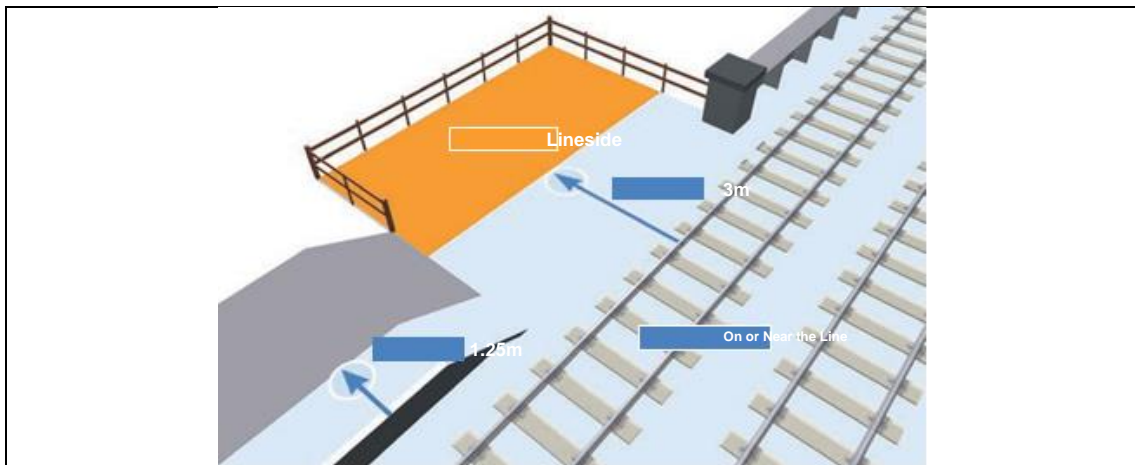
The classification of the Zone for the Work should be determined by the Network Rail contact. Zone definitions and descriptions are detailed in Section 5.

**Table 2 Access Matrix**

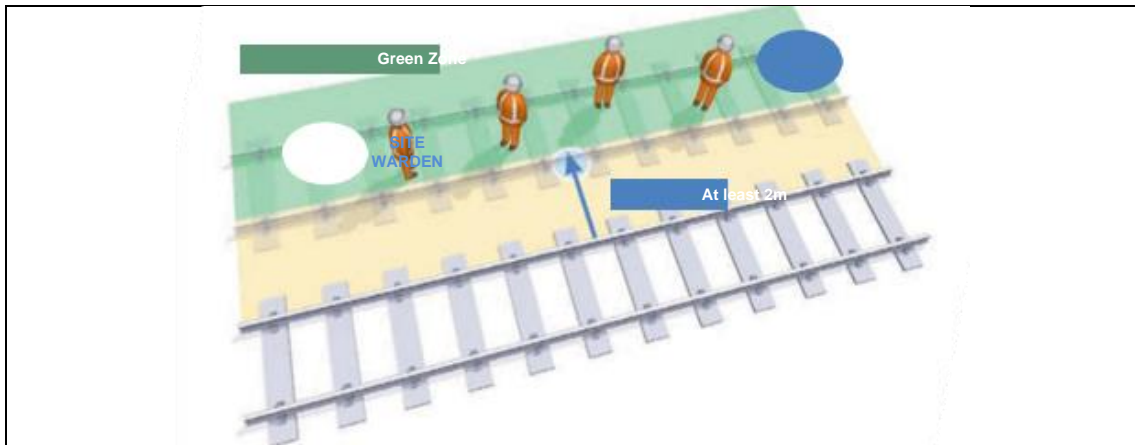
Location of the Work	Requirements for Access to the Location of Work				
	TVP	Medical Assessment	Accompanied by COSS	High Visibility Clothing	Site Specific Briefing
Red Zone	No Access to Company staff (1)				
Green Zone	Mandatory (2)	Self-Assessment	Mandatory	Mandatory	Mandatory
On the Lineside	Mandatory	Self-Assessment	Mandatory	Mandatory	Mandatory
Other locations	At discretion of local Manager	At discretion of local Manager	At discretion of local Manager	At discretion of local Manager	At discretion of local Manager
NOTES: (1) Access to a Red Zone requires a PTS card except when under the supervision of a COSS (The Controller of Site Safety) during a track Possession or crossing a Red Zone under supervision. (2) A PTS card is required if live electrified third or fourth rails are present.					

Illustrations of the Zones on Network Rail Infrastructure are depicted in Figures 2 and 3.

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**Figure 2 — Illustration of ‘On or Near the Line’ and ‘On the Lineside’**



**Figure 3 – Example of Work in ‘Green Zone’**

Both the Red and Green Zones are located On or Near the Line. The Green Zone includes on a Platform within 1.25m from the platform edge when carrying out engineering or technical activity. The Lineside includes on a Platform or station carrying out an engineering activity outside 1.25m from the platform edge.

Access to Network Rail Infrastructure, when required for switching operations at the Network Rail/Northern Powergrid interface, shall be in accordance with Company procedure HAS/030.

See section 3.7 for emergency access requirements.

### **3.2.1. Track Visitor Permit (TVP)**

A TVP system is operated by Network Rail for persons who need only infrequent access to Network Rail Infrastructure and this applies to Company staff that require access to the Operational Railway.

Company staff issued with a TVP must comply with the requirements and any restrictions stated on the TVP. The following conditions must be satisfied by those issued with a TVP as a minimum.

- Remain under the supervision of a COSS at all times.
- Only Work On Lines which have been blocked, i.e. in Green Zones.
- Complete a medical self-assessment. Those in doubt of their medical fitness must not access Network Rail Infrastructure until they have undergone an appropriate medical examination.
- Receive a briefing on the safety arrangements for their visit.
- Keep the TVP with them during their visit and show it on request.

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- Return the TVP to the COSS at the end of their visit.

Company staff must sign the COSS Record of Arrangements and Briefing Form, when requested by the COSS, to confirm the safe system of Work has been understood

Each TVP is valid for a maximum of 24 hours and can cover up to 4 locations.

### 3.3. Site Safety

#### 3.3.1. Duty Holders

Network Rail appoints various Duty Holders to ensure the safety of track workers including Company staff, who access or carry out Work on Network Rail Infrastructure. Company staff must comply with the instructions issued by Duty Holders.

The Controller of Site Safety (COSS) is responsible for ensuring that a safe system of Work is adopted to safeguard anyone in a group, who is required to Work within Red or Green Zones. The COSS will accompany Company staff when they are on Network Rail Infrastructure and will be identified by an armband with the word "COSS".

The Lookout is responsible for warning persons carrying out Work on the Line that a train is approaching and they will be identified by an armband or badge with the word "LOOKOUT".

The Site Warden is responsible for warning persons who move into a position endangering them from moving trains. The Site Warden may be appointed on site by the COSS and identified by an arm band or badge with the words "SITE WARDEN".

#### 3.3.2. Site Specific Briefing

Site Specific Briefings are required before going On or Near the Line. The briefing will normally be given by a qualified COSS and shall communicate the arrangements that have been put in place to ensure the safety of persons, for example, those Lines which have been blocked and which remain open.

If circumstances at the site change during the duration of Work, a further Site Specific Briefing shall be given by the COSS.

Company staff must sign the COSS Record of Arrangements and Briefing Form, when requested by the COSS, to confirm the safe system of Work has been understood.

#### 3.3.3. Site Liaison

When Work is to be undertaken by Company staff under the safety control of a COSS, it is required that one Company person is identified as being responsible for communications with the railway person in charge. If it becomes necessary for either responsible person to be relieved then the other shall be notified of the name of the replacement person.

Company staff shall not, under any circumstances, return to the Work site after the responsible Company contact has declared Work complete, with all persons and tools clear, to the railway person in charge.

### 3.4. Planned Work

#### 3.4.1. General

When access is required to Network Rail Infrastructure to carry out planned Work, the Asset Protection Project Manager should be contacted in the first instance (see Table 1).

The Asset Protection Project Manager will generally require an enquiry questionnaire to be completed describing the nature, location and dates of the Work.

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Following receipt of a completed enquiry questionnaire Network Rail will generally arrange a site meeting to discuss risks and the Company person responsible will subsequently be required to prepare a detailed method statement outlining the safe system of work to be adopted. An example layout of a suitable method statement is shown in ENA EREC G56 Annex F.

The Company will be required to enter an Asset Protection Agreement with Network Rail where the proposed works affects operation of the railway or permanently alters Network Rail Infrastructure. As part of the Agreement, the Company may be required to pay for reasonable costs incurred by Network Rail as a consequence of the Work, e.g. arranging supervision of Possessions.

If the proposed Work requires a Possession then the Company person responsible for the Work is required to comply with the Network Rail Possession Planning process. Confirmation of any Possession date should be obtained from Network Rail before final arrangements to carry out the Work are completed.

Network Rail may be required to approve temporary Works, i.e. scaffolding and netting, boring beneath the track and excavation affecting the track.

### 3.4.2. Work in the Highway

The Company shall serve notice of intention to carry out Works in a public highway that crosses under or over Network Rail land in accordance with the New Roads and Street Works Act 1991 (NRWSA). All Works notices under NRSWA should be issued through the normal channels, i.e. the Electronic Transfer of Notices (EToN), as required by Company policy HAS/038.

When Work is required on bridges or at level crossings, reference should be made to ENA EREC G56 Annex E. This describes three categories of bridge or crossing and differing requirements for each category. Reference should also be made to the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters (Appendix C) *Guidelines for works at or near Network Rail level crossings*.

### 3.4.3. New Works/Installations

New Works or installations affecting Network Rail Infrastructure should be designed in accordance with Network Rail requirements for construction Work On or near railway operational land.

New Works or installations should so far as is reasonably practicable, be designed to minimise the need for Company staff or contractors, to access Network Rail Infrastructure either for construction or subsequent maintenance. Access to new Works or installations should be from the public highway or Company land. Access should not require staff to go On or Near the Line.

Where an LV or HV cable, which does not supply Network Rail, is to be installed in Network Rail land then, an application for a wayleave agreement should be submitted as required by Company policy CNS/001/001.

New overhead lines in proximity to the railways shall comply with NSP/004/011 Section 3.8.

## 3.5. Emergency Situations

An emergency situation is one which poses an immediate risk to the Operational Railway and/or affects area wide electricity supplies (including supplies to Network Rail Infrastructure). Emergency situations may include the following.

- An overhead line conductor below statutory clearance that poses a risk to the Operational Railway.
- An overhead line conductor or insulator or support associated with a rail crossing that has failed or is at immediate risk of failing.
- An underground cable laid in Network Rail property that has faulted and requires urgent repair.



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Before entering the Operational Railway in an emergency situation, staff must liaise with the Company Control Engineer. Network Rail Control responsible for the affected area should be informed about the nature of emergency, location and access required.

The emergency telephone number for Network Rail Route Control Centre is as detailed in Table 1.

The location should be clearly communicated to Network Rail either by identifying a nearby bridge/level crossing name or an OS Grid Reference. Staff must not approach nearer than 3 metres from the Line when identifying the location.

Staff must not go On or Near the Line (i.e. within 3 metres of the nearest rail) until confirmation is obtained by Network Rail Control or a COSS has confirmed that it is safe to do so. No access/Work shall commence until permission has been received from Network Rail. Presence of a COSS on site will depend upon potential hazards at the site and the nature of the emergency.

Where confirmation is given orally, special care shall be taken to ensure that no misunderstandings arise. All messages and names of those exchanging messages shall be written down and repeated back. Confirmation should be given by the issue of an appropriate Network Rail Safety Document.

The name of the Company representative in charge on site shall be given to Network Rail.

Where it is necessary during emergency Work to work within a Red Zone, this must only be done once a Possession of the track has been obtained and any necessary isolation of traction supplies has been granted. In these circumstances, a COSS must be on site to supervise the Work. Where isolation and earthing of Network Rail equipment is required, a Network Rail suitably competent person will complete this.

For other non-planned Work that is considered urgent but does not meet the above criteria the Company should liaise with the Network Rail Local Manager. It is recommended that the Company Control Engineer contact the relevant Network Rail personnel within office hours to arrange staff to attend site.



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## 4. References

### 4.1. External Documentation

Reference	Title
ENA EREC G56	Arrangements for Access by ENA Member Company Staff to Network Rail Infrastructure
GE/RT8000/HB1	Rail Safety and Standards Board Rule Book, Hand book 1, General duties and track safety for track workers
GO/RT3279	Railway Group Standard, GO/RT 3279, High Visibility Clothing
New Roads and Street Works Act 1991	The New Roads and Street Works Act 1991 Chapter 22 (NRWSA). London: The Stationery Office

### 4.2. Internal Documentation

Reference	Title
CNS/001/001	Guidance on the Acquisition of Wayleaves
HAS/029	Policy for Personal Protective Equipment
HAS/030	Work on or near Railways
HAS/038	Street Works
HAS/043	Drug and Alcohol Policy
NSP/004/011	Guidance on Overhead Line Clearances

### 4.3. Amendments from Previous Version

Reference	Description
Whole Document	Document reviewed no changes required – Paul McAdoo 03/10/2023 Doc approved by email Paul Black 05/10/2023 Doc republished to grid and externally - LB 07/11/2023

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## 5. Definitions

Term	Definition
Accompaniment	Supervision of Company staff, so as to ensure their safety, by a person who is competent in managing the hazards in the Zone concerned
Conductor Rail Equipment (CRE)	Trackside conductors and associated equipment that provide 750 V d.c. electrical supplies to power trains
Controller of Site Safety (COSS)	Competent person authorised by Network Rail to ensure a safe system of Work and a safe means of access exists for a group of persons going On or Near the Line
Green Zone	Site within which there are no train movements except, possibly, engineering trains or on-track plant moving no faster than walking pace
High Visibility Clothing	Vest coloured orange and having reflective stripes complying with Railway Group Standard GO/RT 3279
Lookout	Competent person authorised by Network Rail to warn others of approaching trains and who has experience of working about the track
Network Rail Local Manager	Network Rail manager with specific knowledge of the site concerned, of risks present, and the activity being undertaken, who can, if required, arrange for or carry out the necessary Site Specific Briefing
On or Near the Line	Within a distance of <u>3 metres</u> from the nearest rail of any line, where there is no permanent fence or structure in between, or on a platform within 1.25 metres of the platform edge, where Work is being carried out
On the Lineside	Between the railway boundary fence and the Zone defined as On or Near the Line
Operational Railway	Network Rail property outside the Operational Railway
OS	Ordinance Survey
Overhead Line Equipment (OLE)	Overhead conductors and associated equipment that provide 25 kV a.c. electrical supplies to power trains
Possession	Planned safety arrangements that control or prevent the normal movement of rail traffic between defined locations for a predetermined period
Personal Track Safety (PTS)	Competency in track safety held by persons who have satisfactorily completed PTS training/assessment and meet competency specific medical fitness level requirements
Red Zone	Site where a warning is given of approaching trains, which is On or Near the Line but not part of a Green Zone
Site Specific Briefing	Briefing concerning the arrangements and safe system of Work that apply to prevent danger on the Operational Railway, in particular from moving trains
Site Warden	Competent person appointed by a COSS to warn persons who move into a position where their safety would be endangered by moving trains
Track Visitor Permit (TVP)	Written authority issued by a competent person authorised by Network Rail that allows track visitors access to Network Rail Infrastructure at specific locations for specific periods of time
Work	Activity carried out on or near Network Rail Infrastructure that exposes persons to danger associated with the Operational Railway including train movements and railway electrical systems

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## 6. Authority for Issue

### 6.1. CDS Assurance

I sign to confirm that I have completed and checked this document and I am satisfied with its content and submit it for approval and authorisation.

		<b>Date</b>
Liz Beat	Governance Administrator	07/11/2023

### 6.2. Author

I sign to confirm that I have completed and checked this document and I am satisfied with its content and submit it for approval and authorisation.

**Review Period** - This document should be reviewed within the following time period;

<b>Standard CDS review of 3 years?</b>	<b>Non Standard Review Period &amp; Reason</b>	
Yes	<b>Period:</b> N/A	<b>Reason:</b> N/A
<b>Should this document be displayed on the Northern Powergrid external website?</b>		Yes
		<b>Date</b>
Ged Hammel	Senior Policy & Standards Engineer	09/12/2019

### 6.3. Technical Assurance

I sign to confirm that I am satisfied with all aspects of the content and preparation of this document and submit it for approval and authorisation.

		<b>Date</b>
Steven Salkeld	Policy & Standards Engineer	09/12/2019
Paul McAdoo	Lead Policy & Standards Engineer	03/10/2023

### 6.4. Authorisation

Authorisation is granted for publication of this document.

		<b>Date</b>
Paul Black	Head of System Engineering	05/10/2023