



Induction Handbook

Conduct and Safety Essentials

Getting to Know about NVR Safety Culture

Firstly, do familiarise yourself with the Information contained in the NVR Safety Management System (SMS), *which is relevant to yourself.*

Information is available in the Members area of the NVR website.

Folders contain General Information and Information applicable to Specific Departments

Information can be accessed as follows;

MEMBERS AREA (*found at the bottom right hand side of page*)

Staff Login Beta

user name - staff

password - Wansford1800

Staff pages

Please ensure that you have your own copy of essential Health and Safety documents which is relevant to your work at NVR. Hard copies are available from the Safety Office includes;

- Rule Book (*for Safety Critical activities*)– Operational information for Footplate, Signalling and Train Operating staff
- Trackside Safety Handbook; (*All Staff*)
 - Part 1 Essential information to all staff who could find themselves on the trackside.
 - Part 2 Essential information for any staff who carry out trackside work.
- Electrical Safety Rules (*All Staff*)
- Policy Booklet – All NVR Policies. (*All Staff*)

Training and Personal Competence

In order to ensure your safety, that of the public and the efficient operation of the railway it is essential that NVR operations are carried out by competent and authorised persons. Managers issue Grade Cards for Safety Critical activities and Authorisation Cards for other activities when they have evidence of your competence.

To this end, the NVR operates a Competence Management System which embraces a *confidential* Document Management System in compliance with the Data Protection Act (DPA).

It is essential that you;

- Complete the NVR Medical Self Assessment Form,
- Complete the NVR Personal Declaration-Criminal Convictions Form
- Provide evidence of your external Training and Experience which is relevant to the Activities which you undertake at the NVR.
- Undertake NVR training and assessments relative to your NVR activities

Compliance with Operational, Maintenance and Health and Safety Systems.

Please ensure that you are aware of and comply with:

- Your Job Specification requirements
- Risk Assessments for your work activities
- Safe Methods of Work for the work activities

Your Department holds additional SMS information which is Departmental Specific and held locally. Ask your Manager for details of this.

Personal Protective Equipment (PPE)

Many tasks require the wearing of PPE. Your Manager will advise which activities require this. NVR provides any necessary PPE with the exception of Safety Shoes.

High Visibility vests - These are required for all Trackside Working or Walking even if you believe it to be a NON Operating day. However a high viz vest is not a 'badge of office' do not wear it unnecessarily on Platforms.

Work on NVR Electrical Systems is restricted to NVR Authorised Electricians.

However staff not electrically qualified, may if authorised by their manager provide limited specific support and assistance by:

- 1) Remedial actions such as replacement of; like for like fuses in 13A plug tops, bulbs/tubes (*excluding high bay lighting*), dry cleaning of lights and the outside of apparatus.
- 2) Installation Preparatory Work such as laying cable and installing trunking.

Your Manager must all approve work and will be mindful of; Access arrangements, condition of ground, immediate surroundings, location, vehicle and pedestrian movements.

All equipment must be Isolated /Switched off prior to commencement of work.

- If in doubt do not proceed.
- Do not leave work part finished.
- Report any issues to your Manager.

All Installation Preparatory Work [not including 1) Remedial actions listed above] must be tested and approved by an NVR authorised electrician before being energised for the first time.

Assistance to the Public

Do assess the extent of help and assistance that the member of the public may need.

Remember that NVR do not provide loan wheelchairs but do have portable ramps to enable the public to board trains, but using their own wheelchairs or mobility scooters.

Ramps must only be positioned by those NVR staff trained to position them. Guards and Train Staff are among those so trained.

Improvised Solutions - If unusual situations present themselves DO NOT attempt improvised solutions as these could result in unsafe or unwise actions.

Assistance to Other Staff

From time to time you may be asked to '*just give me a hand*'.

The activity, may be something for which you have NO Grade/Authorisation card. Before '*diving in*', do make sure that you do fully understand; who is in charge, and who is doing what and when. Do not be afraid to decline, if you feel that it would be unwise for you to continue.

Your Own Work Activities – Do's and Dont's

Do Not undertake any work;

- which is not requested or authorised by the appropriate Manager who is responsible for ensuring that you have the appropriate tools, equipment, materials and level of supervision.
- for which you do not hold a Grade/Authorisation Card for that type of work.
(*The Grade/Authorisation Card is the NVR confirmation of your competence for a particular activity*) However you may assist someone who does have the appropriate Grade/Authorisation Card. This person is responsible for checking and accepting your work which you consider for any reason, to be unsafe or ill advised. Discuss any such potential work with your Manager and or the Safety Officer.

Do Always;

- Sign In and Out when on duty
- Carry your Trackside Safety, Membership and Grade/Authorisation Cards when on duty.
- Use Equipment and Machinery ONLY in compliance with Manufactures Instructions and NVR procedures. This includes completion of any logbook entries e.g. FLT Logbook.

Personal Power Tools and Equipment

You must inspect all items before any usage. Damaged items must not be used. 110V equipment used with a portable 240/110V Transformer are preferred. Any 240 volt items must be used with an RCD, which must be tested before each days use. You must NOT, loan or borrow personal items.

Observed Unsafe and Unauthorised Activities.

You may receive an unwelcome or abusive response, but in the best interests of all, please do not walk past any unsafe situation which you may come across. This may involve NVR Staff or Public. Advise the person carrying out the activity to; cease, continue in a safe manner, or if they are not

authorised to be there, to leave. In your own interest, DO NOT react to an aggressive response, but DO vacate the vicinity yourself. In all cases of observed situations, immediately tell the Safety Officer of the situation and complete an NVR Incident Report.

NVR Dress Code

You must wear the appropriate clothes/uniform/overalls when on duty. This not only creates the correct Corporate/Heritage image but also protects your own person and clothes.

Dirty Overalls and Dirty Boots must NOT be worn in enclosed areas such as the Cafe, Meeting Rooms and Offices in order to avoid jeopardising public and colleague goodwill and to preserve the condition and cleanliness of NVR property, vehicles and equipment.

To maintain public goodwill, staff should give *priority* to the public in the cafe and common use areas.

Footplate / Diesel Cab Access

Footplates and Cabs are restricted to qualified staff and permit holders. Do not allow others or ask the crews for access. *(Permits can be requested from the Loco Superintendent)*

Smoking

Trains, Buildings and Platforms are NON Smoking areas.

(Footplate smoking is permitted ONLY if all present agree.)

Fire Fighting and Emergency Exits

Familiarise yourself with the location of fire extinguishers and emergency exits. In the event of discovering a fire, sound the alarm. Then, if the fire is small and only if it is safe to do so, tackle it with the appropriate extinguisher or fire blanket. If you are in any doubt at all, evacuate at once.

Social Media and Your Concerns at Work

Mutual goodwill between, and understanding of colleagues, are the cornerstones of a positive working atmosphere. If you have concerns or issues with either colleagues or the NVR, raise these with your Manager or the General Manager (GM). DO NOT use any social media to put issues into the public domain or to belittle colleagues. Such actions are contrary to NVR Policies, will only have a negative effect, could damage NVR's reputation, harm NVR operations and expose you to disciplinary action.

Accident Reporting

If case of an accident, as soon as practicable, fill in an Accident Form and hand it the Safety Office.

Incident reporting.

If you observe, or are involved in, an unsafe incident, you must as soon as reasonably practicable, fill in a Yellow Incident Form' and hand it into the Safety Office.

Accident Support and Assistance.

First Aid Boxes are available for self help. (Confirm yourself where these are in your own work area.), First Aiders are on hand, Ring 999 if Emergency support is required.

Housekeeping and Completing Work

Whatever your job, the activity is not finished until you have tidied up and returned all tools and unused materials to the appropriate place. Before 'signing out', You must inform your Manager of any uncompleted work and any outstanding problems which need to be resolved.

Safe Access, Housekeeping and Safe Storage

You must play your part in housekeeping and storage regimes, in order to ensure at all times *Unobstructed Access* to;

Electrical distribution equipment, working areas round machines, fire fighting equipment,

designated walkways, paths and stores.

Do not create uncontrolled temporary storage areas, and all spillages must be cleaned up at once.

Safety Notices, Signs and Barriers

Pay due regard to all Safety Notices, Signs and Barriers. These are for your benefit.

Signs include; *Prohibition* (red circle/bar, pictogram), *Mandatory* (blue circular background, white text), *Warning* (triangular yellow background, black text and border) *Fire Safety*(red background)

HEALTH & SAFETY

BASIC SAFETY GUIDANCE

A GUIDE TO THE SPECIAL REQUIREMENTS FOR WORKING ON THE NENE VALLEY RAILWAY

DAVID JACKSON
OPERATING MANAGER

BRIAN WHITE
HEALTH & SAFETY OFFICER

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INTRODUCTION

An operational railway is potentially a dangerous place on which to work. Railways generally have a long history of accidents involving the public, staff and property. Over the years, each accident or incident has been carefully examined and valuable lessons were learned, followed by the implementation of new safeguards to benefit everyone.

Traditionally, railway staff of wide experience, trained newcomers to the service until they too understood the structure, the disciplines and above all the inherent risks ever present on railways. Most of you will not have worked in or around railway systems and it is important that you observe certain basic principles before doing so. Understanding these principles is in your own interest and while most of them may seem to be just plain common sense, that in the main is what Health & Safety is all about.

THE RAILWAY

The Nene Valley Railway is a Heritage Railway whose activities are confined mainly to the leisure and tourism market but not entirely. The Railway has a line 7½ miles long, with five stations. Its headquarters is at Wansford Station where the administrative office and locomotive fleet is to be found.

Motive power is provided by steam and diesel traction, and some of the steam locomotives and rolling stock are both of British and European origin.

The day-to-day operation of the Railway is supervised by the General Manager and NVR staff and all matters relating to Health & Safety come under the direct control of the General Manager and the Health & Safety Officer.

ELEMENTS OF THE RAILWAY

- Mechanical Engineering is the department responsible for the maintenance, machinery and running repairs on locomotives and any other matters relating to steam or diesel engines.

Carriage Department is the department responsible for repairing, painting and examining carriages.

- **Wagon Department** is the same as the above but has a responsibility for all freight vehicles.
- **Operating Department** is the department responsible for training and managing all operating staff such as guards, signalmen, shunters, etc.
- **Locomotive Department** is the department responsible for training and managing all drivers, firemen, cleaners, etc.
- **Civil Engineering** is the department which undertakes laying, re-laying, re-sleeping and generally overseeing track repairs. This body also looks after bridges, earthworks, buildings, level crossings, signals, tunnel, etc.
- **Signal and Telegraph** is the department which looks after the workings of signals, points, signal boxes and any signal controlled system. The work covers both electrical and mechanical aspects of signalling including the block bell telegraph between signal boxes.

- **Commercial Department** is the largest department on the railway and covers shops, cafeteria, booking office, out-stations, event organising, marketing, publicity and of course the all-important general cleanliness and maintenance of the buildings and carriages.
- **Heritage Department** is responsible museum displays, the documentation and recording of artefacts, archives and photographs belonging to or on loan to the Railway. This group also looks after the Education Department, Railway Letter Service (RLS), Travelling Post Office (TPO) Group, International Railway Preservation Society (IRPS), Model Railway and the Youth Group.

EACH OF THESE DEPARTMENTS HAS A MANAGER OR GROUP LEADER AND IT IS YOUR DUTY TO ESTABLISH WHO THIS PERSON IS AND TO PLACE ALL YOU ENQUIRIES BEFORE THAT PERSON.

Safety Legislation.

NVR Directors, Managers, Paid Employees and Volunteers are subject to the Health and Safety at Work Act and its Associated Regulations. (*Volunteers are treated the same as Employees*)

There are some fundamental guidelines you should follow and modified extracts from the Railway's Rule Book covers these points:-

GENERAL SAFETY

YOU HAVE A RESPONSIBILITY TO BEHAVE IN A SAFE AND SENSIBLE MANNER AT ALL TIMES. YOU ARE THE PERSON PRINCIPALLY RESPONSIBLE FOR YOUR OWN SAFETY AND YOU HAVE A DUTY OF CARE TO OTHERS.

The railway has an established safety management structure. In addition each department has a Manager or Group Leader who has responsibility for Health & Safety in their own department.

GENERAL REQUIREMENTS

Extract from NVR Rule Book:-

SECTION 5 – REQUIREMENTS FOR WORKING ON THE RAILWAY PART A. GENERAL REQUIREMENTS

1. 1 *No person is allowed to work on the railway unless they are members of the “NENE VALLEY RAILWAY Ltd” or are employed by the company, or are working under the direct control of an appropriate subcontractor who has signed and returned the NVR Contractors Handbook.*
1. 2 **Obeying Rules, Regulations, Instructions, etc.**
 1. 2.1 *You must:-*
 - obey Rules, Regulations and Instructions that apply to you.*
 - obey instructions given to you by those in charge at your place of work.*
 - tell your Supervisor or Manager **immediately** if you notice anyone else not carrying out the Rules correctly.*
 1. 2.2 *Rules, Regulations and instructions apply to the **job being done**. The grade of person who is doing the job makes **no difference** to the manner in which the Rules and Instructions must be carried out when doing that job.*
 1. 2.3 *Rules, Regulations and Instructions apply **equally** to everyone, regardless of the sex, age or position of the person.*

ALCOHOL AND DRUGS

Extract from NVR Rule Book:-

1. 7 ALCOHOL OR DRUGS

Staff must be free from drugs or alcohol before signing on to commence duties.

1. 7.1 You must **NOT:-**

report or try to report, for duty **at any time** when unfit through:-

- alcohol, **or**
- drugs, or
- consume alcohol or any drug of abuse while on duty, or
- be in possession of any drug of abuse while on railway premises.

AGE LIMITS

Extract from NVR Rule Book:-

SECTION 5

PART B. AGE LIMITS

2. 1 All persons below the age of 18 are considered minors and must follow the rules laid out in Section 5 of the Rule Book.
2. 2 No person under the age of 18 is allowed to:-
 - a. be on a locomotive footplate,
 - b. work in a signal box,
 - c. act as or train as a Guard.
2. 3 No person under the age of 21 is allowed to:-
 - take the controls of the train,
 - act as a Signaller
 - take charge of a train as a Guard
2. 4.1 **Minors** – Children under the age of 13 cannot work on the railway or accompany a working adult.
2. 4.2 No Junior member (13 – 16 years of age) can work on the railway except under the direct supervision of an appropriate adult on a ratio of one to one.
2. 4.3 No person under the age of 16 is allowed to work in or with any of the following:-
 - Safety critical areas.
 - Use of machine tools.
 - Handling of hot food or equipment.
 - Handling of money.
2. 4.4 No working member can be accompanied by more than one child aged 13 – 16.
2. 4.5 No person under the age of 18 shall work behind a bar or serve alcohol.

BASIC SAFETY REQUIREMENTS WHEN WORKING AT THE NENE VALLEY RAILWAY

REPORTING

- You **MUST** sign on for duty on each attendance and you **MUST** sign off at the cessation of that attendance. There is a single designated signing on point at each site on the railway.
- You **MUST** report to the General Manager, Health & Safety Officer or the Head of one of the above listed Departments before attempting to commence ANY work on the Nene Valley Railway.
- You **MUST** report your inability to attend for work if, for any reason, you are unable to keep to the appointed time.

- You **MUST** report to the person-in-charge of the particular task to which you have been appointed.

SAFETY CRITICAL WORK

The Railway has spheres of work known as **SAFETY CRITICAL WORK** areas and these include the track, trackbed, locomotive yard, locomotive shed, signal box and in fact any area or piece of equipment involved in the operation of the railway. All staff who work in **Safety Critical Work** areas are examined for their competence and hold a certificated grade card.

- You **MUST NOT** therefore proceed into or upon any **Safety Critical Work** area without an authorised person to supervise your activities.
- You **MUST** always, without exception, wear a High-Visibility vest, jacket or overalls when working or moving about **Safety Critical Work** areas, except footplate crews working on or immediately about the locomotive.
- You **MUST** always observe the ruling regarding **Safety Critical Work** areas. During non-operating days the railway track may appear to be a quiet, safe and innocuous place and you may be tempted to stray onto the line believing it to be totally safe. Movements by stock and locomotives are always controlled by Operating staff and such movements may occur **AT ANY TIME** and **WITHOUT WARNING**.
- You **MUST NOT** interfere with or operate any equipment on the railway unless specifically instructed to do so.
- You **MUST** always cross the line by an authorised crossing or bridge when not with a competent authorised person.

TRACKSIDE SAFETY

- No person is allowed on the trackside or tracks anywhere on the railway including yards, sidings and running lines unless they have taken the railway's trackside safety course and are in possession of a current Personal Trackside Safety card (PTS).
- The trackside is defined as the area between the railway's boundary fences except for platforms and areas the public have access to.

SAFETY IS THE RESPONSIBILITY OF EVERYONE

- The Wansford site is the area where you are most likely to be working.
- To the east of the Wansford station is the Wansford river bridge and to the west of the Wansford station is the A1 road bridge. These two locations **MUST** not be passed without authority and without supervision.
- The workshops and principal Engine Shed (Roads 1 & 2) and Carriage Shed are **(OUT OF BOUNDS)** unless you are specifically requested to visit that area. You must always have a supervisor or member of the engineering staff with you when in the workshop or engine shed.
- The platform is an area where you may be called upon to work and you should always be aware of the possibility of train movements.

- Normally your immediate supervisor will arrange for your work assignment but this may not always be possible. If your supervisor is not available you should seek advice from the General Manager or the Health & Safety Officer.
- You should heed the warnings and advice of operational railway personnel (i.e. drivers, guards, shunters or signalmen) at all times.
- You should wear the appropriate protective clothing for the task you are performing. If in any doubt please seek advice before commencing work.
- If you are requested to wear safety clothing appropriate to the task being undertaken, disciplinary action will be taken for failure to do so.
- Should you be asked to do anything at all that you feel is beyond your capabilities, you must advise your supervisor and you **MUST** not attempt to undertake the task.
- Should you notice a situation that might present a risk to anyone, you should advise your supervisor immediately.
- The Nene Valley Railway has many thousands of visitors throughout the year and every care must be exercised when working where members of the public are present.

HAVING READ THIS I AM SURE YOU WILL AGREE THAT MOST OF WHAT HAS BEEN SAID IS COMMON SENSE. HOWEVER, IF YOU HAVE ANY FURTHER QUESTIONS PLEASE ADDRESS THEM TO US

DAVID JACKSON
OPERATING MANAGER

BRIAN WHITE
HEALTH & SAFETY OFFICER

OTHER PUBLICATIONS

Rule Book.
Implementing Discipline.
Guidance on Applying Discipline.

Statement of Terms – NVR and Staff (Volunteers) Commitments

- **NVR commits to providing Staff with**
- An Induction programme to introduce you to the railway including ;
- History of the Railway
- Culture of the Railway
- Safety Management System (SMS)
- NVR Rules
- The opportunity to undertake work of your own choice (*within capabilities*) at the NVR
- Appropriate training to enable you to competently undertake work without supervision.
- Personal Protective Equipment (PPE) where appropriate.
- A Safe Working Environment.

NVR requires that Staff commit to:

- Complying with NVR Safe Working Systems in particular: NVR Rule Book, PTS Handbook.
- Booking In /Out for each day of duty using the sign on the NVR sign on sheet. This includes commitments
 - I am fit for duty and not under the influence of alcohol or illegal drugs.
 - I do not have alcohol or illegal drugs in my possession.
 - I am not taking medication that impairs my ability to work safely
 - I do not have a medical condition that makes it unsafe for me to carry out my duties.
 - I have read all the current operating notices
 - I have all the necessary training and competence to fulfil the role that I am signing on to perform.
- Establishing with their Manager an attendance regime.
- Notifying Manager of deviation from agreed attendance times.
- Notifying the Health and Safety Officer of any conditions which may affect their ability to discharge their NVR duties safely. (Personal Safety and Public Safety)
- Providing help and assistance to the public wherever possible.
- Presenting the Railway at all times in a positive and welcoming manner.
- Doing or saying nothing to bring the railway into disrepute. (including using any social media such a face-book in order to do this.
- Doing or saying nothing to belittle or devalue the contributions of colleagues. (including using any social media such a face-book in order to do this).
- Behaving in a professional manner and carrying out the jobs and activities as detailed in jobs specification.
- Presenting themselves for duty in appropriate clothing and paying due regard to personal hygiene.
- Conducting themselves in a way which is respectful to colleagues and the public.
- Not making any inappropriate or unwelcome contact with, or make approaches to others, in particular to children.
- Not abusing NVR repayment of expenses systems.
- Reporting any SMS deficiencies or improvements to their Manager or Safety Officer.
- Reporting any Hazards or Dangerous situations immediately to the Safety Officer on the appropriate form.
- Ensuring that anything which passes through their hands such as money (fares, donations), goods and material of any kind, which is destined for the railway, is satisfactorily delivered to the Railway.
- Not removing or disposing of NVR property without proper NVR authorisation.
- Not disclosing personal information which they may become aware of, to third parties.

- **Associated NVR Regulatory Documents**
- *Disciplinary and Equal Opportunities Policies*
- *Training and Competence Policy*
- *Job Descriptions*
- *NVR Rule Book and Appendices*
- *PTS Handbook*
- *Induction Documentation*

- **Accepted by**

Manager.....


Signature..... Date

Staff Member

Signature Date

Section



		Risk Assessment <i>Examples of possible HAZARDS and CONTROLS</i>	
Potential Hazard		High Viz Vest Required for ALL Trackside Works Other Controls	
	Buried services / supplies. <i>Electric cables, Gas / Water Pipes</i>	Check records and follow an approved 'Safe Method of Work'	
	Adverse site conditions: <i>slippery or uneven ground, poor housekeeping</i>	Take care, wear boots and other appropriate Personal Protective Equipment (PPE).	
	Alcohol and drugs	Do not work within 8 hours of consuming alcohol or having taken substances which could affect alertness.	
	Animal attack – Loose Dogs, Farm Animals, Vermin	Do not enter area with loose animals. Withdraw from any potentially dangerous situation.	
	Biological – Soil, Stagnant water (<i>bacteria, virus, weils etc</i>)	Wear appropriate gloves	
	Boarding and Alighting from moving Loco's, Vehicles, Rolling Stock.	Prohibited	
	Bridge decking and other wet wood	Exercise caution and avoid where possible.	
	Building Hazards – Asbestos material condition. Insecure material stacks. Projecting edges	Cordon off area and correct deficiencies. For damaged Asbestos (free fibres), engage a specialist contractor. No drilling, sweeping, material gathering by NVR	
	Chemicals skin contact – oils, wet concrete, degreasers, thinners paints	Wear appropriate gloves. Follow the instructions on the Material Data Sheet	
	Competence ALL Activities (<i>Lack of, NVR Authorisation required</i>)	Activities Prohibited without an appropriate Grade Card or Authorisation Card.	
	Confined spaces	Follow <i>approved</i> 'Safe Method of Work'. Entry Prohibited without approval of Manager and controls in place	
	Construction works	Cordon Off Area. NVR Safety Officer will liaise with HSE where required by legislation.(30 days or 500 man.days)	
	Contract works	NVR Manager to approve contractors Risk Assessment and Safe Method of Work prior to work starting.	
	Controlled Burning - Fire	Ensure adjacent area free of flammable material. Nominate person for constant fire watch whilst burning.	
	Driving and operating plant	Certificate of Competence & NVR Manager Authorisation	
	Dumped Waste Material	Inform NVR Manager and Notify Council to remove.	
	Dust – Ingestion and eye irritation	Wear appropriate dust mask and eye protection.	
	Ejected and flying material	Wear appropriate eye protection.	
	Electricity fixed installation	Work to be carried out only by Authorised Electricians	
	Electrical Power Tools	Wherever possible use NVR supplied 110 volt equipment. Use 240/110 volt transformer where required. If using personal 240volt items, only use in conjunction with RCD.	
	Excavations	Minor works - Cordon off the area. Major works follow an approved 'Safe Method of Work'. Shoring up required.	
	Extension leads and temporary wiring	Visual inspection before use.	
	First Aid (<i>Lack Of</i>)	Ensure ready access and availability to First Aid.	
	Fixed equipment/machinery	Routine inspection and maintenance programme.	
	Flammable substances - Pressurised canisters and cylinders	Keep away from sun and heat sources. Store in metal cabinets	
	Footplate Hazards – Heat (<i>contact and radiated</i>), steam, dust, oil, noise, falls.	Footplate crew only permitted on footplate. Exceptions; Driver Experience or Holder of Footplate Passes.	
	Hand tools (<i>Defective</i>)	Take out of service and repair.	
	Hazardous substances	Use as manufacturers instructions and material data sheet - Store in locked metal cabinets	
	Horseplay	Totally prohibited	
	Housekeeping poor – <i>slips and trips</i>	Correct as soon as discovered	
	Hygiene and infection	Washing facilities or anti bacterial wipes/gel available.	
	Incorrect use of tools & equipment	Supervision by PICOW /Supervisor	
	Insect bites	Self-provision of Insect creams / lotions.	
	Insecure storage - <i>falling material</i>	Cordon off area and restack materials	
	Ladders	Visual inspection before use. Secure or 'foot' ladders. Inspection regime.	
	Lifting operations cranes	Qualified drivers and trained banksman. Cordon off lifting area. Hard hats to be worn.	

Lifting operations manual - <i>strain</i>	Assess the load and control lifting operations. ALL to use appropriate lifting posture/technique. Nominate a Lifting controller. Training by PICOW/Supervisor where required.	
Locos & stock – yard & sidings	Keep 15m (50feet) clear of any potential movement	
Low lighting levels	Provide hand torches or additional temporary lighting.	
Loco above ground incl' working at height, moving parts, hot surfaces, steam, hot water, oils, uneven ground	Following established procedures and use appropriate PPE, tools and equipment.	
Loco under frame incl' working at height, moving parts, hot surfaces, oils steam, hot water, water and ash in pits)	Following established procedures and use appropriate PPE, tools and equipment.	
Mobile equipment/machinery	Where possible cordon off the area.	
Moving trains (<i>Impact</i>) Working trackside. including: - Scheduled services - Engineers work trains - Footplate experience	Frequent visual checks of approach (every 10secs) Acknowledge drivers signal with raised arm and move to place of safety. Ensure vehicles, persons, tools and equipment are at least 2m (6ft) clear from track. Consider need for a 'lookout' with whistle/horn, red flag.	
Nails and Screws, projecting from wood or ground/ash – <i>Wound to feet or hands</i>	Wear appropriate safety shoes and gloves	
Needles & Syringes - <i>Puncture wound - Infection</i>	Use mechanical grabber when collecting rubbish. Place items in sharps box. Do not rely on gloves as protection.	
Noise – Power tools & locomotives	Wear appropriate ear protection.	
Open water/tanks/ponds – <i>Veils disease</i>	Wear waterproof gloves.	
Overgrown vegetation – <i>trips, scratches, stings, puncture wounds</i>	Clear away vegetation prior to any other civil works. Self-provision of anti-septic creams.	
Overhead electric cables - <i>electrocution</i>	Ensure lifting equipment and any long handled tools cannot reach conductors.	
Overloaded electrical cables	Use only approved equipment and extension leads. Temporary wiring by unskilled persons is Prohibited.	
Physical fitness and ability	Staff must ensure that PICOW/Supervisor is aware of any personal limitations or medical conditions.	
Plant Hired In	Hire only from approved Hirers. Operations controlled by PICOW/Supervisor. Hard Hats to be worn.	
Points, Signal Rods and Cables - <i>Trapped Hands or feet</i>	Be alert to possible movements and stay outside the area of any possible movement.	
Pollen count high	Self provision of personal medication	
Power tools and extension leads – damaged exposed conductors,	Bi-Annual (24 months) PAT by outside supplier and operators own visual check before any usage	
Rails and sleepers – <i>Slips and trips</i>	Walk on ballast in the cess. Avoid rails and sleepers	
Restricted height access	Wear bump hat.	
Road traffic and vehicle movements	Cone off work area with traffic cones	
Rolling stock – Coupling and uncoupling. (<i>Crushing, steam, air,</i>)	Follow established procedures.	
Rusty/Sharp Metal	Wear appropriate gloves	
Scaffolding <i>c/w erecting company tags</i>	Erected by qualified persons. Inspect daily before use.	
Smoking - <i>Fire</i>	Prohibited in buildings and on platforms.	
Sun exposure – <i>Heatstroke, dehydration, sunburn</i>	Self-provision of liquids, appropriate headgear and sun block creams.	
Trees and branch felling, vegetation clearance	Hard Hats and follow an approved 'Safe Method of Work'. Appropriate footwear and PPE	
Uneven Track Ballast – <i>sprains</i>	Beware and exercise caution while walking on Ballast	
Untrained persons	Supervision by PICOW/Supervisor	
Vandalism – <i>Arson and damage</i>	Secure building and site at the end of day	
Vibration – <i>Hand tools and Kango's</i>	Wear gloves and rotate operators every hour	
Violence <i>from public or other</i>	Walk away. Report all incidents to NVR Safety Officer.	
Weather; H/C, snow, ice, wind, rain	Wear appropriate clothing.	
Welding, burning cutting,	Competence Certificate & NVR Managers Authorisation	
Wood Splinters	Wear appropriate gloves	
Working Alone	Generally Prohibited unless approved by Manager.	
Working at Height – <i>Detailed Risk Assessment required for 'Construction Work'</i>	Use approved access arrangements. Do not use 'makeshift' arrangements. When working on roofs use appropriate edge protection and fall arrest harnesses. See also Hazards related to Ladders and Scaffolds	

