

Safety Pack for Community Rail Schemes

Name of Group:	Parish Council (Sampford Courtenay Environmental and Sustainability Group)
Lead contact and contact details (phone & email):	Marion Pratt (Parish Clerk) 0183782285 scpcclerk@gmail.com
Network Rail Community Rail Lead:	Máedóc Ellis Maedoc.Ellis@networkrail.co.uk 07395 389388
Location:	Sampford Courtenay disused platform
Brief description of the scheme:	The scheme is to adopt and maintain the station platform. Keeping clear of rubbish and leaves and maintaining and planting the two flower beds in place on the platform. It is hoped also to apply for funding to erect a railway heritage board for visitors to learn the history of the station.

To keep you and all volunteers on this Community Rail Scheme safe whilst working in the railway environment, the following steps must be completed *before* any activities are started for the above Community Rail Scheme:

- the Community Rail Licence for the scheme must be in place
- the risk assessment in section 2 must be completed
- all volunteers for this scheme must:
 - familiarise themselves with and understand the risk assessment in section 2;
 - familiarise themselves with and understand the safety brief in section 3; and
 - sign the register in section 4.

If additional volunteers join this Community Rail Scheme or there are changes to the risks, it is important that you let your Community Rail Lead know, in writing, that new volunteers take the steps above and that the register is updated and provided to your Community Rail Lead together with a copy of any revised risk assessment.

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1. Details and checklist for implementation of a Community Rail Scheme

Scheme Location:	Sampford Courtenay
Description of the scheme:	The scheme is to adopt and maintain the station platform. Keeping clear of rubbish and leaves and maintaining and planting the two flower beds in place on the platform. It is hoped also to apply for funding to erect a railway heritage board for visitors to learn the history of the station.
Name of group undertaking work:	Parish Council (Sampford Courtenay Environmental and Sustainability Group)
Lead contact:	Marion Pratt (Parish Clerk)
Type of Scheme:	Long Term (annual licence)
Scheme plan provided for Community Licence:	Yes Date provided: 22/03/2022

<p>Route Clearance Certificate:</p>	<p>Obtained: Yes Date issued:</p> <ul style="list-style-type: none"> • Business clearance- 18/03/2022 • Technical clearance- 11/04/2022 <p>Reference: CR/52488</p>
<p>Risk Assessment:</p>	<p>Completed: Yes Accepted: Yes</p> <p>Dated: 07/2/2022 Dated: 29/04/2022</p>
<p>Community Rail Licence:</p>	<p>Date Signed: 26/04/2022</p>
<p>Safety briefings:</p>	<p>Completed: TBC Date(s) provided:</p>
<p>Hi-Vis:</p>	<p>Network Rail to provide</p>

2. Community Rail Risk Assessment

Form:	RAP-
Issue:	001
Date:	29/04/22

Location applied for:	Sampford Courtenay disused platform	License Ref: CR LR 019
Date Licence completed / signed:	26/04/2022	
Community group name:	Parish Council (Sampford Courtenay Environmental and Sustainability Group)	
Name and contact details of individual who is completing the risk assessment:	Marion Pratt (Parish Clerk)	
Number of volunteers:	6	
Site / Work Area(s):	Disused platform	
Description of access location (Including parking and entry to site):	Access to the station car park is from the B3215 Volunteers will be able to park in the car park to access the station platform via the locked entrance gate. Padlocks will be daisy chained so both NR and the group can access the scheme area.	
Description of work(s): (please detail all the tasks that you will carry out in the work area)	Keep the platform clear of rubbish and leaves and maintaining and planting the two flower beds	
How will you safeguard others from these works? Note: Worksite is to be protected by physical barriers (not cones or tape) or isolated to prevent third party access where appropriate or where required (speak to your Community Rail Lead if in doubt)	The platform area is not open to the general public only authorised and briefed volunteers will be allowed onto the platform area wearing appropriate PPE and supervised as necessary. The platform is fenced and gated with a daisy chain lock.	

<p>In view of the COVID-19 Virus situation, what social distancing measures will you be looking to implement, (including any use of Personal Protective Equipment 'PPE') by your group members when working?:</p>	<p>To fulfil the tasks only small groups working outdoors will be needed and social distancing can be maintained at all times.</p>
<p>What tools and equipment will be used on site?:</p>	<p>Normally the tasks will only require hand tools used manually. There is no permission for the group to use power tools at this time.</p> <p>Where power tools are required a professionally identified contractor will be on site and appropriate permission will be sought from Network rail. This might include the use of chainsaw or strimming equipment where necessary.</p>
<p>How will the tools and equipment be transported to and from site? In the case of power tools, where is the power source?:</p>	<p>SCEnSus will transport necessary tools to the site.</p>
<p>Do any group members need to work at height? For example, working from a ladder:</p>	<p>No members of the group will need to work at height</p>
<p>How will you dispose of waste and materials from the site?:</p>	<p>All debris can be collected and sorted on site and then disposed of through either recycling or household waste.</p>
<p>What measures will you take to mitigate any impact to the environment? (e.g. drains, land and water) Are you aware how to report an environmental incident?:</p>	<p>Whilst the impact of risk to the environment could be high, the likelihood of risks to the environment are low.</p> <p>The activities will not include handling any substance that could be a hazard to waterways on land or through drains.</p> <p>Contact the Network Rail helpline on 03457 11 41 41 if any environmental incident occurs, and inform the CR lead.</p>

<p>Emergency Arrangements (including nearest hospital and first aider and first aid equipment information):</p>	<p>Members of the SCEnSus group have been trained in basic response first aid. A basic first aid kit will be part of the equipment on the site with volunteers.</p> <p>Nearest hospital for accident and emergency is at Royal Devon and Exeter Hospital. Postcode - EX25DW What 3 words - grab.gates.state</p> <p>The closest defibrillator is at the Beeches Postcode - EX202TU What 3 words - assurance.nitrate.ramble</p>
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Detailed risk assessment of scheme specific hazards

Sampford Courtenay Risk Assessment – drawn up in conjunction between CR Lead, Group Lead, Health and Safety Specialist, and site visits

Hazard	Who is affected?	How are they affected?	How likely (A)	How severe (B)	Risk assessment (A X B)	Precautions to be taken
Slips, trips and falls	Volunteers	Uneven ground. Inclement weather	Medium	Medium	Medium	<p>Appropriate footwear worn (including, but not limited to, walking boots, not shoes, trainers, flip flops or sandals, especially open-toe footwear)</p> <p>Safety briefing to volunteers</p> <p>Check surfaces before stepping on to them. When inclement weather is forecast or arrives during the working party activities an assessment of the hazards should be carried out and if appropriate the session cancelled for that day</p> <p>Take extra care when working around unconcreted surfaces. Be aware of trip hazards from posts near planters and step down from concreted area.</p>
Slips, trips and falls	General public	Trip hazards and soft ground on paths and edges	Low	Medium	Low	<p>Work areas cordoned off with a gate and fence, public should not access platform</p> <p>Completed work checked for hazards to public before leaving site</p> <p>Steps and raised constructions avoided on walking routes, with particular attention to existing desire lines. Do not leave any tools or equipment unattended</p>

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Hazard	Who is affected?	How are they affected?	How likely (A)	How severe (B)	Risk assessment (A X B)	Precautions to be taken
Danger from train strike	Volunteers	By straying onto track or slipping from platform edge onto line side	Medium	High	Medium	<p>Network Rail safety briefing.</p> <p>Volunteers will only go into the work area or authorised access route designated for the scheme by Network Rail.</p> <p>Volunteers will work facing the platform edge and should not come within 1.25m of it. Stay behind the yellow line.</p> <p>Wearing high visibility vests and raise hand to driver when horn sounded.</p> <p>Advising whoever is in control of the railway property being accessed i.e., Network Rail when you will be working.</p>
Injury from gardening tools (whether powered or unpowered)	Volunteer, general public	Improper use, cutting or striking	Low	Medium	Low	<p>Appropriate PPE for the task should be worn, as a minimum safety gloves and goggles.</p> <p>User and others will regularly check everyone is clear of the arc of movement. All tools not being used will be left clear of public spaces.</p> <p>Always follow manufacturer's instructions when using tools</p>

Sampford Courtenay Risk Assessment – drawn up in conjunction between CR Lead, Group Lead, Health and Safety Specialist, and site visits

Hazard	Who is affected?	How are they affected?	How likely (A)	How severe (B)	Risk assessment (A X B)	Precautions to be taken
Hazardous Rubbish (hypodermics, broken glass, human waste, other infectious waste)	Volunteers	By cutting /puncturing skin. Contracting infections from hypodermics	Low	Medium	Medium	<p>Check for hypodermics before entering undergrowth or moving rubbish. Hypodermics or human waste identified dealt with by Network Rail or Local Authority Environmental Health using 'sharps' containers or specialist equipment as appropriate.</p> <p>Upon arrival at site, the group leader should get the information for who to call if they come across a hypodermic needle or any bio hazard. First aider to be with the group to administer first aid should they receive a needle prick. Call Network Rail helpline if hazardous waste identified.</p> <p>Safety gloves worn when working.</p> <p>Litter pickers used.</p> <p>Safety boots or walking boots worn.</p>
Danger from road traffic	Volunteers	People not seeing cars; drivers not seeing volunteers	Low	Medium	Low	<p>Volunteers will wear 'high visibility' tabards when working on the scheme</p> <p>Coordinator will remind people of traffic hazard in the carpark when transporting waste or tools to and from site, before work starts.</p>

Sampford Courtenay Risk Assessment – drawn up in conjunction between CR Lead, Group Lead, Health and Safety Specialist, and site visits

Hazard	Who is affected?	How are they affected?	How likely (A)	How severe (B)	Risk assessment (A X B)	Precautions to be taken
Pollution from, or ingestion of chemicals or paint	Volunteers, general public, the environment	Release of paint, herbicides, motor fuel (for example, when using power tools with Network Rail permission)	Low	Medium	Low	<p>Paint and herbicides used only if approved by Network Rail</p> <p>Sprayer operators will have recognised training</p> <p>Manufacturer's instructions followed</p> <p>Operators to wear recommended protective equipment (mask, goggles, gloves)</p>
Damage to vehicles in car park	General public	Damage by tools or flying stones	Low	Medium	Low	Area fenced off from carpark, so risk is low. Be aware of cars if working in area of low fencing and take care when transporting materials to/from the carpark.
COVID-19 impacts	Volunteers, general public	Risk of COVID-19 transmission during current pandemic	High	High	High	<p>Comply with Government guidance on hand hygiene, wearing of face covering and social distancing, plus relevant restrictions for that locality at the time, and any additional guidance provided by Network Rail</p> <p>Ensure the required number of volunteers are present based on the risk assessment for the activities before starting (i.e. if a minimum number is required and not met due to sick absence / self isolation the activity does not continue)</p>

Sampford Courtenay Risk Assessment – drawn up in conjunction between CR Lead, Group Lead, Health and Safety Specialist, and site visits

Hazard	Who is affected?	How are they affected?	How likely (A)	How severe (B)	Risk assessment (A X B)	Precautions to be taken
Extreme/poor weather conditions	Volunteers	Risk of injury from exposure to poor weather conditions e.g. extreme heat, icy surfaces.	Medium	Medium	Medium	<p>Volunteers to always ensure they wear appropriate clothing for the weather e.g., sunhats, boots.</p> <p>Due to the risk presented by poor weather conditions and the location of the scheme near the operational line, the group should not work in icy or extremely wet conditions that heighten the trip hazard risk.</p>
Abusive members of public	Volunteers	Risk of injury or abuse from members of public	Low	Medium	Low	<p>Area fenced off from general public so reduced risk.</p> <p>If approached by abusive member of public, volunteers should not engage and phone Network Rai's helpline or the emergency services.</p>

Are there any additional control measures that need to be implemented before you start work?

All volunteers to have with them at least one mobile phone between two and will always work in pairs.

During work periods regular breaks to be taken with adequate water and sustenance as required for the conditions

Document review (to be completed by Network Rail)

Applicant details		Licence issuer (NR)	
Print Name:	Marion Pratt (Parish Clerk)	Print Name:	Máedóc Ellis
Date:	7/2/2022	Date:	29/04/2022
Signed:		Signed:	

3. Safety briefing for all Community Rail Scheme volunteers

This safety briefing must be provided to all volunteers before they take part in the Community Rail Scheme for the first time and every time that the Community Licence, risk assessment or this safety briefing are updated / changed.

- 1) Before entering the site, **all volunteers** should familiarise themselves with and understand:
 - a. the Community Licence and extent of the designated area for the scheme;
 - b. the safety risk assessment in section 2; and
 - c. this safety briefing.

- 2) Being close to the operational railway is an unusual place to work and can be dangerous. These instructions are aimed to keep you, other volunteers and the public safe. **All accidents and incidents must be reported to Network Rail on the form in section 0.**

- 3) **You must always:**
 - a. Use the access / egress points and routes designated in the Community Licence
 - b. Ensure that any gates in the boundary fence are locked behind you
 - c. Wear your high visibility tabard, at all times, in the designated area or access route
 - d. Ensure you are wearing the appropriate personal protective equipment identified for the activity you are doing (for example, safety footwear, gloves)
 - e. Carry out work activities with a minimum of two people
 - f. take care when setting up and dismantling your work site, carrying equipment to and from the work area and must always leave your work area clean, tidy and free from hazards.
 - g. take care where you are walking and be mindful of the underfoot conditions, some injuries on the railway result from slipping tripping or falling over.
 - h. Raise one arm above your head to a train driver sounding their horn, to confirm you have heard them.
 - i. Whilst on a station platform, keep at least 4 feet (1.25m) from the platform edge
 - j. Report any accidents, injuries or incidents to the person responsible on site, the group leader and the TOC or owner of the station. If no one is on the station then it should be reported via control.

- 4) **You must never:**
 - a. go onto any railway track or any part of the railway that is outside the work area designated in your Community Licence for your scheme. You can go in areas where the public e.g. railway passengers, are allowed access.

- b. enter the designated community licence area if you are under the influence of alcohol or drugs, or have drunk alcohol in the previous 12 hours.
 - c. do anything which may damage or interfere with cables, electrical cabinets, signalling or other railway equipment (“railway equipment”).
 - d. undertake any works within 1 metre of railway equipment; this includes digging near railway equipment, putting anything on or against it, or allowing paint or other chemicals to come into contact with it.
 - e. operate motorised vehicles or machinery unless competent to do so and the equipment is authorised by Network Rail.
 - f. erect or use lighting that may cause an issue for the operational railway, for example, affect the vision of train drivers or their ability to read the lights on signals.
- 5) An inherent danger within the railway environment comes from electrification; volunteers are reminded that:
- a. Electricity supplies are never switched off
 - b. An electrified rail looks like any other, but if you touch it, its deadly
 - c. Electricity can arc like lightning or ‘jump up to three meters’. You can be electrocuted by touching any associated equipment. Be careful when carrying metal objects (such as spades) which conduct electricity. Ensure metal objects are carried at waist height and, where required, by 2 or more people.
- 6) If you believe something is wrong, such as a person, animal or object on the railway line, do not intervene. If there is a member of railway staff nearby tell them. Otherwise phone the Network Rail 24-hour Helpline on 03457 11 41 41. Tell them if you think it is an emergency. If you see a crime taking place phone the British Transport Police on 0800 40 50 40 or phone 999.
- 7) Site specific requirements are as follows:
- Do not park in such a way as to block the entrance to the site
 - Move back towards the back of the platform when the driver sounds his horn
 - Try to maintain visibility of the line when working and remain within tarmacked area
 - Inform Network Rail when the site will be accessed.

4. Community Rail Scheme Volunteer Register

Name of Community Rail Scheme:	Parish Council (Sampford Courtenay Environmental and Sustainability Group)		
Scheme Reference Number:	CR LR 019		
License Area	Sampford Courtenay Station (disused)		
Scheme Lead/Contact:	Marion Pratt (Parish Clerk)	Contact No. :	0183782285
Signature:		Email:	scpcclerk@gmail.com
Network Rail Community Rail Lead:	Máedóc Ellis	Contact No.:	07395 389388
Signature:		Email:	<u>Maedoc.Ellis@networkrail.co.uk</u>

By signing and dating the register below, you (the volunteer) confirm that you have read / familiarised yourself with and understand:

- the Community Licence and extent of the designated area for the scheme;
- the safety risk assessment for the scheme; and
- the safety briefing for the scheme.

You must keep to the obligations and carry out activities in line with the requirements and protections set out in these documents.

Failure to do so will result in your exclusion from the community rail scheme and the area covered by the scheme.

If the risk assessment or safety briefing change, or are updated in any way, you agree to familiarise yourself with the changes and sign the register again to confirm this has been done.

A copy of the register must be provided to the Network Rail Community Rail Lead each time it is added to and updated.

Please sign and date below:

Briefing given by Scheme Lead / Community Rail Lead (please specify which, name & title)	First Name	Surname	Date	Signature

Briefing given by Scheme Lead / Community Rail Lead (please specify which, name & title)	First Name	Surname	Date	Signature

5. Guidance note on the insurance position

The below provides guidance on the insurance position at Clause 5 of the Community Rail Licence:

- As the works are being done for the benefit of Network Rail property, these are treated as ‘construction activities’ for insurance purposes within Network Rail’s insurance arrangements.
- Where the insurance applies the insurance policy excess levels are (with effect from 1 July 2020) £0 (nil pounds) in the event of claims for personal injury and third party property damage. Therefore, licensees will have no excess to pay.
- Claims may only be made in respect of third party personal injury or third party property damage. Network Rail provides a subrogation waiver for any damage occurring to its ‘own property from the licence activities (see worked example iv below).
- No insurance cover is provided by Network Rail for employers’ liability and the licensee groups must provide this themselves for their members.
- In the event that you should need to make a claim, please contact Ann Gabriel (Ann.Gabriel@networkrail.co.uk or 07734647378) or Daniel Purkis (Daniel.Purkis@networkrail.co.uk or 07809376664) in the Group Insurance team.
- Only those individuals confirmed as undertaking the activities on behalf of the licensee will be insured for these purposes. Under the terms of the licence, licensee groups are to provide Network Rail with the names of all persons undertaking the permitted licence activities. Accordingly, please ensure that the licensee regularly updates Network Rail in relation to any changes to this list. Notifications can be made by email to [the relevant route community manager].

Worked examples:

i. An individual member of a licensee group (which NR have been notified of) sustains personal injury whilst working on a gardening project. In this case, rather than Network Rail’s public liability cover, this is a risk for the community group’s employers’ liability insurance policy as they were injured on site whilst undertaking work in the course of exercising the permitted licence rights.

ii. A licensee group accidentally causes £30,000 damage to a TOC’s train carriage whilst undertaking work permitted under the licence and on enquiry is legally liable for the damage caused. The insurance will meet the liability in full.

iii. Mr X is a member of a licensee group whom NR are aware of. One day Mr X brings his son to help with the work, but does not notify NR of this additional person. His son then accidentally smashes a neighbouring property’s window. The insurance policy will not cover the damage in this case.

iv. Whilst undertaking works under a community licence, a member of the group accidentally puts a spade through a cable belonging to Network Rail laying within the licence area causing a loss of power to the nearby station. Network Rail will provide a subrogation waiver for the damage caused (and any subsequent train delays). This means that Network Rail gives up the right for itself and its’ insurer to take action against the community group for the loss beyond the value of the excess.

6. Incident form

Name of Community Rail Scheme:	
Community Rail Scheme Reference Number:	
Person(s) in charge:	
Date and time of accident / incident:	
Location where accident / incident took place:	
Nature of accident / incident:	
Name of injured person (if applicable):	
Address of injured person (if applicable):	

<p>6. Explanation of how the accident / incident happened (describe activity taking place and description of before, during and after event):</p>	
<p>7. Description of the injuries sustained (if any) and their severity:</p>	
<p>8. Explain the action taken (e.g. first aid treatment given, were the emergency services called and, if so, any reference numbers provided for the event):</p>	
<p>9. What happened to the injured party (if applicable) after the accident / incident (e.g. went home, to hospital, carried on, etc):</p>	
<p>What steps / actions will be put in place to avoid a reoccurrence of the accident / incident?:</p>	
<p>Are there any steps Network Rail may need to do to improve site safety?:</p>	

Signed:

Name:

Date:

Please complete and return this form to:

Name: Máedóc Ellis

Email: Maedoc.Ellis@networkrail.co.uk

Network Rail Community Rail Lead

[Note to Network Rail Community Rail Leads: A copy of this form should then be provided to the relevant Senior Claims Controller for that Route and the safety reporting team for the incident to be logged on SMIS.]