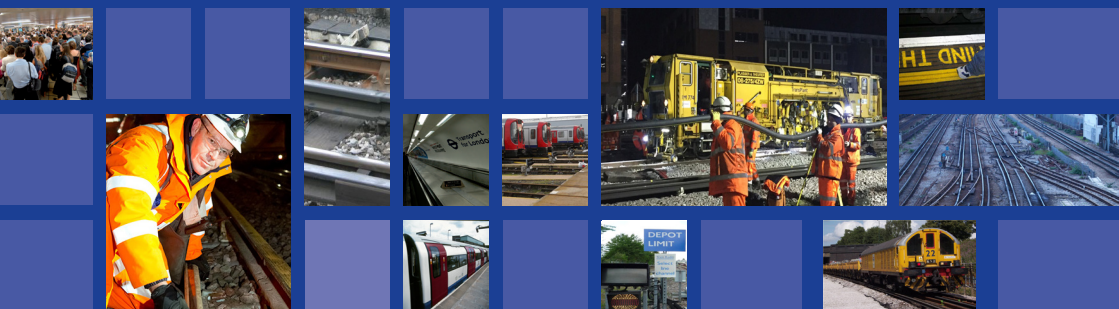


Head of Access



Working within a possession (Code of practice)

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I General

This code of practice contains information to enable the safe management of staff working within a possession.

I.1 Who needs this code of practice

You will need this code of practice if you are:

- a possession master
- an engineering works support manager
- a site person in charge
- a possession worksite access controller
- an engineer in charge
- protection staff
- a track access controller
- a duty depot manager
- a site access controller
- anyone working within or associated with a possession
- service control staff (awareness only).

2 Possession worksites

A possession may contain a number of worksites. Each worksite will have a possession worksite access controller who will have been appointed at the planning stage by the engineer in charge.

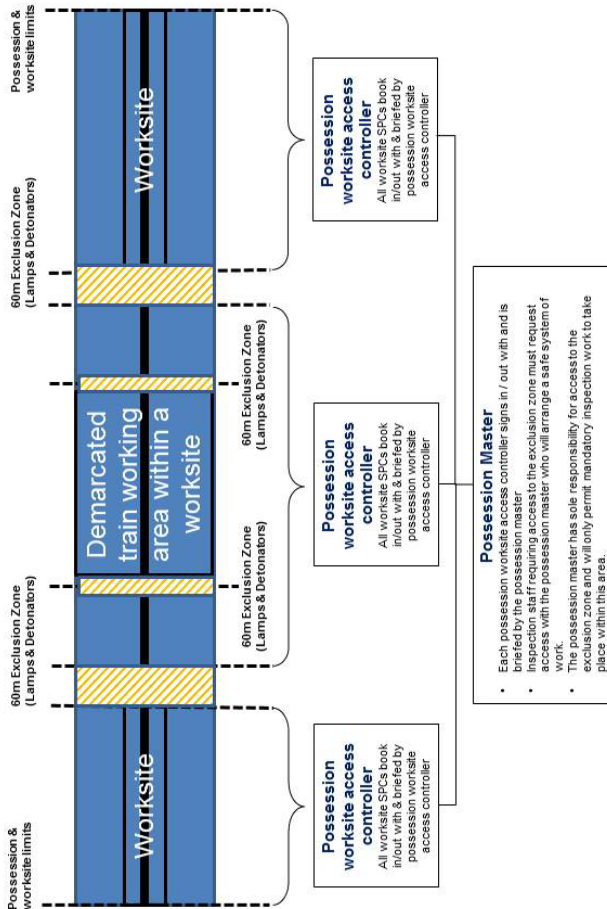
For larger worksites, the engineer in charge may appoint two possession worksite access controllers to support staff signing in and out.

Each worksite will be published in the possession works guide for every possession. This publication will include both the main static worksites which would be the reason for the possession (e.g. points renewal), but it will also list works such as patrolling which will be passing through the area under possession.

Individual work groups within a worksite do not need to demarcate their work area unless required by the method statement.

2.1 Possession management structure

The diagram below shows an overview of the possession management structure.



3 Working in a possession

3.1 Briefings

Staff involved in possession protection and possession worksite access controller(s) must be briefed by the possession master before the start of a possession. This briefing is to ensure that the worksite limits, possession limits, protection methods and train movements are understood by all those managing the worksites and defining or implementing protection.

Staff carrying out technical activities to support protection arrangements can receive their briefing over a recorded line.

The briefing must be carried out face to face and video recorded. If this is not available then the briefing must be witnessed and signed for by the engineer in charge.

The possession worksite access controller and protection staff must sign to confirm they have been briefed.

The possession master will give each possession worksite access controller and each member of protection staff a coloured date stamped wrist band to show they have been briefed.

3.2 Possession worksite access controller signing in with and briefing by the possession master

Each possession worksite access controller for the worksites listed in the possession works guide must sign in with the possession master. The possession master must record:

- the name and contact details of the possession worksite access controller
- the worksite location and worksite details
- confirmation that the briefing has taken place
- confirmation that the possession worksite access controllers are working to the correct possession plan and possession works guide.

The possession master must ensure that the possession worksite access controllers:

- have the correct possession plan reference number
- have the correct certification
- confirm their respective locations
- confirm contact telephone numbers
- confirm call back times
- have a possession worksite access controller site access form.

The possession master must give the possession worksite access controller a sufficient amount of coloured date stamped wrist bands to take to the access point.

3.3 Arrival at the designated booking on point

The possession worksite access controller must arrive at the designated worksite access point at least 30 minutes before the passage of the last published train, and confirm with the possession master that they are on site.

3.4 Site person in charge signing in with and briefing by the possession worksite access controller

Each site person in charge of a work group listed in the possession works guide must sign in with the possession worksite access controller for that worksite. The possession worksite access controller must record:

- name and contact details of the site person in charge
- the worksite location and the worksite details
- confirmation that the briefing has taken place
- confirmation that the site persons in charge are working to the correct possession plan and possession works guide.

The possession worksite access controller must ensure that the site person in charge is briefed and:

- has the correct possession plan reference number
- has the correct certification as set out in section three of this code of practice
- confirms their respective locations
- confirms the contact telephone/radio numbers
- confirms the call back time
- has the correct unique access number for their work.

The briefing must be carried out face to face.

All briefings must be signed for on the possession worksite access controller site access form.

The site person in charge must record the call back time on the Person in Charge Access Document (PiCAD).

The possession worksite access controller will give each site person in charge a coloured date stamped wristband to indicate visually that they have been briefed, and sufficient additional wristbands for each member of their work group.

3.5 Staff signing in and briefing with the site person in charge

All staff working within the worksite under the site person in charge must sign in with that site person in charge.

The site person in charge must record the following information on the sign in sheet:

- name and contact details
- work being undertaken
- certification shown
- confirmation that all staff have received a briefing on the safe system of work.

The site person in charge must brief the staff who will be working in the worksite, on the safe system of work before the track is accessed.

The briefing must include:

- details of the work taking place
- the agreed safe system of work to allow works to co-exist
- certification requirements as set out in section four of this code of practice.

Each site person in charge will give each member of their work group that have been briefed a coloured date stamped wristband.

When the briefing is complete the site person in charge must complete the PiCAD, recording all names individually.

Before accessing the track, the site person in charge must confirm that traction current has been switched off using a current rail indicator device.

3.6 Booking on and off - PM1/PM2/PM3 inspections

The site person in charge of the staff who carry out PM1/PM2/PM3 inspections must:

- book on and off with the possession master
- sign in and out with each possession worksite access controller, and receive a briefing for each worksite they pass through.

The briefing can be carried out over a recorded line providing there are no more than four individuals in the group. Any groups of five or more individuals must receive a face to face briefing from the possession worksite access controller.

Staff who carry out PM1/PM2/PM3 inspections will not need a coloured date stamped wristband if they book on over a recorded line.

3.7 Signing out with the possession worksite access controller

When work is complete and staff and equipment are clear of the track the site person in charge must sign the PiCAD form confirming that all staff have left the worksite.

The site person in charge must sign out of the possession worksite by telling the possession worksite access controller that all staff and equipment are clear of the track.

The site person in charge must give the PiCAD form to the possession worksite access controller.

4 Certification and competence

4.1 Checking certification

The certification and competence of the possession master, possession worksite access controller and protection staff are checked prior to deployment by the access department.

At the possession briefing meeting the possession master will carry out a physical check of the certification of all possession worksite access controllers and protection staff, and record that this has taken place in the possession masters log book.

The possession worksite access controller is responsible for checking and recording the certification of all site persons in charge signing in with them, and any staff passing through their worksite.

The site person in charge is responsible for checking and recording the certification of staff signing in with them.

4.2 A possession without published train(s) or mechanised vehicle(s)

When traction current is off and there are no train movements within the possession, track certification is not required. All staff must however hold the relevant London Underground access induction requirement (for example a Sentinel card) with at least one certificated and licensed to protecting workers on the track (PWT) within each work group.

4.3 A possession with published train(s) or mechanised vehicle(s) within a worksite

Working within a possession with a train (not in the train working area)

Anyone who is working within a possession published with a train working must have Basic Track Awareness certification as a minimum.

Working within a possession with a train (working within the train working area)

All trains or mechanised vehicles working within a worksite in a possession must be under the control of a certificated and licensed Protecting Workers on the Track (Possession Worksite) or a Protecting Workers on the Track (Train Movements). This person will also provide protection for the staff who are working with the train or mechanised vehicle trackside.

Staff certification in a train working area

Staff associated with the train or mechanised vehicle must be certificated Basic Track Awareness, and additionally be protected by an individual certificated and licensed Protecting Workers on the Track (Possession Worksite) or a Protecting Workers on the Track (Train Movements).

All staff not associated with the train passing through a train working area within a worksite must hold the following certification and license:

- Individual Working Alone or Protecting Workers on the Track (Traffic Hours)
- Basic Track Awareness or Protecting Workers on the Track (Engineering Hours) with additional protection by an individual certificated and licensed to Protecting Workers on the Track (Traffic Hours).

5 Depot possessions

The possession master for each depot possession or possession of sidings will undertake the duties of the possession worksite access controller as detailed in this code of practice.

A depot possession master must be certificated as possession worksite access controller.

