

COVID-19

SAFE WORK PRINCIPLES FOR NETWORK RAIL STAFF AND CONTRACTORS

NOTE: As a result of the new COVID-19 variant, the increase in COVID-19 cases and national lockdowns it is crucial that the safety measures in place are adhered to. The below points are effective as of 27 January 2021 and will be subject to continuous review and agreement.

1. Those who can work from home will be able to do so. Only essential workers and essential visitors should attend workplaces.
2. Network Rail continues to provide a vital service for key workers and the movement of goods. To do so a safe and reliable railway must be operated. As such, staffing levels will reflect these requirements whilst doing what is possible to reduce the numbers of workers in circulation and exposed to infection and transmission. Network Rail will work with the supply chain to review working practices.
3. Work undertaken in maintenance and engineering functions will be those that are essential including emergency, response, reactive activities, planned maintenance and renewals. As such, work should be prioritised and planned accordingly with the number of people at work reduced where possible. Network Rail will document the essential maintenance (including works delivery) and training and share it with the H&S and Industrial trade unions representatives. A meeting chaired by an IMDM or other senior management as appropriate will be held with the trade unions to review the essential work and training. The trade union will assign the appropriate H&S and IR representatives.
4. Where works are taking place all practical measures will be adopted to segregate staff and minimise likelihood of transmission or exposure to the COVID-19 virus. Such measures as reducing shared transport, home start, segregation at sign in points and mess rooms and staggering of start and finish times will be implemented. Best practice will be shared across Network Rail.
5. In accordance with clause 1 and Government Guidance, staff who are not required on duty will remain at home, Rosters and Shifts will be created to ensure there is an adequate number of employees on duty to keep the Railway safe and reliable. This will be done on the basis that the workload is shared equally amongst available competent resource.
6. Where agreed in advance staff will commence their turn of duty from home and travel to site. Once planned work is confirmed as complete, safely and compliant to standards, staff will not be required to remain at the workplace so to minimise the likelihood of transmission or exposure to the COVID-19 virus. Staff will remain contactable and available to attend as required for the duration of their rostered turn of duty. Network Rail will share best practice across the organisation. Any concerns should be raised with local management and escalated quickly if this principle is not followed.

7. The congregation of staff at work locations, vehicles, booking-on points, access points and mess-rooms are to cease with appropriate dispersal regimes enforced.
8. Network Rail and its supply chain companies will continue to strictly enforce social distancing between individuals and groups of workers as far as is reasonably practicable through modifying working arrangements whenever possible.
9. Network Rail and their employees have a responsibility to follow the guidance and standards and call out non-compliance. Employees will be supported if they raise concerns and are encouraged to invoke the work safe procedure and close call without fear of reprisal.
10. Network Rail and its supply chain companies will adopt all best practice measures on protective equipment, health advice, working practices and so on as these are developed during the course of the health emergency.
11. A person who is clinically extremely vulnerable (CEV) and in receipt of a CEV letter is strongly advised to work from home. In line with government advice, if they cannot work from home, they should not go to work and shield. Employees who shield will be paid special leave and paid in accordance with published base rosters.
12. In accordance with government guidelines, there is no requirement to shield if an employee is a parent or household member of someone who is CEV. However, Network Rail recognises that these employees may be worried, and they may have shielded last year. Therefore, in order for Network Rail to support these individuals they should raise the matter with their line manager who will then arrange for their work/shifts to be covered. It is not for Network Rail to advise these people to shield and therefore it is completely voluntary.

Following the discussion with the manager and subject to the type of work the person undertakes, the manager may be able to allocate tasks or training that can be done at home. If an employee does voluntarily shield they are advised to speak to their GP or clinician for specific advice. Managers will need to satisfy themselves that the employee, the child or household member is within the CEV category, this may include seeing a copy of the letter (subject to GDPR and possible redaction by the household member). Employees who remain at home for these reasons will effectively be considered as shielding and paid special leave and paid in accordance with published base rosters.

13. In accordance with government guidance, if an employee is clinically vulnerable (or moderate risk) and cannot work from home, then they are expected to attend work and must strictly follow social distancing, hygiene and PPE guidance. If employees are concerned or these steps cannot be followed then they should discuss the matter with their manager. Over the last year we have found that through discussions managers have been able to re-allocate duties to maintain social distancing so the work can be undertaken. If this cannot be achieved the manager will advise the employee to remain at home, providing them with work to be done at home where possible, and refer them for a COVID-19 consultation with Optima at

www.myohportal.co.uk. A clinician will undertake a risk and welfare assessed approach to determine if any adjustments are required and this may include consideration of any alternative work or remaining at home as special leave and paid in accordance with published base rosters.

14. In adopting the above Network Rail will work in close coordination with the trade unions their rail industry and supply chain partners to share best practise and encourage adoption of the measures outlined above across the rail industry.

15. The basics should not be forgotten. Remember the importance of:

- Social distancing - try to stay at least 2 meters (3 steps) away from anyone. Where this cannot be maintained additional measures must be incorporated into the defined activities and tasks through relevant Risk Assessments.
- Hygiene – washing hands regularly with soap / water or using steriliser
- Use of a face mask when required
- Not attending work if you or any members of your household are showing any COVID-19 symptoms. Please self-isolate in line with your government’s current requirements.

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