

<b>Title: Working in Proximity to Railways</b>	
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# Place Health and Safety Manual

## 1. Introduction

Any activity in the vicinity of, or which may in any way affect a railway are potentially hazardous and require detailed planning and a full consideration of safety issues.

This Safety Code of Practice gives guidance on the matters that need to be considered and some advice on the methods of work to be employed. The guidance is divided into three sections:-

- Emergency work in the proximity of level crossings
- Planned work in the proximity of level crossings
- Other work carried out adjacent to railways

It applies to all works on the highway network.

## 2. Definitions

Emergency Work - the rectification of a defect that would otherwise result in immediate danger to road users. Examples are potholes which would be dangerous to cyclists and damaged lighting equipment which needs to be isolated.

Planned Work - all work not defined as 'Emergency Work'.

Proximity to Level Crossing - dependent on traffic flows and other site conditions but as a minimum all works within 200 metres of a level crossing

High Risk Level Crossing - those level crossings designated as high risk by Network Rail. These are currently: -

### **Automatic Barrier Crossings**

Swineshead Bridge

Wilsford

Quarrington

High Ferry

Hykeham Station

Cherry Willingham

Thorpe on the Hill (Station Road)

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Tattershall Road Boston

Maud Foster (Horncastle Road) Boston

Wainfleet Bypass

### Automatic Open Crossings

Lymn Bank

Brewster Lane

Matt Pitts Lane

Seacroft

Further details of these crossings are found in Appendix A.

### 3. Scope and Application

This Code of Practice applies to all work carried out on behalf of Lincolnshire County Council that may have an impact on the railway network. It will also be used to guide county council staff when they are consulted by others carrying out work that may have an impact on railways eg Utility Companies

### 4. Emergency Work in the Proximity of Level Crossings

4.1 Works in this category will normally be carried out by Highways Alliance partners.

4.2.1 LCC Staff should:-

- Speak to your normal Balfour Beatty (BB) contact (Supervisor) to alert them to the need for an emergency repair and agree when it will need to be done
- Make contact with Network Rail on 01904 718032 (Fault Control) and report that you have an emergency and need to agree a safe working method to do the work
- Make notes during the call, what TM has been agreed and the contact person at Network Rail (you may also wish to ask them if it would be possible to drop the barriers if it would assist you, what time the last train is timetabled for, and whether any Network Rail staff are required on site to do the work)
- Email your BB contact stating all of the above details
- BB will compile their own specific Method Statement
- The works will be carried out safely following the agreed Safe Working Method
- Once complete, look for an opportunity to complete a permanent repair – for example see when Network Rail have their own closure at the crossing and plan to work at the same time.

### 5. Planned Work in the Proximity of Level Crossings

5.1 Work in this category will be carried out by Highways alliance partners, other contractors on the County Council standing list and exceptionally

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by other approved contractors. Network Rail have confirmed that site specific risk assessments are required for works adjacent to Level Crossings. These will be carried out and risk assessments and safe working methods agreed for the different activities.

- 5.2 The project manager in TSP, the works originator in division or the Laboratory Project Manager for the scheme will be responsible for ensuring a safe working method is developed.
- 5.3 An assessment will be made on the likely effect the works will have on the operation of the level crossing. This assessment will include consideration of the following:-
  - traffic flows – including any exceptional seasonal flows or additional flow by virtue of planned diversions. In the case of emergency diversions, removal of the restriction should be considered as a matter of urgency.
  - extent of traffic queues
  - approach visibility to works and level crossing
  - adjacent junctions, side streets, property, accesses etc.
  - Type of level crossing
- 5.4 If the proposed works are outside the boundary of the railway - eg highway side of the stop line or behind the boundary fence line, and work is in the verge with no disruption to traffic, including by works vehicles, then Network Rail have confirmed they do not need to be notified. If it is considered that the works may affect the operation of the level crossings contact must be made with Network Rail. If in doubt contact Network Rail.
- 5.5 A safe working method for all stages of the work will be agreed with Network Rail or their agents.
- 5.6 The agreed safe working method will be included in the tender documents or job pack or when appropriate, the Health and Safety Plan.

### Cyclic Works

#### 5.7 Routine gully cleaning near level crossings

Each Division will have a Safe System of working – agreed with Network Rail for all sites within 50m of a level crossing. These must be adhered to at all times. For longer, planned gully / drainage works, contact should still be made with Network Rail to obtain written consent and obtain the required method statements.

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### 5.8 Grass Cutting works

#### Flail

If works are in a verge and there is no proposed disruption to traffic flows or operation of the level crossing, Network Rail have agreed that they do not need to be consulted. However if LCC are in any doubt regarding this, contact should be made with Network Rail.

#### Amenity

For any grass cutting works carried out by external bodies – eg Parish Councils/District Councils, operatives must be made aware of the dangers of working near a level crossing. No vehicles should be parked near a crossing which may affect traffic or the operation of the crossing. Operatives should be made aware of LCC's Code of Practice 'Grass cutting by Parish Councils' – a link to the code on LCC website should be sent to Parish / District Councils annually when contracts are agreed.

For all LCC grass cutting works, tool box talks should be carried out by BB to their Sub-Contractors / Operatives to ensure that equipment and vehicles do not affect traffic flows or the operation of the crossing.

#### User Worked Level Crossings

For works that involve crossing tracks via a user worked level crossing, staff must refer to code of practice CPA23.

<http://www.lincolnshire.gov.uk/download/70975>

### 5.9 Surface Dressing / Slurry Seal works

For any such works near or impacting on level crossings, Network Rail will agree all safe systems of work for any such works for all sites within the county before works programmes are agreed at design stage.

- 5.10 CONFIRM includes details of all high risk level crossings and a risk / safety message will appear when jobs are raised within the proximity of a crossing. Red and amber zones have been designated; the extent of these has been individually determined for each level crossing. The safety messages are:-

Red Zone:            SIGNIFICANT RISK of interference with level crossing. Works must not normally be undertaken which restrict the flow of traffic in any way without a detailed written risk assessment / method statement and/or reference to Network Rail. In rare cases, when work can be carried out with no effects on the carriageway, contact with Network Rail may not be needed, but this exception will not apply for works within 200m of a crossing apart for the circumstances described in 5.4. Requests to Network Rail should be made using the attached form – Appendix B

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Amber Zone: POSSIBLE RISK of interference with level crossing. Works not to be undertaken without written consideration of risks. If in doubt refer to LCC safety advisor and/or Network Rail for guidance.

Where works are planned within an amber zone – for example 1.2 km away from a level crossing and AHM's have concerns that their works may affect the operation of the crossing, contact should be made with Network Rail. LCC staff should complete the attached request form (Appendix B) and in the 'Brief outline of the scheme' should state, for example, works are 1.2km away from the level crossing, however LCC believe this work and associated traffic management may create slow / stationary traffic and may affect the operation of the level crossing.

### 5.11 Works by Statutory Undertakers / Private Contractors

All level crossings are included on the National Street Gazetteer. This alerts Statutory Undertakers of the existence of level crossings and the distance either side that Network Rail believe needs special attention. In many instances this will be less than the red zone in CONFIRM.

Streetworks & Permitting (SW&P) staff should ensure that they have seen an agreement/permission from Network Rail for any planned utility works within 200m of a level crossing. Permits should not be granted until this is seen.

For any utility works over 200m away from a Level Crossing but are within an LCC Red or Amber zone, or where SW&P staff have safety or network management concerns, an 'Authority Comment' should be sent on the Permit to advise them that they should agree Traffic Management with Network Rail due to safety or network management concerns.

For works carried out by Private Contractors, Street-Works Teams should advise the Network Compliance Team via return of observations that the applicant should contact Network Rail to discuss the works and any required safe working method. Contact details for Network Rail should be passed to the applicant. This applies to all works within Network Rails 200m safety zones. If works are planned within LCC amber zones and you believe the works may cause traffic disruption / affect the operation of the level crossing, the applicant must be informed that they must contact LCC to discuss a safe working method.

## 6. Work Carried Out Adjacent/Parallel to Railways

6.1 This will include any works which may affect the operation of any adjacent railway. Examples are:-

- erection of lighting columns, signs etc.
- work which may affect railway embankments and cuttings

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- 6.2 The effects on the railway need to be considered both during and after construction. For example lighting columns may need careful siting to avoid affecting the safe viewing of railway signalling equipment.
- 6.3 All such proposals need to be discussed with Network Rail (or their agents) and a safe working method agreed.
- 6.4 The agreed safe working method will be included in the tender documents or works order or when appropriate the Health and Safety Plan.

## **7. Road Closures and Diversion Routes**

- 7.1 Care must be taken if a level crossing is on a length of road that is subject to a temporary closure. If traffic can still access the road and if suitable turning facilities are not available at the actual closure, vehicles, including LGV's may need to reverse over a crossing before being able to turn. Signing may need to be enhanced and Network Rail contacted.
- 7.2 Care must be taken if diversion routes pass over level crossings particularly if the diversionary flow will add significant additional vehicles over the crossing. It is advised that Network Rail should be contacted if this applies.

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### Appendix A Details of high risk level crossings

Location	Traffic Flow	Road Hierarchy	Red Zone	Comments
Brewster Lane Wainfleet	Less than 2000	4	200	Open crossing-lights only. Poor visibility from south. Junction to south. Narrow road. For emergency works consider blocking road either side of the crossing
Cherry Willingham	4700	3	200	School 400m north
High Ferry Sibsey	7600	1	200	High approach speed. Consider early morning or late evening work when no trains are time tabled. Weekend works and out of holiday season (check with N Rail)
Hykeham Station	10200	2	200	Commuter traffic. Accesses close by. No works to be undertaken between Whisby Road and Newark Road without Network Rail and LCC approval
Lymm Bank Thorpe St Peter	Less than 2000	4	200	Open crossing-lights only. For emergency works consider blocking road either side of the crossing
Matt Pitts Lane	Less than 2000	4	200	Open crossing-lights only. . Junction and access to south. For emergency works consider blocking road either side of the crossing
Maud Foster Horncastle Road Boston	4500	3	200	High number of LGV's. Queues develop quickly. Drain immediately to the East.
Quarrington	8100	1	200	High approach speed. Accesses close by
Swineshead	15100	1	800	High approach speed. Any works between Sleaford and A16/A17 junction must not be undertaken without Network Rail and LCC approval.
Seacroft	Less than 1000	5	200	Open crossing-lights only. Cul de sac. Farm access only to south east. For emergency works consider blocking road either side of the crossing
Tattershall Road Boston	5000	4	200	Limited visibility from both directions



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Location	Traffic Flow	Road Hierarchy	Red Zone	Comments
Thorpe on the Hill-Station Road	1900	4	200	Public house and housing to the south. For emergency works consider blocking road either side of the crossing
Wainfleet Bypass	9650	1	200	High approach speeds. Limited visibility from South
Wilsford	8100	1	200	High approach speeds. Lay by to west



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### Asset Protection Development Questionnaire

At no time should you consider accessing Network Rail property without first contacting the appropriate Asset Protection Project Manager. The railway is an extremely hazardous environment and your Health, Safety and Welfare is important to us.

Please complete as much information as possible, however headings marked with an asterisk (\*) are considered essential and email to: -

[assetprotectionneem@networkrail.co.uk](mailto:assetprotectionneem@networkrail.co.uk)

<b>Date</b>	
<b>Network Rail Enquiry No.</b>	
<b>Network Rail Project No.</b>	

<b>* Your Contact details</b>	
<b>Name/Company name</b>	

<b>Contact</b>	
----------------	--

<b>Address</b>	
----------------	--

<b>Telephone *</b>	
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<b>Fax</b>	
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<b>Email</b>	
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### \* Your clients contact details

Name/Company name

Contact

Address

Telephone

Fax

Email

### Consultants/contractors contact details

Name/Company name

Contact

Address

Telephone

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<b>Fax</b>	
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<b>Email</b>	
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<b>* Location of the works</b>	
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<b>Building name</b>	
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<b>Street name</b>	
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<b>Town</b>	
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<b>County</b>	
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<b>Postcode</b>	
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<b>Grid reference</b>	
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<b>* Programming of the works</b>	
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<b>Start on site date:</b>	
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<b>Finish on site date:</b>	
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<b>Other key dates:</b>	
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* Brief outline of scheme	
To include whether the works are for residential, business, industrial or change of use.	

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<b>Is demolition of existing buildings proposed</b>	
<b>What types of foundations are proposed?</b>  (please provide details of any ground remediation (improvement) works)	
<b>Do you have boundary issues or concerns?</b>	
<b>Are either mobile or static cranes proposed on this site?</b>	
<b>Are Drawings Available for Network Rail Review?</b>  (Please provide copies of General Arrangement, Elevations, Drainage, Foundation Layout, Site levels.)	
<b>Are there any Restrictive Covenants in favour of Network Rail in relation to this site?</b>	
<b>Confirm whether there are any Network Rail Wayleaves, Easements, or Licences that relate to the site</b>	
<b>Confirm whether the Party Wall Act 1996 applies to the positioning and nature of your works</b>	

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<b>* Do you require access to Network Rail land?</b>	
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<b>Are your works in the vicinity of a Network Rail bridge, tunnel, building or level crossing?</b>	
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<b>Do your works require road closures?</b>	
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<b>Confirm Town and Country Planning Authority, Application reference and date approval granted, as applicable</b>	
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<b>Have you applied for buried services?</b>	
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<b>Are the works covered by NRSWA?</b>	
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<b>Do you have a Customer Relations reference number?</b>	
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<b>Please supply photos of the site if available to help us understand any particular site constraints, issues hazards that are present.</b>	
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**Additional Comments:**

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