

Safety Brief for Visitors / Contractors
Carrying out a visit or work at unmanned stations
Station Involved: Melksham
Date of Briefing: 14/01/2020
Brief Given by: : Jo Frayling
Position: Duty Station Manager, Westbury
Telephone;
Foreword:

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The station environment is different from any other workplace. There will be areas where you are not allowed to work, for instance;

You are not permitted under any circumstances to leave the platform areas to access the track.

If any tool or item of clothing does fall on the track it is essential that the supervisor is notified and the supervisor **MUST** contact Network Rail to advise of the hazard and arrange for its retrieval.

At no time is it permitted for a person to sit on the platform edge and dangle their legs over the track.

The area(s) in which you are allowed to work today is / are:

- ☐ Platforms, Footbridge and Shelter
- ☐ Station Approach Road and Car Park
- ☐ Other Areas open to the public.

Safety Briefing;

This station has several trains that pass through at high speed, and not all trains are booked to call at the platform. Additional care and vigilance must be taken when working with equipment on the platforms due to possible turbulence when the train passes, which could potentially knock you off balance. All participants should also ensure that their equipment is secure at all times to ensure that it is not pulled onto the track by any turbulence caused by passing trains.

Unless Pre Agreed by a representative of Network Rail, no person(s) equipment or work of any nature can be carried out within 1.25 metres of the edge of the platform at ANY GWR station.

At any time whilst on a GWR station, a High Visibility Jacket or Vest should be worn. This is for your personal safety, and allows passing trains to clearly identify you. If during the course of the day, you hear a train's horn please raise your hand clearly above your head. The driver sounding the horn is warning you that he is approaching, and raising your hand is classed as an acknowledgement that you have heard and are aware of his approach. Do not raise two hands, as this is classed as a 'danger' symbol and should only be used in emergencies.

Some of the areas where the group will be working could potentially be uneven underfoot. Additional care is therefore needed to ensure your safety when walking in this area. Correct footwear should be worn at all times and wherever possible it is advisable, for your own protection to wear steel toe-capped footwear.

Stations can generally be accessed by members of the public at all times of the day and night, therefore extreme caution must be observed when clearing any area, always be on the lookout for broken bottles, sharps or other hazards and should any be found, a supervisor must be notified immediately and they will arrange for its safe removal.

The station is likely to be fully operational when you are working on it. As a result, there is a strong possibility that customers and the public will be in potentially close proximity to the areas that you are working, therefore extreme caution must be implemented when carrying out duties with regards to your behaviour, actions and your equipment. Always ensure that there is sufficient room for the customers to pass by and don't leave equipment unattended or easily accessible to the young or the curious, thus ensuring neither party are put at risk. When carrying equipment please do so in a safe manner. When on the stations, you will be seen as an individual carrying out duties for the railway. Therefore, you must display professional conduct at all times. Foul or abusive language will not be tolerated at any time. Any volunteer working on the station must also not be under the influence of alcohol or drugs. Anyone suspected of any of the above, will be asked to leave the station.

If there are any incidents or accidents you must report this to the Station Manager, on the telephone provided for you. If you notice any suspicious packages or any persons behaving suspiciously you must report this to railway staff.

All GWR stations are designated as No Smoking Areas.

General Safety – What you must not do

You must not cross the railway line, (except at a public crossing place), go within 1.5 m of any platform edge, or pass beyond the platform ends.

You must not use any electrical equipment or railway equipment unless this has been pre agreed

You must not place yourself in any danger with trespassers, vandals etc. If you feel threatened at any time you must contact the station manager.