Protection Campaign Newsletter

The second Short Cuts Cut Lives Short event was held on the evening of 19th June. This was well attended and there was good input during the interactive flip chart exercise.

Below are the questions you asked and issues you raised with our responses:

There will be a third follow up event arranged in Autumn to update all PMs and SPCs on progress and continue working as one team.

Maximising the Effectiveness of Planning Meetings

Facilitator: Andrew Hunter

**You said**

The PM & SPC need to be left alone to plan, there should be contact between PM & SPC only, the SPC must control the team, who is really in charge - the SPC or PM?

There are last minute changes on site, we must not change the SPC at site

Could SPCs go straight to site, to get there on time?

We need to improve planning - PMs need to have more data

Include the location to witness the last train in the planning meeting e.g. use of side gate

If points are moving is the track safe or unsafe?

Need formal process for PM briefing sheets

**We did**

Thales have reminded their Testers that the SPC is in charge of the work group. They will continue to monitor the effectiveness of this in their weekly safety meetings.

Thales are not redirecting PM and SPCs after access has been booked at 13:00 daily. This will be monitored.

Thales SPCs will continue to report to SKD as they need to collect their paperwork and receive the necessary briefings.

Information is sent by Thales to JNP daily by 13:00, Cleshar to collate this information and make it available to PMs at the pre-works briefings.

All PMs and SPCs to be reminded of the need to clearly communicate where they are meeting and witnessing the last train.

This was clarified following an IRF at Euston and guidance issued to Thales and Cleshar - This testing of the signalling does not constitute making the railway unsafe and it is not necessary to book out the area under Line Safe or Line Clear protection for this purpose.

Cleshar will review and trial a standardised format.
Best Way of Rolling out New Procedures
Facilitator: Andy Bourne

You said
People could be identified by having their names on their hard hats, could we have a lanyard to secure name badges?

We did
Spare name badges will be given to Thales and Cleshar, we are looking into purchasing lanyards

Is there a free phone number for IRF reporting?

The number is free from LU auto phones. Otherwise Cleshar PMs can report to Sam Nti who will report the IRF on their behalf and Thales SPCs can report to John Humphrey who will report the IRF on their behalf

The last passenger train number is not always published apart from on NEPA

Can you introduce a website for all to access so we can view procedures and updates? Can we have a monthly 'what has changed' notice?

JNP training school can provide NEPA training for Thales SPCs, this will be arranged
Please use the following link to view our external website which contains safety alerts and other information: http://www.tubelines.com/about-us/safety/

Can you email protection information directly to PMs so that they receive it well before 23:00?

Cleshar require their PMs to have a face-to-face briefing and sufficient time is allowed for operatives to prepare their line clear line safe bookings

How can the Escalation Process be Improved?
Facilitator: Michael Hesnan

You said
What feedback will we get?

We did
Close out of incidents is sent from JNP HSE to Thales and Cleshar. This then needs to be cascaded within the two companies

We don’t know about the escalation process

The escalation procedure has been agreed and distributed to Thales and Cleshar

What are the consequences of raising an IRF?

We fully investigate all IRFs so that actions can be implemented to prevent re-occurrence
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<tr>
<th>PMs &amp; SPCs Working Even Better Together</th>
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<td>Facilitator: Andy Bell</td>
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### You said

- The PMS need a better understanding of Thales works, especially around points.
- PM & SPC to ‘stay close’ throughout shift (have a chat etc.).

### We did

- Thales will give an overview of the work to the PMs at Stratford – Andrew Hunter will liaise with Sam Nti to arrange.
- We agree, please continue to wear your name badges to build these relationships.
- We will hold a meeting with Thales and Cleshar to discuss a potential trial.

Can the same PM & SPC work together at the same site for continuous shifts? Can we have a shared booking on point/depot/office? This will help us to get to know each other.

Sometimes the SPC does not arrive at site on time. We would like some feedback on what happens when a PM reports the SPC for arriving late.

- Can we have an agreed meeting point e.g. Station Supervisors office?

Can the PMs have advance notice of the work e.g. in a phone call?

Please use the escalation procedure and tell your manager when this happens. We have looked at our data which does not support this finding at present.

This could a different place on different sites, all PMs and SPCs to be reminded of the need to clearly communicate where they are meeting.

Requirements for PMs from across Projects are submitted and processed throughout the day, this would not be possible due to the complex planning arrangements ensuring appropriately experienced and site familiar PMs are allocated to the correct site.

PROTECTION ARRANGEMENTS – JUST DO YOUR JOB
Making the Reporting of Incidents more Positive
Facilitator: Stuart Harvey

You said
People’s names have been removed from IRFs; can we remove company names too?

We did
We can’t do this as we need to know the company name to investigate the incident. IRFs are a useful tool for us to learn lessons and not to apportion blame.

You need to stick to the 24 hour incident investigation rule

What other role can the PM do while stood down from protection duties?

A PM would only be stood down from PM duties for a maximum of 24 hours whilst a decision is made following the 24 hour meeting. If this shift falls in a weekend possession a PM could undertake access marshal duties

Multiple incident reports are required by different audiences

Only one report is required, Thales and Cleshar use the same report as JNP

We need more people to answer the phone when we’re trying to report an IRF. Can we have access to the online reporting system rather than having to phone in? How can we increase ease/speed of reporting?

If you cannot get through to the incident reporting line please use the escalation procedure to tell your manager who will report the IRF on your behalf. Stuart Lewis has access to raise IRFs online so please contact him if you are having problems raising an IRF

H&S people raising spurious IRFs, H&S and Field Engineers not telling people an IRF has been raised

HSE and Field Engineers have been reminded that the PM/SPC must be informed of any IRFs raised on site

Why are IRFs raised by day people who weren’t there? Why aren’t Field Engineers/SPCs spotting a problem?

Sometimes details around the incident do not come to light until later the next day resulting in an IRF being raised by a day person. We have reminded Field Engineers and SPCs to raise IRFs for incidents on site

How do you communicate the feedback/response to IRFs, everyone gets the IRF but they don’t get the response/feedback

Close out of incidents is sent from JNP HSE to Thales and Cleshar. This then needs to be cascaded within the two companies

What should IRF’s be raised for?

If you are not sure if an IRF should be raised use the escalation procedure to escalate the issue and get some advice

How do we achieve consistency between those raising IRF’s?

A Working Group has been set up to look at the differences in PPE across TIL. In the meantime if you think that an individual has inappropriate PPE you can ask to see their risk assessment for the task which will specify the required PPE

Should differences in PPE be reported?

PROTECTION ARRANGEMENTS – JUST DO YOUR JOB