

<b>Infrastructure Projects</b> <b>Thameslink Programme</b>
IMS Level 5

Document Reference Number					
Project Code	Originator Code	Document ID Code	Discipline Code	Sequential Number	Revision
N000-NRT-LV5-SQ-000001					02

# Thameslink Programme

## London Bridge Area Partnership Principal Contractor Agreement

Authorised for Issue



Head of S&SD

Document owner: Alexander Madgwick

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## Preparation

This document was prepared by the TLP Health & Safety Team.

## Approval

This document has been additionally endorsed by:

- Ian Bradler – TLP Head of S&SD
- Chris Ottley – Project Director – Balfour Beatty
- James Elford – Project Director – Costain

## Acceptance

The following TLP Project Directors have agreed to work to this agreement:

- Laurence Whitbourn
- Mark Somers

## Compliance

This document is mandated upon the Network Rail Thameslink Programme. It shall be complied with from date of issue.

## Disclaimer

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All references made within this document were considered correct at time of approval.

This document does not currently reflect changes that may arise through the implementation of PDSW.

All references to Skanska have been removed as their work is coming to a conclusion

## Supply

Copies of this document are available electronically via the Thameslink Programme's IMS website.

## Control

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## Version History

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Issue	Date	Amendments and summary of changes
01	March 2016	New issue in TLP IMS
02	April 2017	Update the agreement to reflect developments with the project

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## 1. Purpose

- 1.1.1 The scope of this agreement relates to the work to be undertaken by the London Bridge Area Partnership partners (LBAP) on Thameslink Programme (TLP) - Key Output 2 (KO2). The LBAP partners comprise: Network Rail (NR) Costain, Siemens and Balfour Beatty Rail Projects (BBR).

## 2. Scope

- 2.1.1 This agreement ratifies the arrangements between Network Rail and the respective Principal Contractors (PC) in relation to: how all parties will coordinate, cooperate and interface to safely and effectively deliver the respective construction projects within the LBAP in line with the Construction (Design and Management) Regulations 2015 (CDM2015).
- 2.1.2 The agreement takes into account both the off-site planning and pre construction activities and the construction site activities and arrangements; and is reflective of the current stage that the TLP projects are in (i.e. well into construction) with the focus on construction rather than design interface.

## 3. Clarifications

- 3.1.1 It was determined for purposes of this agreement that companies potentially requiring entry onto LBAP sites could be categorised in 3 ways, first category is the PCs party to this agreement, Costain, Balfour Beatty Rail and their suppliers.
- 3.1.2 The second category includes the other LBAP partner Siemens, as well as contractors carrying other works TLP KO2 such as UKPN, minor civils and any future contractors associated with the High Capacity Infrastructure (HCI) Project.
- 3.1.3 The final category encompasses all 3rd Party Companies which are any other companies (or parts of the NR business i.e. Operations or Maintenance and their suppliers) that are working on or around the Thameslink KO2 geographical footprint but are neither contracted to TLP or their supply chain. This includes statutory undertakers such as utility companies carrying emergency repairs or diverting services to facilitate TLP works and London Underground contractors and suppliers.

## 4. Arrangements

### 4.1 Induction

- 4.1.1 There is to be a general LBAP induction for Costain and BBR PC areas. This is mandatory for all staff that will work or require access to any PC work area. In order to make sure the messages contained in the induction have been successfully communicated, the induction will conclude with a short test for all inductees. Anyone who fails to pass this test will be given further coaching

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enabling the test requirements to be met. However should the requirements not be met individuals will not be allowed to work on an LBAP site.

- 4.1.2 The LBAP induction will be regularly updated to include the changes at each stage of the London Bridge Station Redevelopment (LBSR) project; if this were to be implemented it would possibly negate the need for the LBSR specific briefing detailed in section 4.3.1 (this would need to be by agreement between Costain and BBR).
- 4.1.3 Employees or representatives from 3rd Party companies may not be subject to the mandatory requirement for an induction; dependent on the length and/or reason for their accessing of the site, site areas may be handed over to them by the PC or they treated as an accompanied visitor by the PC. However for those who require frequent access to construction areas or will be onsite for a number of days (i.e. utility companies) the PC may decide to induct the representatives rather than handing over areas of site to them.
- 4.1.4 With regard to NR Maintenance and Operations there is a Memorandum of Understanding (MoU) ([N420-NRT-MEM-SQ-000001](#)) which remains in place detailing agreed arrangement between those entities and LBAP PCs.

## 4.2 Limits of PC responsibilities

### Balfour Beatty Rail Projects (BBR)

- 4.2.1 BBR undertake the role of PC (subsequent to having been given possession of a worksite/set up a Green Zone/High St Environment) for works on the railway in the LBAP geographical footprint outside of the Costain PC area at London Bridge as per drawing [N420-NRT-DRG-MD-000018](#) (P07) and [N421-NRT-DRG-MG-000009](#).
- 4.2.2 Costain will be undertaking the duty of contractor as defined by CDM2015, when working on railway with BBR undertaking the role of PC as per section 4.2.1.

### Costain

- 4.2.3 Costain shall undertake the role of PC for all TLP works within the defined areas of their control as per drawing [N420-NRT-DRG-MD-000018](#) (P07) and [N421-NRT-DRG-MG-000009](#), the hoarded London Bridge Station Redevelopment (LBSR) site and works that take place at road level external to the site.
- 4.2.4 London Bridge Station; outside of the Costain hoarded areas in 'traffic hours' is classed as an operational railway asset, not a construction site. From the HL06 stage (August 2015) onwards this shall be the understanding for 'engineering hours' also.
- 4.2.5 Should Costain need to carry out maintenance/snagging activities in operational areas, this will be carried out as a PC for their own activities; coordination of these works with Others will be via the NR LB Project Interface Team.

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- 4.2.6 Non-terminus track running through the station, external to Costain’s hoarded area and not requiring access from the station or platform will be managed via normal possession protocols and Costain will not have PC responsibilities for the track beds in this scenario. Drawing number [N420-COT-SKS-CV-002203](#) reflects the arrangements described in sections 4.2.4, 4.2.5 and 4.2.6, the drawing will be reviewed regularly to reflect any change in boundaries.
- 4.2.7 In the event that a 3rd party requires access to Costain’s hoarded site area, the arrangements will be dealt with on a case by case basis. Options include escorted access for emergency maintenance, inductions for regular visitors, temporary inductions or hand over of site areas to 3rd parties.

### Handover of Site Areas

- 4.2.8 Where a TLP PC hands over a site area to a 3rd party (e.g. a Statutory Undertaker and/or their PC, or a framework PC working for a Network Rail Route); the handover of the site must be clearly documented with date, time, health and safety risk information, interface arrangements and if necessary dilapidation survey/photographs/report. Prior to the site being returned to the TLP PC a clearly documented set of hand back information, with the same headings, should be provided.
- 4.2.9 In advance of any proposed handover of a site area to a 3rd party, the scenario should be discussed with the appropriate NR H&S Manager & NR Project Director to establish whether NR should be electing the 3rd party as Client for the works under regulation 4(8) of CDM2015.
- 4.2.10 In the event that a PC area is transferred between PC’s – Balfour Beatty Rail and Costain – (for example during possession or blockades) to another, the handover of the site must be clearly documented with date, time, health and safety risk information, interface arrangements and if necessary dilapidation survey/photographs/report.

### **4.3 Access Control**

- 4.3.1 Access to the LBSR worksite will predominantly be through Beazley House turnstiles although in certain circumstances BBR staff or representatives may access via the platform ends from either the Borough Viaduct or the country end. However a LBSR specific briefing (in addition to the LBAP induction) and a Mosaic card will be required for access to the Costain’s PC area under normal working arrangements.
- 4.3.2 Where significant possession or blockade works are being undertaken (i.e. Easter and Christmas), special arrangements may be put in place which will be documented separately and agreed between the PCs such as: use of wristbands, blockade specific welfare arrangements, emergency arrangements etc. These arrangements will be briefed to all parties working within the major possession or blockade. Once the major possession or blockade is complete, all parties will return to the ‘normal’ arrangements as detailed in this agreement.
- 4.3.3 Site Access Control (SAC) will be established by BBR as and when required for each individual site and will apply to Railway Systems Possession work.

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4.3.4 3rd Parties – NR Operations and Maintenance to have LBAP induction and site briefing as per the MoU. Other 3rd parties requiring access to the access will need to be dealt with on a case by case basis as described in section 4.2.

#### **4.4 Shared Use of Welfare Facilities**

4.4.1 Each PC shall provide sufficient welfare facilities for all the work activities they undertake as per schedule 2 of CDM2015.

4.4.2 Welfare facilities may be shared between PCs by prior agreement.

4.4.3 BBR/Siemens employees who have been LBAP inducted, had the LBSR briefing and are in possession of an active Mosaic card, will be able to use the Beazley House facilities at all times, under normal arrangements, when working on the Costain site.

4.4.4 This would however not include locker facilities so the employing PC will need to take this into account when planning the work.

4.4.5 Specific arrangements may put in place for significant possessions or blockades i.e. a 'welfare village' for the BBR activities. In this scenario, the agreed interface arrangements between the parties, if different, will supersede arrangements in this document for the duration of the blockade/major possession.

#### **4.5 Drug & Alcohol (D&A) Policy.**

4.5.1 The D&A policy to be deployed across LBAP is as follows:

- Costain will follow their D&A policy for all personnel contracted to work for them and their supply chain partners in their PC area. All persons will be subject to a D&A screening procedure during the induction process.
- BBR & Siemens or any other rail company will follow their individual Company rules on D&A policies.
- On any site or in site offices anyone working or visiting can be screened either randomly or for cause; regardless of company.

#### **4.6 Section 61**

4.6.1 Each PC shall submit and fully comply with a Section 61 for their work activities.

#### **4.7 Construction Phase Plan (CPP)**

4.7.1 Each PC will have a CPP as per the legal requirement. In the event that a NR appointed PC is working in another PCs area they will have to comply with any requirements of the CPP of the PC who is in control of that area over and above their own.



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4.7.2 Costain and BBR PC Representatives will be on the distribution lists for each of the two CPPs.

4.7.3 CPPs shall include an interface statement and will refer to this document and detail interface activities and will also list out or refer to a register of Work Package Plans (WPPs).

#### **4.8 Work Package Plans (WPPs)**

4.8.1 WPPs shall be produced in line with the schedule provided in the CPP, or referenced in the CPP, that reflects the construction programme.

4.8.2 To be submitted to the relevant PC 14 Days (10 working days) prior to the commencement of works on site. This does not change the T-21 day requirement to obtain NR acceptance for relevant WPPs.

4.8.3 WPP reviews shall be conducted by the relevant PC. Any observations to be identified and feedback to all relevant parties.

4.8.4 PC will not approve others' WPPs but will acknowledge and review/comment on coordination of work activities.

#### **4.9 Minimum Certification Requirements for the Workforce**

4.9.1 An approved and appropriate skill card (e.g. CSCS) is required for all Costain staff and their sub-contractors to enable them to gain admission to and work on site.

4.9.2 A Personal Track Safety card (PTS) or Track Visitors Permit (TVP) is required for all rail systems contractors

4.9.3 This PC agreement confirms that PTS is an acceptable minimum for LBAP rail systems contractors working for BBR or Siemens on LBAP PCs sites for LBAP works only.

#### **4.10 Accidents**

4.10.1 If an individual has an accident it is the responsibility of the employing company, i.e. the company that books the hours worked, to produce the report as per their company requirements and in line with the TLP procedure of the reporting and investigating of accidents and incidents ([N000-01000-NRT-PRO-SQ-000004](#)). They should make the PC aware of any such accident immediately.

4.10.2 The PC will be accountable and assist in the investigation but will not lead it, unless the individual involved is one for whom they are the employing company. The PC will retain the accountability for making sure such investigations are undertaken by the relevant contractor. In some circumstances joint investigations may be the most suitable way forward.

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4.10.3 In regard to policy for competence requirements, accidents and Drugs & Alcohol, it is agreed that the company that claims the working hours for the individual will be the Company whose processes will take precedence.

#### **4.11 Emergency Procedures (EP)**

4.11.1 All significant accidents or incidents in the PC area will be managed by the by the respective 'Duty Manager' from the PC.

4.11.2 All PCs will share EP information such that proper coordination takes place.

#### **4.12 Common Reporting process**

4.12.1 Each company shall comply with their own procedures, NR procedures, [N000-01000-NRT-PRO-SQ-000004](#) and notify the PC within 24 hours.

#### **4.13 Ownership of PC responsibilities during possessions**

4.13.1 Possession management arrangements need to address a number of scenarios whilst maintaining the premise that Thameslink Principal Contractors will not assume Principal Contractor responsibilities for 3rd party works outside their Worksite.

4.13.2 There will be only one Principal Contractor for each possession Worksite.

4.13.3 Thameslink Principal Contractors may accommodate 3rd parties 'Sites of Work' in their Worksite, if appropriate and due procedure, as set out below, has been followed. The PC shall only be responsible for the coordination of activities in the Worksite and will not be responsible for the works being undertaken in the individual Sites of Work; with the exception of NR Maintenance teams who will be interfacing with Thameslink contractors in accordance with the Memorandum of Understanding.

4.13.4 The co-ordination meeting where the PC ownership for each Worksite is confirmed will be the Construction Logistics Interface and Possession Planning Meeting (CLIPP) meeting held at New Cross Gate and managed by BB Rail. The output of that meeting will comprise a 'Possession Pack' document which will form the basis of discussions for the following 'Whiteboard' Meeting managed by the NR.

4.13.5 The 'Possession Pack' document will contain a column to confirm the Principal Contractor for each Site of Work that combine to form a Worksite. For possession arrangements requiring access through LBSR site hoarding; access arrangements should be clearly detailed, align Costain approved access points and be clearly communicated with the Costain Night Shift Manager in advance.

4.13.6 The CLIPP (managed by Balfour Beatty) meeting will be attended by:

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- Thameslink Principal Contractors
- All other Thameslink Contractors requiring track access
- All other parties who may require access into Thameslink Possessions.

4.13.7 The co-ordination of the sites of work and PC responsibilities within a work-site will be undertaken by a PC.

4.13.8 The timescales for review of PC arrangements are to be as follows:

- T-26 Week initial review of PC arrangements to establish if there is a need to change or, if required, for a DWWP review.
- T-12 Week second review of PC arrangements.
- T-6 Week cut off in that PC arrangements cannot change beyond this point.

4.13.9 Possession agreement for major blockades will be completed during the established interface meetings i.e. the CLIPP and the Railway Systems/Station Interface Working Group (RSSIWG) (see 4.15.3).

#### **4.14 Possession / Isolation Management**

4.14.1 BBR will commence PC responsibilities during a possession once the NR PICOP has authorised BBR ES to set up work sites. Prior to the establishment of the possession or “Green Zone”, the area will remain part of the operational infrastructure and under the control of NR.

4.14.2 Individual contractors are responsible for the input into the possession planning system and to co-ordinate ‘Track Access’ requirements with the Rail Access Team at the CLIPP meeting.

4.14.3 NR via their supplier are responsible for taking the possession including isolation, applying possession limit boards etc. and providing the PICOP.

4.14.4 Any RACKING OUT will be undertaken by the NR or on occasions by BBR when instructed.

4.14.5 BBR will provide safety critical staff for their PC area and will cover their own and their contractor’s work.

4.14.6 When other Contractors such as Siemens, UKPNS, Skanska working within the agreed geographical boundary BBR will provide the ES, but the individual Contractor will provide their own COSS, Site Wardens etc as dictated by the SSOW pack.

#### **4.15 Risk Management (interface and construction)**

4.15.1 Costain to ensure that risks that could affect Rail Systems are conveyed to BBR through the weekly CLIPP meeting, the PC interface meeting or the fortnightly LBAP Railway Systems/Station interface working group meeting or any of the other interface meetings.

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- 4.15.2 BBR to ensure that Rail Systems risks that could affect Costain are conveyed to Costain through the weekly CLIPP meeting or the fortnightly LBAP Railway Systems/Station interface working group meeting or any of the other interface meetings.
- 4.15.3 The 2 weekly RSSIWG meeting will take place chaired by Costain. Other key contractors and NR personnel will attend as required. This meeting will identify all key interfaces between the LBAP PCs' and coordinate the safe management of any concurrent construction activities.
- 4.15.4 On Costain's PC areas there will be a start of shift (SoS) briefing will be held to coordinate the shifts activities. Any company, irrespective of their categorisation, and their supply chain wishing to work on the site shall attend the SoS briefing otherwise they will not be allowed to work on that shift.
- 4.15.5 In specific instances when daily interfaces exist over above what would be classed as normal arrangements i.e. significant possessions and blockades, daily coordination meetings shall be held. These meetings shall be held on site to discuss and review the previous shift then preview and discuss the next shift/day's work. Incumbent PC to lead.
- 4.15.6 A weekly CLIPP meeting shall be convened to discuss interface risks for possessions.
- 4.15.7 In accordance with [NR/L2/MTC/006](#) Maintenance and Contents of the National Hazard Directory, each of the PCs is responsible to update the Hazard Directory; where the life of a hazard is less than two months (temporary) it will not go into the Hazard Directory, however will still have to be communicated to those who may be impacted by it. A temporary risks schedule shall be maintained for this purpose by the KO2 Rail Systems team.

#### **4.16 Pre-Construction Information**

- 4.16.1 LBAP PCs will complete surveys or conduct other activities to mitigate any missing NR pre-construction information and where working in the same areas PCs will exchange the relevant information.

#### **4.17 Emergency Access for Maintenance and other 3rd parties**

- 4.17.1 LBAP PC's have an agreement with NR Operations and Maintenance describing the process for access to the PC areas for emergency maintenance and fault rectification activities. The agreement is embodied in the Memorandum of Understanding document.
- 4.17.2 Other 3rd parties to be dealt with in by the PC in question in line with sections 4.2 and 4.3.

#### **4.18 Boundary and Interface Diagrams**

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4.18.1 Costain will produce and be custodian of the drawings showing the PC boundaries of their sites. BBR will produce the relevant PC diagrams detailing the extent of their site within possessions in the event that they have other parties in their possessions, or they are in another parties' possession.

#### 4.19 PPE Rules

4.19.1 PPE, to NR standard is a mandatory requirement and prescribed at the induction. When working on the railway infrastructure and/or a BBR site white or blue hard hats only to be used as per NR standard.

4.19.2 On the civils sites different coloured hard hats are to be used by Costain to define different roles on their sites, the relevance of these coloured hard hats should be communicated to other PC's and their staff where appropriate.

#### 4.20 Briefings

4.20.1 Briefings are to be conducted under the following circumstances

- Supervisor/COSS receives a WPP briefing from Site Manager (per company specific timescales.)
- Operative receives a Task Briefing from Supervisor/COSS (per shift or activity.)
- Civils staff will receive a Start of Shift briefing (per shift) and Task Briefings for their works
- Rail staff will get a SSOW briefing to operative from COSS (per safe system.)

#### 4.21 London Bridge Station Interface

4.21.1 The station management team for LBSR hold a fortnightly meeting where and all stakeholders including, Route, TOCs, security, retail and all contractors working on or in the vicinity of the station, to make sure that all interested parties know what work is being done and that any interface issues can be resolved. Representation from the LBSR delivery team will attend these meetings facilitate coordination between the LBSR project works and the Station Operational activities.

4.21.2 All staff working on the station operational areas will be briefed in the site specific safety induction and comply with the role.

4.21.3 The LBSR team operate a permit system whereby all construction/maintenance activities require a permit to undertake work.

4.21.4 All staff working on the station operational areas will need to display photo identification to comply with their role.

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- 4.21.5 When working behind hoarded areas the site entrance security access point becomes the Costain controlled signing-in point.
- 4.21.6 For sites outside of hoarded areas on the operational station the site supervisor/foreman will sign in with a list of the team working and becomes their area coordinator in the event of a station evacuation.

**4.22 RRV Movements including trailer, trolleys, etc. on Railway Infrastructure**

- 4.22.1 In general, all Road Rail Plant operating as part of the Thameslink works will be under the BBR Plant Operators Licence (POL). This excludes 3<sup>rd</sup> Party Works within a Thameslink Possession
- 4.22.2 These movements (including those of Engineering Trains and Tampers) shall be co-ordinated through the CLIPP meeting and briefed at the Whiteboard Meeting.
- 4.22.3 Machines shall gain access on a prioritised basis as agreed impartially at the CLIPP meeting.
- 4.22.4 Point's movement strategies and controlling procedures will be formulated at each stage of the works to minimise the risk of run-throughs at London Bridge.
- 4.22.5 Exclusion zones around each machine to be enforced by the PC using standard operating procedures.
- 4.22.6 Duplex Communication systems are to be used on the site in accordance with [NR/L2/RMVP/0206](#) Safe Use of Plant for Infrastructure Work and the Letter of Instruction (LOI): [NR/BS/LI/225](#).
- 4.22.7 This does not mean that the PC is responsible for providing the equipment.
- 4.22.8 All PCs are to comply with the Adjacent Line Working (ALO) requirements where applicable.