

WORKING SAFELY NEXT TO WEST MIDLANDS METRO



GUIDELINES FOR BUSINESSES, CONTRACTORS, EVENT ORGANISERS & OTHERS WORKING ON OR NEAR TO WEST MIDLANDS METRO.

If you own, occupy a building or other assets near the tramway, please provide a copy of this leaflet to anyone carrying out work on your behalf.

1

Working safely next to West Midlands Metro

West Midlands Metro tram network is powered by overhead power lines that run above the tramway and carry high voltage electricity (750V DC) and must be considered live 24 hours per day throughout the year. All persons must assume that the Tramway overhead power lines are live unless they are advised otherwise in writing.

These power lines are over five metres (around 18 feet) at their lowest point above the tracks. The overhead power line does not pose a danger to pedestrians and motorists at ground level or to those working and living within the vicinity of the tramway.

However, if you own, occupy a property or are responsible for assets located near the tramway or intend to carry out work within 2.75 metres (9 feet) of the overhead power lines or within 2 metres (6.6 feet) of the nearest running rail, you need to be aware of the potential dangers.

Contractors wishing to carry out works next to West Midlands Metro should contact the operator using the details specified under 'How to get authorisation'.

REMEMBER:

- Before you start work near West Midlands Metro equipment or operational track areas. You must agree, prior to works commencing a safe method of working with the operator.
- Obtain authorisation through a Permit to Work and undertake the work in the agreed way. Failure to do so may mean the work will be suspended.
- Trams travel on fixed tracks and cannot be diverted around a work site.
- Trams are powered by 750 volts DC power lines situated above the track and must be considered live at all times.
- Cables, utility services and equipment may be buried below the surface of the tramway and cannot be seen.
- Unauthorised work can be dangerous and is an offence under various legislation.
- Ensure that anyone who occupies your property or carries out works near your property or assets is aware of the need to obtain authorisation to work.

2

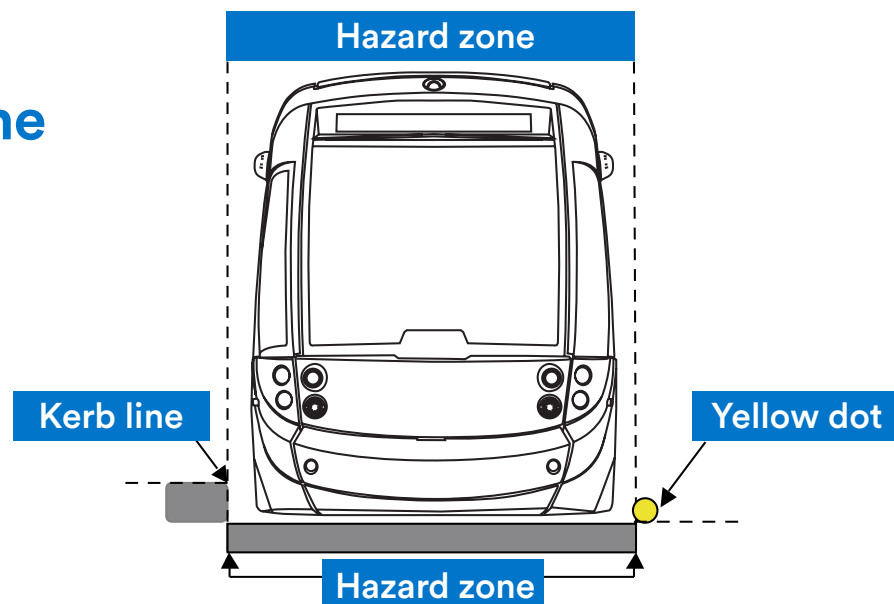
When you need authorisation

Authorisation must be obtained for any of the following activities:

- Any work where part of the site, tools, materials, machines, suspended loads or persons are within 2 metres of the nearest running rail, or 2.75m of the overhead power lines (see Hazard Zone diagrams below).
- Any work which could force traffic or pedestrians to be diverted into the Hazard Zone.
- Any work which involves piling, the use of lifting equipment including cranes, tipping bodies, skip loaders ladders and access platforms, within 2 metres of the nearest running rail, or 2.75m of the overhead power lines.
- The erection or dismantling of scaffolding within 2 metres of the nearest running rail, or 2.75m of the overhead power lines on properties adjacent to the tramway.
- Any tunnelling / micro-tunnelling / thrust boring / pipe jacking beneath the track slab and within 2 metres of the nearest running rail, which may be marked by a continuous fence or by a series of marker posts set in the ground.
- Vibratory construction methods within (15m) of the tramway or within West Midlands Metro land area.

DIAGRAM 1

Hazard zone

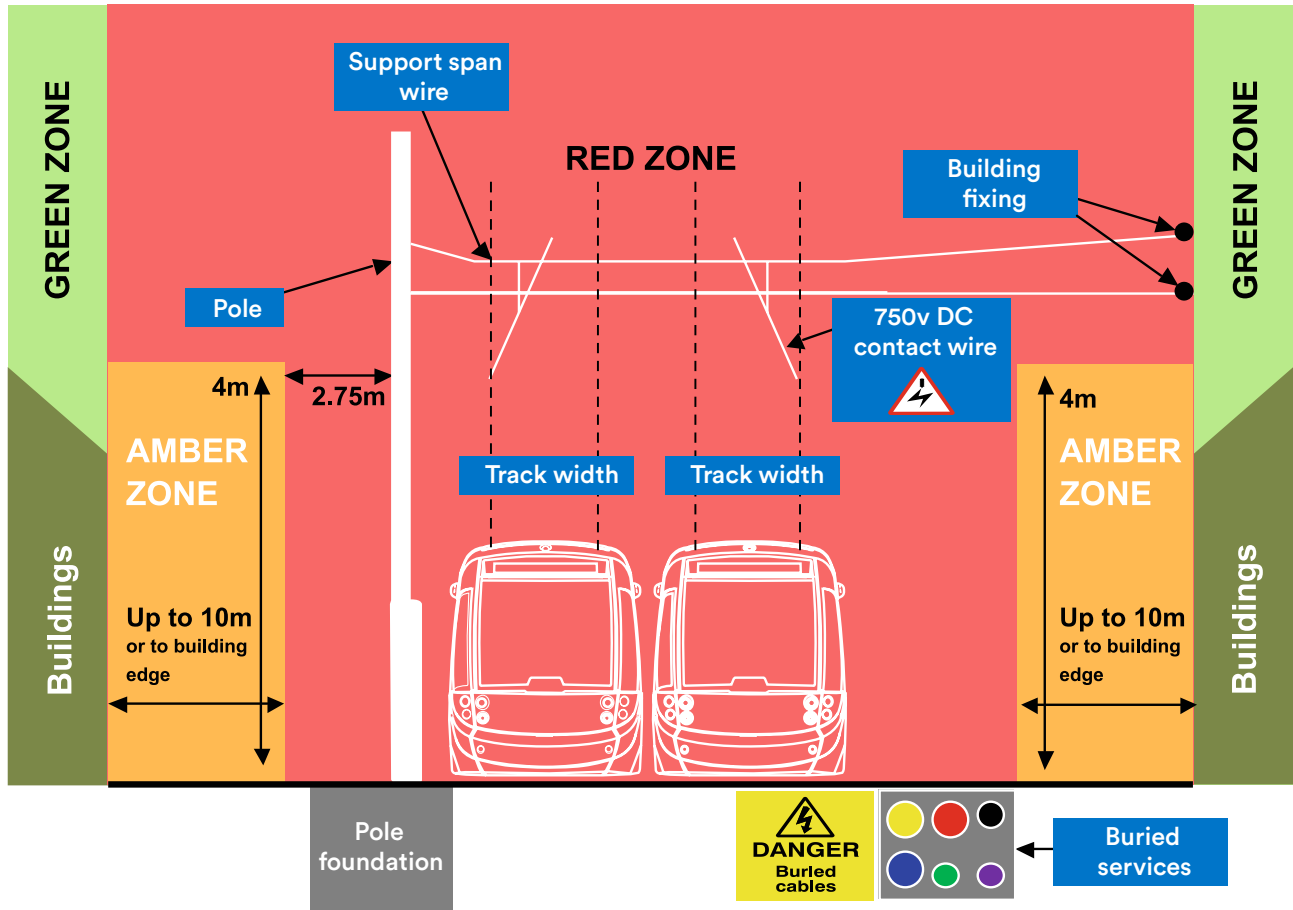


The **HAZARD ZONE** of the tramway is identified by one or more of the following:

- A dotted yellow line
- Upstanding kerb
- Flush kerb
- Demarcated area through yellow hatched box junction

DIAGRAM 2

Overhead line equipment and buried services



RED ZONE
 Work within this zone interfaces with the tramway network and will require prior authorisation. An electrical isolation of the overhead line may be required.

AMBER ZONE
 Work within this zone may require prior authorisation and may interface with tramway network.

GREEN ZONE
 Work within this zone will not normally require authorisation.

In addition to equipment suspended above the tramway general utility services, tramway traction power, telecommunications and equipment cabling is buried beneath the surface of the highway, and within the areas of pavement. It is essential that any cables are located prior to the commencement of all excavation works.

3

Building fixings for overhead power

If you own or occupy a property that has a building fixing for the overhead power lines you must not in any circumstance carry out works to the building fixing (including any brackets, cables, wires, insulators and other overhead power line equipment) or in any way interfere with it.

West Midlands Combined Authority by virtue of its powers under Article 20(5) (b) of The Midland Metro (Birmingham City Centre Extension, etc.) Order 2005, has the right to maintain the building fixing for the overhead power lines and the owner or occupier of the property must ensure that the building fixings are not altered or removed internally or externally, without the written consent of West Midlands Metro. An appropriate Notice will be issued and placed inside the building by West Midlands Combined Authority if fixings are visible on internal walls/ structures.

For more information about safe working procedures contact:

☎ **0121 502 2006**

📧 **permits@westmidlandsmetro.com**
<https://westmidlandsmetro.com/mml-permittowork>

✍ **Permits – West Midlands Metro**
16 Summer Lane
Birmingham
B19 3SD



4

How to get authorisation

In order to obtain authorisation to work near the tramway you must submit a West Midlands Metro Request to Work Form, saying where and when you want to work, and describing the work to be done.

West Midlands Metro Request to Work Forms can be obtained using the following:

☎ **0121 502 2006**

📧 **permits@westmidlandsmetro.com**
<https://westmidlandsmetro.com/mml-permittowork>

✍ **Permits – West Midlands Metro**
16 Summer Lane
Birmingham
B19 3SD

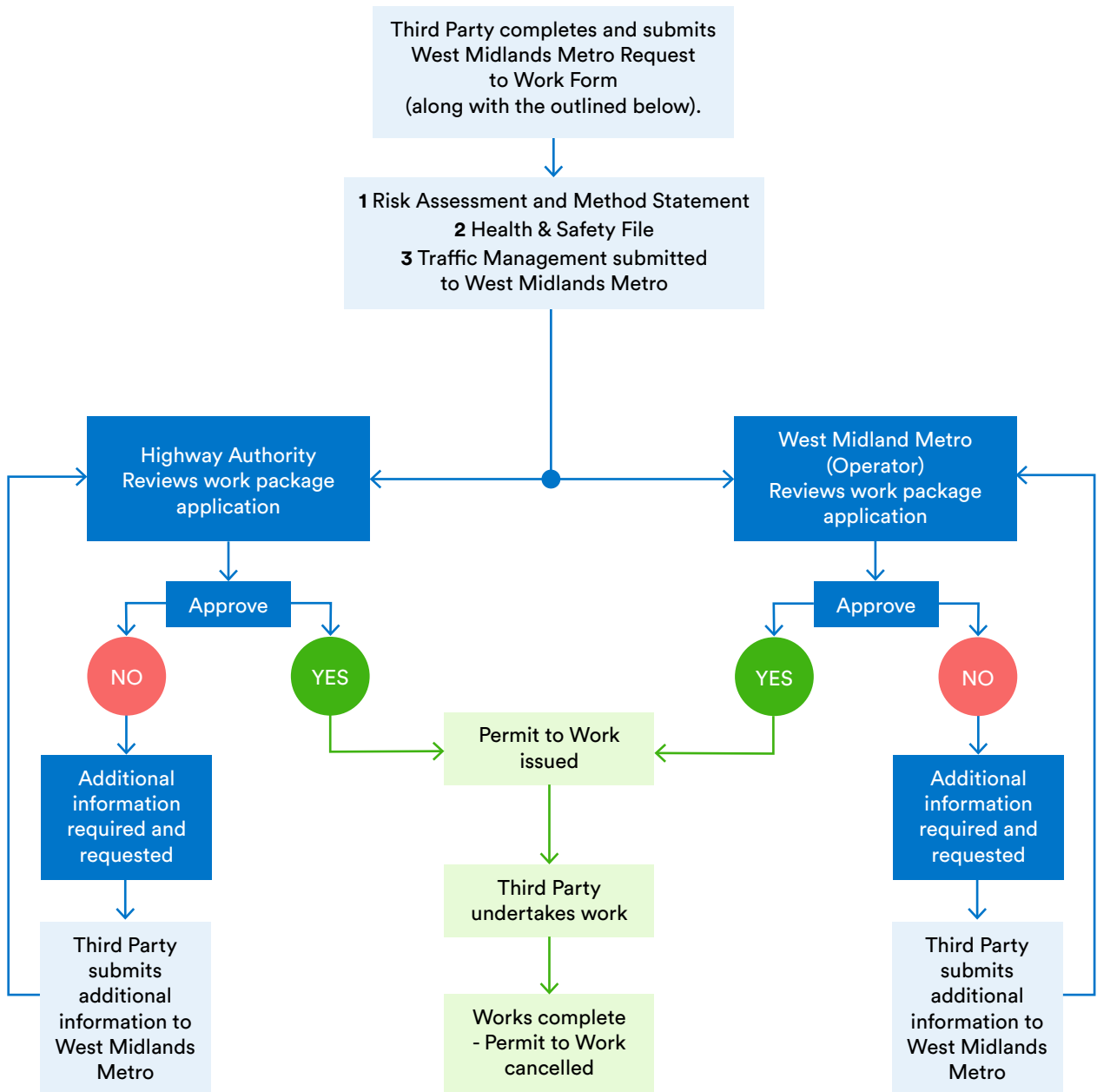
Completed Request to Work Forms must be returned to West Midlands Metro at least 10 working days weeks before you intend to start work. Major works may need more notice. If you have prepared a Risk Assessment and Method Statement, site/ location plans, traffic/ pedestrian management plans (if required). You must send these documents along with your Request to Work Form.

West Midlands Metro will work alongside the Highway Authority to coordinate your application for permits. If the work needs to be submitted to the Highway Authority under the New Roads and Street Works Act 1991 (NRSWA), this information should be submitted to the Highway Authority at the same time as the application submitted to West Midlands Metro.

Please note giving 10 working day's notice *will not* guarantee issue of a permit at the end of the 10 day period. An outline of the application process is detailed in the Application Process diagram.

DIAGRAM 3

Application process



5

Scheduled maintenance closures

If the operator, West Midlands Metro needs to telephone you or meet with you to find out more about the work this will be coordinated West Midlands Metro. You will not be charged for this. If no precautions are necessary, West Midlands Metro will tell you in writing.

If you need to take precautions to work safely, West Midlands Metro will inform you in writing. West Midlands Metro will try to find ways in which your work can be done safely during normal working hours. However, some activities may need to take place at night when trams are not running and when power to the overhead power lines can be switched off.

In the event of an emergency, if you need to carry out work urgently to protect people or property, you must contact West Midlands Control Room directly on 0121 502 0202 and obtain agreement to carry out the work before you start for your own safety. West Midlands Metro will come to the site if necessary but may charge you to cover the costs for this. This emergency contact telephone number is only to be used in emergencies.

Authorisation to proceed with the work will only be given when the safe working arrangements are agreed. Do not start work without it.

During the year West Midlands Metro will undertake scheduled maintenance works involving the isolation of the overhead power lines.

In addition to periods of scheduled maintenance, West Midlands Metro arrange for six periods of electrical isolation of the overhead power lines. The six periods will occur on a Sunday morning, bi-monthly on dates to be advised.

In order to allow third parties to take advantage of these periods of scheduled maintenance and electrical isolation of the overhead lines, West Midlands Metro will advise of dates and timings of their occurrences.

Should you wish to undertake maintenance to your own properties or assets during this period you will still need to apply for authorisation to work near the tramway, however, the cost of an electrical isolation of the overhead lines may not be incurred.

If work obstructs the track unexpectedly, if anyone or anything comes into contact with the overhead wires or if tramway equipment is damaged, please inform the West Midlands Metro Control Room immediately.

The West Midlands Metro Control Room can be contacted at any time by:

- Using the emergency help point at any tram stop
- By telephoning 0121 502 0202 (emergencies only)
- Contacting a West Midlands Metro representative
- Contacting the emergency services using 999

You must tell the Control Room that there is an emergency.

The controller will ask you for details of the emergency. Please answer the questions as quickly and clearly as possible:

- Who are you and where are you?
- What has happened?
- Is anyone or anything touching the overhead lines?
- Is the track obstructed?
- Which emergency services are needed (if any)?

Please ensure you follow any instructions given by the controller.

If an approaching tram must be stopped, signal to the driver by holding both arms above your head. You should stand where the driver can see you, but not in the path of the tram.

WARNING
NEVER ATTEMPT TO
EITHER RECOVER
EQUIPMENT OR
RESCUE PERSONS
THAT HAVE COME
INTO CONTACT
WITH THE TRAMWAY
OVERHEAD LINE
SYSTEM.



If you would like a copy of this document in a form more suited to your needs, please contact us on **0121 502 2006** or email permits@westmidlandsmetro.com