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10 March 2016

To all Consultees

Dear Sirs

CONSULTATION - REVISED ORR GUIDANCE ON DEVELOPING & MAINTAINING STAFF COMPETENCE

As part of the Office of Rail and Road's regular review of our guidance, we are reviewing and updating ORR Railway Safety Publication RSP1 "*Developing and maintaining staff competence*"

We do not believe that a major revision is needed. Broadly, we propose adding content on the integration of Non-Technical Skills (NTS) into competence management systems, and updating the references. The **Appendix** overleaf outlines our reasoning. An informal pre-consultation with a small cross-section of industry representatives suggests that our proposed approach appears proportionate.

Action requested:

We seek your views on the attached draft revised guidance by 5pm on 31st May 2016. Responses should be sent to me, preferably in the attached table, either by email to jeremy.mawhood@orr.gsi.gov.uk, or by post to the above address. Thank you in advance for your views.

Yours faithfully

Jeremy Mawhood
HM Specialist Inspector (Human Factors)

Appendix

ORR's guidance booklet RSP1 "*Developing and maintaining staff competence*" was originally published by HSE in 2002 following extensive development by industry representatives, and was very much the industry's "own" product. It was well received in the rail industry (and indeed other industries) as outlining good practice in managing competence. In March 2007, it was updated to take account of the new ROGS Regulations' requirements on staff competence and fitness. The current 2007 edition is available here http://orr.gov.uk/_data/assets/pdf_file/0016/4264/sf-dev-staff.pdf

RSP1 sets out the principles and features of a generic, logical competence management system (CMS), consisting of five Phases, broken down into fifteen generic Principles. Its generic nature makes the overall content inherently substantially "future-proof", allowing the full range of rail duty-holders adequate discretion in devising competence management arrangements to suit their very diverse needs. This "future-proofed" nature of the existing guidance should be borne in mind when considering the scope and scale of its revision. Since the 2007 revision, ORR has continued its efforts to ensure that rail organisations have adequate competence management systems in place to ensure safety and health, including by on-the-ground inspections, and by nationally-focused efforts such as working with RSSB to promote better integration of Non-Technical Skills development in rail organisations.

Opinion

The industry appears broadly content that the generic system advocated in RSP1 is fit-for-purpose, probably due to its high-level, generic nature, and the availability of comprehensive supporting guidance, especially from RSSB. ORR has not been made aware of any specific problems with the guidance, and the general mood seems to be that the guidance serves its purpose. This general contentedness appears, from an initial informal pre-consultation with a small cross section of stakeholders, to be shared by employers and trade unions alike.

In summary, ORR does not believe there is any need for wholesale changes to the approach advocated in RSP1. However, we believe that two aspects of RSP1 do require improvement and updating, namely:

- Adding content on the integration of **Non-Technical Skills** (NTS) development into competence management systems, including a short new Appendix on NTS, plus small NTS additions to each of the five RSP1 Phases; and
- **General updating**, especially of the References section, to include in particular the suite of RSSB competence management guidance published since the 2007 edition.

Following our initial informal pre-consultation, we have made the suggested changes, and a copy of the draft is attached, with **new content marked in "Review/Track changes" mode**. Industry's views are invited on the draft revision.

Responses should be sent to me, preferably in the attached table, either by email to jeremy.mawhood@orr.gsi.gov.uk , or by post to the above address.

Please say whether you are responding as an individual or representing the views of an organisation.

Publishing your response

Information provided in response to this consultation, including personal information, may be subject to publication or disclosure in accordance with the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004.

If you want information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence.

In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information, we will take full account of your explanation, but cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on ORR.

We will process your personal data in accordance with the Data Protection Act (DPA) and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.