



MEMORANDUM OF UNDERSTANDING
BETWEEN THE LIGHT RAIL SAFETY and STANDARDS
BOARD
AND THE OFFICE OF RAIL AND ROAD

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Introduction

1. This Memorandum of Understanding (MoU) is made between the Chief Executives of the Light Rail Safety and Standards Board (LRSSB) and the Office of Rail and Road (ORR).
2. LRSSB was formed by the UK light rail industry and UKTram in 2019 under the guidance of the ORR and support of the Department for Transport.
3. LRSSB provides expert support to the light rail industry on the British Isles, driving sustainable improvements in safety and efficiency of the tramways and light rail systems. It does this by leading sector research, developing systems to aid the management of risk and standards which offer guidance to its members. It also encourages the delivery of improved and safer light rail networks for the benefit of stakeholders and customers.
4. ORR is the independent health and safety regulator and enforcing authority for tramways and light rail in Great Britain. Its role is to make sure that the health and safety of the workforce, public, passengers and everyone associated with the tramway and light rail industry is protected. It does this by encouraging tramway and light rail businesses to have excellent health and safety management arrangements, to ensure they identify and assess risks properly, control them effectively and comply with the law. ORR's safety duties and powers derive from the Health and Safety at Work etc Act 1974; the Railways Act 2005; and the Health and Safety (Enforcing Authority for Railways and Other Guided Transport Systems) Regulations 2006.
5. UK Tram and LRSSB have a Governance Manual which describes the relationship between the two organisations and how independence of decision making is maintained. The Governance Manual also describes how each organisation's accountabilities and responsibilities are discharged and how those are disseminated to the UK light rail sector.
6. ORR has monitored how LRSSB has established itself as a safety and standards body since 2019, and carried out a review of progress in 2022. This review concluded that LRSSB has been effective by adding value and assisting the sector to better understand and control risk. ORR values the work that LRSSB does as a safety and standards body to promote high standards in health and safety management across the sector.

Purpose of the MoU

7. LRSSB and ORR share common objectives in providing safe tramway and light rail networks for the benefit of the workforce, public and passengers.
8. This MoU aims to ensure strong and effective coordination and cooperation between LRSSB and ORR in delivering their shared common objectives in Great Britain. This MoU recognises the creation of LRSSB, its role, and the associated transfer of UKTram's safety terms of reference to LRSSB. It applies to each organisation's activities as they affect tramway and light rail networks in Great Britain. It replaces the MoU between UKTram and ORR made in 2015.
9. Both LRSSB and ORR recognise the joint benefits which are likely to arise from coordination and cooperation on a variety of activities. These include the development of strategies and guidance, continuous improvement in understanding of risk and emerging hazards and sharing of data where appropriate.

Financial arrangements

10. Each party will bear its own costs from coordination and cooperation under this MoU, unless mutually agreed in writing.

Collaboration, advice and support

11. Without prejudice to applicable legal frameworks and any matters requiring confidentiality for either side, LRSSB and ORR will cooperate with the aim of establishing a regular exchange of information.
12. To achieve this:
 - a. LRSSB will inform ORR of:
 - i. LRSSB's high level work programme;
 - ii. Updates to LRSSB's safety risk model and outputs;
 - iii. ORR activities in which LRSSB has an interest; and
 - iv. Any LRSSB activity that might relate to the above activities.
 - b. ORR will inform LRSSB of:
 - i. ORR's high level work programme that affects the tramway and light rail sector;
 - ii. LRSSB activities in which ORR has an interest; and
 - iii. Any ORR activity that might relate to the above activities.
13. It is in the interests of both LRSSB and ORR that LRSSB is regarded by tramway and light rail organisations as, (and is seen to be), an effective, authoritative, respected and independent safety and standards body. LRSSB and ORR agree that this should be assessed from time to time as part of an

independent review of LRSSB's effectiveness. Initially both organisations agree an important component of ensuring this continues is for the safety authority to undertake regular and challenging independent reviews of LRSSB. LRSSB will invite ORR to conduct an independent review of their effectiveness at five yearly intervals. Early review may take place if there is a substantive need.

14. ORR and LRSSB will work together to investigate and identify the mutual benefits in sharing the Tram Accident and Incident Reporting (TAIR) system to facilitate a better understanding of risk and potential for efficient dutyholder reporting of incidents to ORR under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
15. LRSSB and ORR have a shared interest in standards, guidance and advice to support compliance with the legal framework for health and safety on tramways and light railways. Both organisations agree to actively cooperate in the development and review of material by offering the option to the other to provide comment during drafting & review. Each organisation will retain overall responsibility for the development, contents and ongoing review of material they produce.

Policy and research

16. LRSSB and ORR will cooperate and coordinate in the following areas:
 - a. cross-industry health and safety initiatives;
 - b. specialist policy topics (for example, occupational health policy); and
 - c. research in areas of shared relevance.

Liaison arrangements

17. Each organisation will have a named Single Point of Contact (SPOC) responsible for maintaining the good working relationship between LRSSB and ORR, sharing information, connecting colleagues and managing and resolving issues quickly.
18. Each year, there will be a set of liaison meetings. In order to facilitate effective discussions, the scope of the meetings will be limited to LRSSB – ORR business only. Any dutyholder or network specific matters will be raised using alternative channels.
19. Liaison meetings will be as per the table below. Any actions arising will be allocated to the relevant organisation and person and be tracked through to completion.

Meeting Name	Attendees*	Frequency	Main purpose
Annual Meeting	Chief Executives of both LRSSB and ORR, plus LRSSB Chair and ORR's HM Chief Inspector of Railways.	Annual	To review the effectiveness of both organisation's interactions over the year, including any significant achievements (or issues) in the operation of the MoU.
Working Level Liaison Meeting	SPOC from both LRSSB and ORR, plus other colleagues as required.	At least 4 times a year	Enable both organisations to exchange relevant information and best practice; and allow for open discussion on matters of mutual interest. Identify and resolve any areas of uncertainty or dispute arising from the MoU. (When required) lead the MoU review arrangements
LRSSB Board Meetings	LRSSB Board and LRSSB invited guests; ORR representative as observer.	LRSSB Board meeting frequency	To provide ORR with oversight of LRSSB governance arrangements.

20. Any dispute about the interpretation or implementation of this MoU should be resolved through consultation between the parties.

MoU review arrangements

21. A full review will take place approximately every five years (sooner if there is a substantive need). The review arrangements are:

- a. the Working Level Liaison Meeting, and any subsequent arrangements made at those meetings between the two SPOCs will define how the review and re-drafting works in practice (including timescales, lead roles and coordination);
- b. any changes to the MoU must be agreed by each organisation in accordance with their own governance arrangements.

22. Outside of the MoU, LRSSB and ORR may have other shared resources, including guidance. For the avoidance of doubt, such guidance documents are not part of the MoU or subject to the MoU review arrangements. However, the shared guidance on interpretation and practical arrangements should be reviewed annually by the SPOCs at a Working Level Liaison Meeting.

Termination

23. This MoU comes into effect on the date it is signed by both LRSSB and ORR. The MoU can be terminated either on a date agreed between both LRSSB and ORR, or following written notice given by either party to the other.

<p>signature</p> <p>{redacted}</p> <p>Date: 15th November 2023</p>	<p>Signature</p> <p>{redacted}</p> <p>Date: 20th November 2023</p>
<p>Chief Executive</p>	<p>Chief Executive</p>
<p>Light Rail Safety and Standards Board</p>	<p>Office of Rail and Road</p>