



**DRAFT**

Rail Industry Standard  
RIS-8047-TOM | Issue 2.1 | December 2025 | Draft 1

# Reporting of Safety Related Information

This document sets out requirements for entering information into the industry's Safe Insights Reporting Tool, and for how that information should be used. Safe Insights Reporting Tool is designed to help the industry to carry out its responsibilities for health, safety and environment management.

**Rail Industry Standard**  
**RIS-8047-TOM**  
**Issue: 2.1 Draft: 1**  
**Date: December 2025**

## **Reporting of Safety Related Information**

### **Synopsis**

This document sets out requirements for entering information into the industry's Safe Insights Reporting Tool, and for how that information should be used. Safe Insights Reporting Tool is designed to help the industry to carry out its responsibilities for health, safety and environment management.

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# Reporting of Safety Related Information

## Issue Record

Issue	Date	Comments
One	03/12/2016	Original document.
Two	03/03/2018	Replaces issue one to align with the new Safety Management Intelligence System (SMIS).
2.1	06/12/2025 [Proposed]	References to the obsolete Safety Management Intelligence System (SMIS) have been removed and replaced by the Safe Insights Reporting Tool.  Clause G3.1.10 amended to reflect RSSB's decision not to make MoUs publicly available via RSSB's website.

Revisions have been marked by a vertical black line in this issue.

## Superseded Documents

The following Rail Industry Standard is superseded, either in whole or in part as indicated:

Superseded documents	Sections superseded	Date when sections are superseded
RIS-8047-TOM issue two	All	06/12/2025 [Proposed]

## Supply

The authoritative version of this document is available at [www.rssb.co.uk/standards-catalogue](http://www.rssb.co.uk/standards-catalogue). Enquiries on this document can be submitted through the RSSB Customer Self-Service Portal <https://customer-portal.rssb.co.uk/>

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## Part 1 Purpose and Introduction

### 1.1 Purpose

1.1.1 This document sets out requirements for reporting information into the industry's Safe Insights Reporting Tool and for how that information should be used. The Safe Insights Reporting Tool is designed to help the industry to carry out its responsibilities for health, safety and environment management.

1.1.2 Compliance with the requirements of this document is a condition of the Safe Insights Reporting Tool access and use.

### 1.2 Introduction

1.2.1 GERT8047 mandated the reporting of safety-related information into the Safety Management Intelligence System (SMIS). However, the requirements in it were not deemed to be National Safety Rules because either:

- a) They duplicated legislative requirements, or
- b) They were not necessary to ensure technical compatibility.

1.2.2 GERT8047 was therefore replaced by RIS-8047-TOM issue one 'Reporting of Safety Related Information', which reproduced the content of GERT8047 in its entirety as Annex A of the document.

1.2.3 RIS-8047-TOM issue two has been developed to be consistent with the updated and extended SMIS, which was implemented in March 2017, and covers the high-level principles of SMIS usage. Detailed guidance on how to enter events into the SMIS is provided separately.

1.2.4 In March 2025 SMIS was replaced by Safe Insights.

1.2.5 The Safe Insights Application Matrix is a supplementary document, whereby Safe Insights reporting organisations will confirm the extent of their application against the Safe Insights Reporting Tool reporting scope.

1.2.6 The Safe Insights Reporting Tool helps Safe Insights reporting organisations comply with legal obligations and manage health, safety and environment data in line with industry-established good practice.

1.2.7 The Safe Insights Reporting Tool is an industry-supported system that was designed by, and for the GB Mainline Railway and is managed by RSSB on behalf of its members.

1.2.8 The information submitted via the Safe Insights Reporting Tool underpins the evidence- and risk-based approach to safety management that is well established in the GB rail industry.

1.2.9 The use of a common reporting system brings consistency to health and safety reporting and facilitates co-operation and collaboration in the management of health, safety and environment risk. The Safe Insights Reporting Tool data also forms the basis for national safety performance reporting and the industry's Safety Risk Model.

### 1.3 Application of this document

1.3.1 Compliance requirements and dates have not been specified because these are the subject of internal procedures or contract conditions.

1.3.2 If you plan to do something that does not comply with a requirement in this document, you can ask a standards committee to comment on your proposed alternative. To get their opinion, submit an application to RSSB. You can find advice and guidance on using alternative requirements on RSSB's website.

### 1.4 Data protection responsibilities

1.4.1 Users of this document are reminded of the need to comply with data protection responsibilities, including those set out in the General Data Protection Regulation (GDPR) 2018. RSSB does not warrant that compliance with this RIS and other documents published by RSSB is sufficient in itself to satisfy such responsibilities.

### 1.5 User's responsibilities

1.5.1 Industry experts representing railway industry stakeholders are involved in the process for setting the content of documents that are prepared in accordance with the procedures set out in the Railway Standards Code and Manual.

1.5.2 Users of documents published by RSSB are expected to be competent or should take specialist advice before following or applying any practices or principles contained within them and are reminded of the need to consider their own responsibilities to ensure safe systems of work and operation, health and safety at work and compliance with their own duties under health and safety legislation. While documents published by RSSB can be used to help inform and devise safe practices and systems of work, their content has not been designed or prepared for:

- a) Reliance by any specific person or organisation; and
- b) Application or use in all possible operational or working environments.

1.5.3 No representation, warranty, guarantee, confirmation or other assurance is given or made (whether expressly or implicitly) that compliance with all or any documents published by RSSB is sufficient in itself to ensure safe systems of work or operation or to satisfy such responsibilities or duties.

1.5.4 Users and duty holders remain responsible at all times for assessing the suitability, adequacy and extent of any measures they choose to implement or adopt and RSSB does not accept, and expressly disclaims, all and any liability and responsibility except for any liability which cannot legally be limited.

### 1.6 Structure of this document

1.6.1 This document sets out a series of requirements that are sequentially numbered. This document also sets out the rationale for the requirement, explaining why the requirement is needed and its purpose and, where relevant, guidance to support the requirement. The rationale and the guidance are prefixed by the letter 'G'.

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1.6.2 Some subjects do not have specific requirements but the subject is addressed through guidance only and, where this is the case, it is distinguished under a heading of 'Guidance' and is prefixed by the letter 'G'.

### 1.7 Approval and Authorisation

- | 1.7.1 The content of this document will be approved by Traffic Operation and Management Standards Committee on 04 November 2025 [proposed].
- | 1.7.2 This document will be authorised by RSSB on 20 November 2025 [proposed].

### Part 2 Requirements for Entering Safety Related Information

#### 2.1 Responsibilities of Safe Insights Reporting Tool organisations

##### 2.1.1 Completing the Safe Insights Application Matrix

2.1.1.1 Every Safe Insights reporting organisation shall confirm the extent of their reporting by completing the Safe Insights Application Matrix and providing it to RSSB.

##### Rationale

G 2.1.1.2 It is important to understand the completeness of data so that informed safety management decisions can be made. Identifying the completeness of the data being entered using the Safe Insights Reporting Tool is necessary to assess the completeness of any analysis based on the data.

##### Guidance

G 2.1.1.3 The Safe Insights Application Matrix identifies the 'expected' and 'optional' reporting areas for different types of Safe Insights reporting organisations.

G 2.1.1.4 The Safe Insights Application Matrix and supporting guidance is available from the RSSB website.

G 2.1.1.5 The areas of the Safe Insights Application Matrix classified as 'expected' include the relevant requirements within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and are within the reporting scope of RSSB's national safety performance reporting and risk modelling.

G 2.1.1.6 The Safe Insights Reporting Tool supports reporting of Common Safety Indicators to the Office of Rail and Road (ORR). Each calendar year, RSSB uses the Safe Insights Reporting Tool to collate data on events within scope, supplies the data to Safe Insights reporting organisations for review, then onward reporting to the ORR.

G 2.1.1.7 RSSB will provide Safe Insights reporting organisations with a data quality assessment for each financial year. For consistency and fairness, the data quality assessment will be based on reporting against the 'expected' areas for each type of Safe Insights reporting organisations, independent of individual confirmed reporting intentions and based on a set of industry-agreed measures. The overall results of the data quality assessment will be presented to the RSSB Board.

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##### 2.1.2 Accuracy of data entered into the Safe Insights Reporting Tool

2.1.2.1 Safe Insights reporting organisations shall enter accurate data into the Safe Insights Reporting Tool.

##### Rationale

G 2.1.2.2 It is important to maintain good quality information to inform safety management decisions.

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### Guidance

- G 2.1.2.3 RSSB continually monitors data quality in the Safe Insights Reporting Tool to promote continuous improvement of the data contained within it. When a potential data quality issue is identified, RSSB will notify the Safe Insights event owner, who is responsible for ensuring it is rectified in a timely manner.
  - G 2.1.2.4 When multiple Safe Insights reporting organisations are involved in a event, they are expected to work together to reach a consensus position on how the event should be recorded. The event owner has responsibility for ensuring the event is recorded accurately. If the organisations involved cannot agree who owns a Safe Insights event, RSSB will act as arbiter.
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### 2.1.3 Sharing event information

- 2.1.3.1 When multiple Safe Insights reporting organisations are involved in an event, they shall share with the Safe Insights event owner all information required to ensure the completeness of the event.

### Rationale

- G 2.1.3.2 Regulation 22 in the Railways and Other Guided Transport Systems (Safety) Regulations (ROGS) 2006 places 'a duty on transport operators to cooperate insofar as is reasonable, with any other transport operator who operates on the same transport system [.....] to achieve the safe operation of that transport system'.

### Guidance

- G 2.1.3.3 Information held in daily incident logs and other systems is the type of information that is shared between Safe Insights reporting organisations.
- G 2.1.3.4 When an accident or incident is investigated and for any reason the Safe Insights event owner does not fulfil the role of lead organisation (as defined in RIS-3119-TOM), arrangements should be made for information arising from the investigation to be transferred to the Safe Insights event owner.
- G 2.1.3.5 Safe Insights Reporting Tool sub-event reporting forms contain mandatory fields and the Safe Insights event owner completes these to close the Safe Insights event. When multiple Safe Insights reporting organisations are involved in a Safe Insights event, they share information pertaining to mandatory fields, to enable the Safe Insights event owner to formally close the Safe Insights event.
- G 2.1.3.6 The Safe Insights Reporting Tool incorporates workflow functionality. Using the task, transfer and information management stage, a Safe Insights event owner can assign tasks for completion, reassign the overall ownership of the event, and allow access to other individuals or organisations to complete sections of the associated event.
- G 2.1.3.7 The search functionality enables Safe Insights users to search for Safe Insights events using specific filters. This functionality provides visibility of all events in the system for all Safe Insights reporting organisations, regardless of Safe Insights event ownership. Personal information that may identify an individual, entered within the person

section, will not be visible to Safe Insights reporting organisations who are not involved in the Safe Insights event.

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### 2.1.4 Entering data relating to investigations and causes determined by investigations

2.1.4.1 The Safe Insights event owner shall enter the causes determined by an investigation, when one has been held.

#### Rationale

G 2.1.4.2 Capturing the immediate and underlying causes determined by investigations will contribute to a better understanding of accidents and how to prevent them.

G 2.1.4.3 Carrying out investigations for accidents and incidents is an effective way to determine more accurately the causes of an event.

#### Guidance

G 2.1.4.4 There is no guidance associated with this requirement.

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### 2.1.5 Timescales for entering data

#### 2.1.5.1 Creating a Safe Insights event

2.1.5.1.1 The Safe Insights event owner shall make an initial entry into the Safe Insights Reporting Tool within five working days of becoming aware of an event occurring, unless the event meets the criteria of a 'non-serious incident' (defined in RIDDOR 2013) which shall be entered within three calendar days.

#### Rationale

G 2.1.5.1.2 The timescales for creating events ensure that Safe Insights reporting organisations meet the expected notification requirements for reporting 'non-serious incidents' (defined in RIDDOR 2013) to the ORR.

G 2.1.5.1.3 Entering information promptly helps to ensure that industry has up-to-date monitoring information that supports timely decision-making.

#### Guidance

G 2.1.5.1.4 It is recognised that Safe Insights reporting organisations, in some instances, may not become aware of the occurrence of an event until sometime after it takes place. Considering this, the timescales for creating the initial event in the Safe Insights Reporting Tool is determined from the point at which a Safe Insights reporting organisation first becomes aware of an event.

G 2.1.5.1.5 The reporting of 'non-serious incidents', including the follow-up notification of 'serious incidents' to the ORR is automated within the Safe Insights Reporting Tool. Further information on RIDDOR notification requirements to the ORR is detailed in the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013', on the ORR website.

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- G 2.1.5.1.6 The following reporting requirements are not automated in the Safe Insights Reporting Tool:
- a) The immediate notification requirements of 'serious incidents' (defined in RIDDOR 2013).
  - b) The notification to the RAIB of events covered by Schedules 1, 2 and 3 of 'The Railways (Accident Investigation and Reporting) Regulations 2005'.
  - c) The notification to the Health and Safety Executive (HSE) of RIDDOR events.
- G 2.1.5.1.7 More information on the reporting requirements set out in G 2.1.5.1.6 can be found on the ORR, HSE and RAIB websites.
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### 2.1.5.2 Finalising a Safe Insights event

- 2.1.5.2.1 The Safe Insights event owner shall finalise and formally close the Safe Insights event within 20 working days from the creation of the event, unless the finalisation is dependent either on the outcome of an investigation, or when an event involves a worker who remains away from work or unable to do the full range of normal activities as a result of an accident arising out of or in connection with work. In these cases the Safe Insights event owner shall finalise and formally close the Safe Insights event within 20 days of either publication of the investigation report, or once the date of return to full duties is known.

#### Rationale

- G 2.1.5.2.2 Data entered in the Safe Insights Reporting Tool as soon after an event as possible, and as completely as possible, can inform good and timely safety management decisions.

#### Guidance

- G 2.1.5.2.3 The completeness of data in the Safe Insights Reporting Tool is specified using mandatory fields that are embedded in all Safe Insights Reporting Tool sub-event reporting forms. The Safe Insights event owner ensures that all mandatory event fields are completed prior to being able to formally close the Safe Insights event.
- G 2.1.5.2.4 In instances when the finalisation of a Safe Insights event is dependent on the outcome of an on-going investigation, the event can be provisionally finalised providing all mandatory event fields have been completed. As soon as the investigation has been published, the event is reopened and any additional or conflicting data from the investigation updated in the Safe Insights event. This includes adding the cause details.
- G 2.1.5.2.5 Coroner's investigations, internal investigations and internal inquiries are also types of investigations.
- G 2.1.5.2.6 Finalising events regularly and within 20 working days after an event is created, facilitate the completeness and currency of data included in any period end reporting.
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## 2.2 Responsibilities of infrastructure managers

- 2.2.1 Infrastructure managers shall provide RSSB with asset data.

### Rationale

- G 2.2.2 Ensuring that asset data available in the Safe Insights Reporting Tool incorporates up-to-date asset information, improves the accuracy and reliability of safety related information associated with those assets, and supports an aligned industry approach to the recording of asset information.

### Guidance

- G 2.2.3 There is no guidance associated with this requirement.
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### Part 3 Requirements for Safe Insights Reporting Tool Data Usage

#### 3.1 Usage of Safe Insights Reporting Tool data

3.1.1 The only purpose for which Safe Insights reporting organisations shall use Safe Insights Reporting Tool data is to support them in carrying out their responsibilities for health, safety and environment management.

3.1.2 Release of Safe Insights Reporting Tool data that reveal sensitive information about an individual or organisation shall only be permitted:

- a) To meet statutory requirements, or
- b) When it is explicitly permitted within associated memoranda of understanding, or
- c) When named individuals and organisations have given their consent.

3.1.3 A Safe Insights reporting organisation providing another organisation working under contract to it with temporary access to Safe Insights Reporting Tool data shall ensure that:

- a) The data are used only for a specific purpose defined by the Safe Insights reporting organisation.
- b) Use and release of data comply with other requirements in this document.
- c) On completion of the work, the organisation working under contract does not retain and cannot access Safe Insights Reporting Tool records or unpublished information that has been derived from it.

3.1.4 Safe Insights reporting organisations shall be responsible for ensuring organisations working under contract to them adhere to 3.1.3.

#### Rationale

G 3.1.5 Safe Insights Reporting Tool data is not intended to be used for the purposes of gaining commercial advantage over market competitors.

G 3.1.6 Safe Insights Reporting Tool organisations are responsible for complying with data protection legislation.

#### Guidance

G 3.1.7 A culture of mutual trust and respect is a good foundation for data sharing.

G 3.1.8 Release of Safe Insights Reporting Tool data includes, but is not limited to, publication. It potentially covers any transfer of information outside the Safe Insights Reporting Tool system; for example, in e-mails or verbal communication.

G 3.1.9 For the purposes of this document, sensitive information is that which:

- a) Refers to information that relates to a natural person, or Safe Insights reporting organisation, that can be directly or indirectly used to identify them.
- b) Is not already in the public domain.
- c) Might cause damage, harm or distress if disclosed.

G 3.1.10 RSSB maintains the set of memoranda of understanding, which is available upon request.

G 3.1.11 Non-compliance in relation to the agreed terms of data use may result in Safe Insights Reporting Tool access rights being affected.

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## Acronyms and Abbreviations

Health and Safety Executive (HSE)	No definition.
Office of Rail and Road (ORR)	The independent safety and economic regulator for Britain's railways.
Rail Accident Investigation Branch (RAIB)	No definition.
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
ROGS	Railways and Other Guided Transport Systems (Safety) Regulations 2006 (as amended).
Safety Management Intelligence System (SMIS)	A system for supporting rail industry parties in carrying out their responsibilities for health, safety and environment management. Note: SMIS has now been decommissioned and replaced by Safe Insights.
UK GDPR	UK General Data Protection Regulation (Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 [S.I. 2019/419]).

### Definitions

Common Safety Indicators (CSI)	A common set of rail safety data, gathered to facilitate the assessment of achievement of Common Safety Targets (CSTs) and monitor the development of safety.
infrastructure manager (IM)	Has the meaning given to it in the Railways and Other Guided Transport Systems (Safety) Regulations 2006 (as amended), but is limited to those infrastructure managers who hold a safety authorisation issued in respect of the mainline railway. Source: <i>ROGS</i>
Office of Rail and Road (ORR)	The independent safety and economic regulator for Britain's railways.
RAIB Investigation	A formally structured investigation that is supervised by the Railway Accident Investigation Branch (RAIB), usually into the circumstances of accidents and incidents.
railway undertaking (RU)	Has the meaning given to the term 'transport undertaking' in the Railways and Other Guided Transport Systems (Safety) Regulations 2006 as amended, but is limited to any private or public undertaking the principal business of which is to provide rail transport services for goods and/or passengers, with a requirement that the undertaking must ensure traction. Source: <i>ROGS</i>
Safe Insights reporting organisations	Organisations that have been granted access to the Safe Insights Reporting Tool, which could include RSSB members who have safety authorisations and safety certificates.
Safe Insights Application Matrix	A document that identifies areas of expected and optional reporting scope, based on an organisation's reporting role.
Safe Insights event owner	The Safe Insights reporting organisation that has overall responsibility for the entry and quality of the event. In instances when multiple sub- event reporting form owners exist within an event, overall ownership will be detailed in the Event Entry Guidance.
Safe Insights event	An event that has been reported into the Safe Insights reporting tool. This event report may comprise of one or multiple sub-event reporting forms.
Safe Insights Reporting Tool sub-events	There are multiple sub-events, each representing the types of incidents experienced across the rail industry.
Safe Insights Reporting Tool	A tool for supporting rail industry parties in carrying out their Safe Insights reporting responsibilities for health, safety and environment management.
Safety Management Intelligence System (SMIS)	A system for supporting rail industry parties in carrying out their responsibilities for health, safety and environment management. Note: SMIS has now been decommissioned and replaced by Safe Insights.

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## References

The Standards Catalogue gives the current issue number and status of documents published by RSSB. This information is available from <http://www.rssb.co.uk/railway-group-standards.co.uk>.

RGSC 01	Railway Group Standards Code
RGSC 02	Standards Manual

## Documents referenced in the text

### Railway Group Standards

GERT8047 (withdrawn)	Reporting of Safety Related Information
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### RSSB Documents

RIS-3119-TOM	Accident and Incident Investigation
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### Other References

ROGS (2006)	Railways and Other Guided Transport Systems (Safety) Regulations 2006 (as amended)
RIDDOR (2013)	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
The Railways (Accident Investigation and Reporting) Regulations 2005	The Railways (Accident Investigation and Reporting) Regulations 2005