

**GE/RT8000/G1**  
**Rule Book**

**Module G1**

# General safety responsibilities

Issue 3

April 2008

**Comes into force 07 June 2008**



**Published by:**  
**Rail Safety and Standards Board**  
**Evergreen House**  
**160 Euston Road**  
**London NW1 2DX**

**Contents approved by Traffic Operation and Management  
Standards Committee.**

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<b>Issue</b>	<b>Date</b>	<b>Comments</b>	<b>Comes into force</b>
1	June 2003	Initial issue	06 December 2003
2	October 2005	Replaces issue 1	03 December 2005
3	April 2008	Replaces issue 2	07 June 2008

You will need this module to carry out your personal and general safety responsibilities including what you must do if there is a fire or security alert, and how to send and receive messages involving safety.

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# 1

## General safety

Safety must always be your first concern. You must do everything possible to ensure the safety of:

- yourself
- others
- contractors
- passengers
- the public
- trains
- equipment
- infrastructure.

You must not put yourself or others in danger.  
As far as you can, you must stop or warn others from placing themselves in danger.

# 2

## Personal safety

### 2.1 Drugs and alcohol

You must not report or try to report for duty when you are unfit through drugs or alcohol.

You must not:

- drink alcohol or take drugs of abuse when on duty, or
- have any drugs of abuse with you when on railway property.

If you are charged by the police with a drink or drug-related offence, you must:

- tell your supervisor or manager immediately you next report for duty, and
- put the details in a letter to your supervisor or manager.

### 2.2 Medical fitness

You must take any medical or eye examination your company requires. If your employer's **i** doctor restricts your work activities, you must work within the restrictions.

If someone asks you to carry out a task that you cannot do because of your restriction, you must tell the person you cannot do it, and the reason why.

If you have to work for someone who is not your usual supervisor or manager, you must tell that person about your restriction before you start work, or go on or near the line.



In this module the term 'your employer' means the company, or subsidiary of a larger organisation, for whom you work

## 2.3 Obeying rules, regulations and instructions

You must be competent to use correctly the rules, regulations and instructions that apply to the tasks you are authorised to carry out, unless you are under instruction.

You must be authorised to carry out rules, regulations and instructions.

Rules, regulations and instructions apply to the task being performed and to those carrying out the task no matter what grade or job title they have. You must obey:

- all rules, regulations and instructions which apply to you
- instructions given to you by people who are in charge at your workplace.

You must tell your supervisor, manager or Operations Control immediately if you see, or become aware of, anyone else not carrying out rules, regulations or instructions correctly.

## 2.4 Supply of publications

### a) Issue of publications by a local manager or supervisor

If you are a local manager or supervisor, you must make sure everyone under your control receives and signs for any personal copy of each publication they need to carry out their duties. These include:

- Rule Book modules
- instructions
- notices
- any amendments or supplements to these publications.

You must, if it is your responsibility to do so, also keep records of signatures for receipt of publications.

Your employer's standards or instructions will tell you which publications each group of staff need.

You must also make sure copies available for general use are kept up to date by those who are responsible for carrying out this task.

### **b) Publications issued to you**

For each publication issued to you, you must:

- sign for it (if required)
- take care of it
- keep it with you when on duty (if required)
- treat it as private and not for public use
- be ready to produce it if your supervisor or manager asks to see it.

You must read and clearly understand the publications issued to you so that you have a thorough knowledge of the rules, regulations and instructions you are required to know and are able to find the information when you need it.

You must ask your supervisor or manager if you have any questions about a publication that:

- has been issued to you, or
- you believe you should have received.

You must also make sure you receive amendments to your publications and insert reprinted pages in the correct sections.

If you lose a publication, you must ask your supervisor or manager for another copy.

## 2.5 Competence in rules, regulations and instructions

You may be required to be assessed and take any examinations in connection with your:

- knowledge and understanding of rules, regulations and instructions
- ability to do your job safely.

## 2.6 Wearing protective clothing and equipment

You must wear:

- protective clothing and equipment required
- an approved safety helmet in a hard hat area (this applies whether you are on railway premises or not).

You do not need a hard hat if you are in the driving cab, brakevan or other similar place.

You must wear a bump cap if you regularly work below sole bar level.

If you only work below sole bar level now and again, you must wear a bump cap if possible.

You must take special care if you do not have a bump cap.

# 3

## Going on or near the line or on the lineside

### 3.1 Going on the lineside

#### a) Definitions

You are on the lineside if you are:

- within the area between the railway boundary fencing and the point that is called 'on or near the line' (see section 3.2 a) of this module), **and**
- where you would be in view of the driver of any approaching train or movement.

You are not on the lineside if you are on a station platform.

#### b) If your duties require you to go on the lineside

If your duties require you to go on the lineside, you must:

- wear high-visibility clothing of an approved type in the correct way
- obey any warning indications (for example, lights, bells or signs) and notices
- raise one arm above your head to acknowledge the audible warning from an approaching train
- look and listen for approaching trains or movements.

#### c) If your duties do not require you to go on the lineside

You must **not** go on the lineside if your duties do not require you to do so.

## 3.2 Going on or near the line

### a) Definitions

You are on or near the line if you are:

- within 3 metres of the nearest rail of any line
- on the line itself.

You are not on or near the line if you are on the other side of a permanent fence or structure, even if it is less than 3 metres from the nearest rail.

If you are on a station platform, the only situation where you will be considered as being on or near the line is when:

- you are within 1.25 metres of the platform edge, **and**
- you are carrying out engineering or technical work (for example, white line painting) on the platform within that distance.

Special arrangements will be put in place on platforms where the permissible speed is more than 125 mph.

You are not on or near the line if you are crossing the line at a level crossing.

### b) If your duties require you to go on or near the line

You must **not** go on or near the line unless it is absolutely necessary because of your duties and:

- you have been authorised to do so
- you are aware of the hazards to be expected at the location
- you know what arrangements have been made for your safety while you are on or near the line, or you have been trained and certificated as competent to make these arrangements for yourself.

You are responsible for your own safety when on or near the line. You must make sure you understand when and where you can go on or near the line.

### **c) Going on or near the line**

If your duties require you to go on or near the line, you must wear clean high-visibility clothing of an approved type in the correct way, and meet **at least** one of the following conditions:

- You have been passed as competent in Personal Track Safety (PTS).
- You are using an authorised walking route that you have authority to use and you have been made aware of any safety issues involved.
- You have been issued with a Track Visitor's Permit and you are accompanied by a controller of site safety (COSS) and you have been briefed about the safety arrangements.
- You are under the direct supervision of a COSS who is giving you formal training in PTS and you have received a briefing.

### **d) In an emergency**

If it is safe for you to do so, you can go near the line to prevent death or injury without being qualified in PTS.

You must take extra care and not touch any rail or electrical equipment on electrified lines.

### **e) Certificate of competence in PTS**

When you are on or near the line, you must carry your certificate of competence in PTS with you at all times. This must be endorsed (where appropriate) for AC or DC electrified lines.

If you are a train driver, guard, shunter, signaller or crossing keeper and your competence includes relevant elements of PTS, you do not need to carry a separate PTS certificate when you are on or near the line to carry out your duties.

## **3.3 Signal post replacement switches**

### **a) When a signal post replacement switch can be used**

You can use a signal post replacement switch only if it is permitted to do so in the rules and regulations and if you have authority to do so.

A signal post replacement switch if fitted will place the following types of signal to danger:

- an automatic signal
- a semi-automatic signal.

### **b) Using a signal post replacement switch**

When using a signal post replacement switch, you must:

- check the signal is showing a proceed aspect
- if it is not showing a proceed aspect, immediately contact the signaller
- if it is showing a proceed aspect, get permission from the signaller to key the signal to danger
- key the signal to danger
- tell the signaller when you have done this.

### 3.4 Protection by keeping a signal at danger

When a signal is being held at danger:

- to protect a line which is obstructed by an accident, failure or other exceptional reason
- to protect engineering work
- to protect an activity
- in connection with the isolation of the traction current

the signaller can clear that signal for an unaffected route providing it is safe to do so.

### 3.5 Securing points

#### a) Temporary securing points on a running line

Except where otherwise shown in the rules or regulations, points must be correctly secured as shown below before a train movement is allowed to pass over them when:

- the signaller cannot get the correct point detection
- the signaller cannot get the facing point lock to engage
- a lightweight vehicle that cannot be relied upon to operate train-operated points needs to pass over hydro-pneumatic points
- it is necessary to pass over unworked points in the facing direction
- it is necessary for a train conveying passengers to pass over points not fitted with a facing point lock in the facing direction
- part of the running rail has been removed and the points must not be used in one position
- a movement needs to pass in the facing direction over points that have been run through, even though detection may be obtained.

If your duties require you to secure points, you must do so as follows:

### **Securing switch diamonds and swing-nose crossings**

You must clip and scotch for movements in both directions.

### **Securing other types of points**

For movements in the facing direction, you must clip and scotch the points. For movements in the trailing direction, you only need to use scotches.

If the points concerned are single-tongued, you do not need to use a scotch.

You must make sure the tongue of the closed blade is correctly located and that the clip, where required, is placed as near to the tip of the tongue as possible.

### **b) Securing points out of use**

The following points must be secured out of use as shown below:

- Points that must not be used in one position and will be out of use for an extended period of time.
- Points which are installed on a running line but will not be connected to the signal box or ground frame until a future date.
- Points on a running line which are redundant but will not be removed until a future date.

### **How points are secured on concrete sleepers**

The points must be secured by approved devices that are padlocked.

### **How points are secured on wooden sleepers**

The closed switch blade must be secured by a clip which is padlocked. It must be further secured by a fishplate being screwed to the sleeper by two screws.

The open switch blade must be secured by a scotch.

The method used for concrete sleepers can be used on wooden sleepers if approved devices are provided for that purpose.

### **Using points that are secured out of use**

Points secured out of use as shown in this section 3.5 b) must remain in the position secured at all times until brought back into use or removed.

If in exceptional circumstances, it is necessary for the points to be used in the opposite position, this must be authorised by the Network Rail area operations manager. A possession of the line or lines concerned must be taken.

A competent engineer must carry out special inspection to make sure that the points are correctly secured in the proper position before the possession of the line is given up.

You do not need to apply the rules and regulations that normally apply to movements over facing points to movements over points secured as shown in this section 3.5 b).

### **c) Hand points**

Trains conveying passengers must not be allowed to pass over hand points in the facing direction, unless they are correctly secured as shown in section 3.5 a) above.

### 3.6 Track circuit operating clips

If your duties require you to use a track circuit operating clip, you must apply it firmly to the top of each running rail, which then operates the track circuit.

You must use a track circuit operating clip as a quick and immediate means of providing protection on a track circuited line.

Using a track circuit operating clip does not reduce the urgency for you to carry out any other protection that is required.

When you have applied a track circuit operating clip, you must not remove it until:

- normal working can begin again, or
- other protection has been given.

You must tell the signaller if you remove a track circuit operating clip.

You must only use a track circuit operating clip once, and after use give it to your supervisor or local manager.

### 3.7 Handsignals

#### a) When handsignals can be used

If your duties require you to give handsignals, you must only do so where you are authorised in the rules and regulations.

**b) Giving a handsignal in daylight when visibility is good**

You must give a handsignal during daylight when visibility is good by using a flag, or by raising or moving your arms (where you are authorised to do so).

**c) Giving a handsignal during darkness, fog or falling snow or during daylight when visibility is poor**

You must give a handsignal during darkness, fog or falling snow or during daylight when visibility is poor by using a handlamp.

**d) When giving a handsignal**

When giving a handsignal, you must make sure:

- it can be clearly seen by the person for whom it is intended
- it is not given in such a way that it is acted upon by someone else for whom it was not intended
- when you are using a flag or lamp, it is held steadily (unless otherwise shown in other modules or instructions).

**e) Placing a flag or lamp on the ground**

You must only place a flag or lamp on the ground or elsewhere where it is authorised in the rules, regulations or other instructions.

**f) Giving a handsignal near a signal that is at danger**

You must make sure you do not accidentally give a handsignal near a signal displaying a danger aspect which misleads a driver into passing that signal at danger without authority.

### 3.8 Hand danger signals

#### a) When a red hand signal should be used

A red hand signal means danger - stop.

You must only use a red hand signal when you need to stop a train or movement. **i**

#### b) Giving a hand danger signal during the day

You must give a hand danger signal during the day by:

- displaying a red flag, or
- raising both arms, or
- raising either arm held in a horizontal position (if you are riding on a vehicle).

#### c) Giving a hand danger signal during the night

You must give a hand danger signal during the night by:

- displaying a red light, or
- waving any light vigorously.

If you are a driver of a train or person in charge of the movement, you must immediately stop the train or movement as soon as you see a hand danger signal.



The only exception to this is where a red hand signal is used when testing the automatic brake on a train or movement as shown in module TW3 *Preparation and movement of locomotive-hauled trains*.

## 3.9 Detonators

### a) Using detonators **i**

If your duties require you to use detonators, you must always handle them very carefully.

When using detonators, you must fasten them in the centre of the rail.

### b) Placing detonators on the line when it is expected they will be exploded

If you have placed detonators on the line and you expect a train to pass over them, you must:

- stand at least 30 metres (approximately 30 yards) away from the detonators
- tell anyone else standing close by to also keep this distance away
- as the train passes over them, turn away.

### c) Placing detonators on the line when it is expected they will not be exploded

If you have placed detonators on the line and you do not expect a train to pass over them, you can stay at the detonators if the rules require this. You do not need to stand 30 metres (approximately 30 yards) away.

---

#### **i**

Detonators are small explosive charges. They are placed on the rail and give an audible warning to drivers. Detonators must only be used as shown in the rules and regulations.

#### **d) Responsibilities and checking detonators**

If you have been issued with detonators, you are responsible for:

- their safe keeping
- replacing them when they have been used.

You must return any detonators, (and any other detonators in the same packet) to your issuing point that:

- are more than five years old (the month and year of manufacture are shown on each detonator)
- are showing signs of rust, damage or decay
- fail to explode or cause injury because of flying fragments (you must also send a report of the incident if this happens).

During the first week in September, you must examine any detonators you have been issued with to make sure they can still be used.

If you are responsible for checking detonators that are in a detonator placer, you must tell the signaller if:

- detonators have been exploded, or
- they are missing or displaced.

### **3.10 User worked crossings, other gates and lineside fences**

#### **a) User worked crossings**

You must lower or close barriers or gates at user-worked crossings and report if you see any barriers or gates that have been left open or not lowered properly.

#### **b) Other gates**

You must keep any other gates giving access to the railway closed, and if you can locked, in order to prevent trespass and vandalism.

### **c) Lineside fences**

If it is your job to inspect and repair lineside fencing, you must make sure any repairs are properly finished.

If it is not your job to repair damaged fencing, but you come across a damaged fence, you must secure it if you can do this safely, and report it to Operations Control.

## **3.11 Working with road vehicles near the line**

### **a) Keeping the vehicle a safe distance from the track**

If you are in charge of a road vehicle which you are using near the line, you must:

- switch on the vehicle's hazard warning lights and during darkness or poor visibility, use dipped headlights
- not allow any part of the vehicle including open doors to come within 2 metres (2.75 metres if the line speed is over 125 mph) of any line on which trains may approach
- if you are turning the vehicle, keep the rear of vehicle further from the line
- only turn the vehicle at a suitable turning point.

### **b) Switching off red lights when the vehicle is parked**

When you park the vehicle, you must make sure all red lights are switched off.

## 3.12 Using tents near the line

### a) Setting up a tent

When setting up the tent, you must make sure:

- the tent is firmly secured to the ground
- where possible, the closed end of the tent is facing oncoming trains.

You must make sure the tent is no higher than 2 metres.

### b) Positioning the tent a safe distance from the line

You must make sure you position the tent at least 2 metres (2.75 metres if the line speed is greater than 125 mph) from the nearest line.

This does not apply if the line is blocked to all movements.

However, you can position the tent as close as 1.25 metres from the nearest line if a temporary or emergency speed restriction of 20 mph has been imposed on the line nearest to the tent as shown in module SP *Speeds*.

### **3.13 Collapse of overhead power lines belonging to an electricity company**

If an overhead electric power line belonging to an electricity company falls onto or near the railway line, all affected lines must be protected.

You must immediately tell:

- the nearest signaller, and
- Operations Control.

Operations Control will tell the following:

- the electricity company concerned
- the local railway infrastructure contractor
- the local manager
- the signalling technician if the fallen power line affects a track circuited line or any signalling equipment or cables
- the electrical control operator, if the fallen power line affects an electrified line or the associated electrical equipment.

You must not get closer than 5 metres (approximately 5 yards) to the fallen power line or anything in contact with it, until the electricity company has confirmed:

- it is safe to do so
- the electricity has been switched off.

### **3.14 Displaced axle counter heads**

You must tell the signaller immediately if you see that an axle counter head is displaced.

# 4

## General safety responsibilities

### 4.1 Walking routes and access points **i**

You must use and keep to authorised walking routes (if they are available) when:

- walking to or from your place of work when carrying out your duties, or
- going to or from a booking-on point.

Where appropriate, you must use approved access points to railway premises or to the lineside in connection with your duties.

### 4.2 Using mobile communications equipment

You **must not** use mobile communications equipment if it may cause distraction or compromise safety.

You must not put yourself or others in a position of danger when using mobile communications equipment.

When on duty you must use a mobile telephone, your own or one issued to you, only as shown in your employer's instructions.



An authorised walking route is a route (which might include cress walkways and defined pathways) which has been specially designated for your use. Details of authorised walking routes and points of access are published locally.

### 4.3 Road traffic signals at level crossings

You must never authorise road users to ignore the road traffic signals at a level crossing.

### 4.4 Getting on and off moving vehicles

You must not:

- get off a moving vehicle
- get on a moving vehicle unless it is absolutely necessary, and then only if you can do so safely
- ride on the steps of a locomotive or vehicle.

### 4.5 Defective vehicles

You must not remove or obscure any NOT TO GO or other repair labels on a defective vehicle unless you are authorised to do so.

### 4.6 Getting in and out of passenger vehicles not in service

If you are authorised to go in a passenger vehicle that is not in service, you must when you get out of the vehicle, make sure you:

- properly close the doors
- only use a release for opening doors that drivers or guards are permitted to use. You must not use internal or external emergency release handles for this purpose.

## **4.7 Mechanical and electrical plant**

You must not operate mechanical or electrical plant unless you have been:

- trained
- certificated as competent
- authorised.

You must always check with your supervisor if you think you need training.

## **4.8 Using televisions, videos, radios, personal stereos or other similar equipment**

You must not use any of this equipment when you are on duty unless you have been authorised by your manager.

Before you connect any electrical items not supplied by your employer to the mains supply, you must get permission from your local manager.

# 5

## Danger to trains

### If you see anything unsafe or dangerous on a train

Whenever you can, you must check a moving train for anything that looks unsafe such as:

- a door not closed properly
- an insecure load
- a vehicle on fire
- a hot axle box
- the headlight not lit
- the tail lamp is missing or is not lit
- the driver sounding the train in distress warning (which is a continuous series of long blasts on the high/loud tone of the horn)
- the driver or guard displaying a red handsignal
- the hazard warning indicator (flashing headlights).

If you see any of these hazards or warnings or other dangers, you must immediately tell the signaller, or if this is not possible, the person in charge (who must tell the signaller).

If someone tells you about anything unsafe on a moving train, you must ask the person if they have told the signaller. If the person has not told the signaller, you must:

- ask the person exactly what they saw
- tell the signaller what has happened and where.

You do not need to carry out this instruction if you are a member of traincrew or a signaller when carrying out your normal duties. In this case traincrew must carry out the instructions in module TW1 *Preparation and movement of trains: General* and signallers must carry out the instructions in the appropriate train signalling regulations.

# 6 Stopping a train in an emergency

## 6.1 If you see something which might endanger a moving train

The following hazards might endanger approaching trains:

- A track defect.
- A flood.
- An obstruction.
- A fire.
- Any light which is out at an emergency indicator.
- A cow, bull or other large animal within the boundary fence (even if it is not an immediate danger to trains).
- Any other animals on or near the line.

If you see any of these hazards or other dangers, you must immediately tell the signaller. If this is not possible, you must tell the person in charge (who must tell the signaller).

However, if you can remove the hazard from the track yourself, there is no need to report it as a hazard to approaching trains.

You must not try to remove the hazard if you will be putting yourself in danger.

You do not need to carry out this instruction if you are a member of traincrew or a signaller when carrying out your normal duties. In this case traincrew must carry out the instructions in module M1 *Train stopped by train accident, fire or accidental division* or module TW1 *Preparation and movement of trains: General* and signallers must carry out the instructions in the appropriate train signalling regulations.

As well as reporting the hazard, you must take any other necessary action, such as:

- stopping trains
- calling the emergency services.

### **Using a hand danger signal to stop a train**

If you have to stop a train in an emergency, you must show a hand danger signal clearly to the driver using one of the following methods:

**During daylight** show a red flag. If you do not have a red flag raise both your arms above your head.

**During darkness or in poor visibility** you must show a red light to the driver or any light waved vigorously.

If someone tells you about anything unsafe on the track that could endanger an approaching train, you must ask the person if they have told the signaller. If the person has not told the signaller, you must:

- ask the person exactly what they saw
- tell the signaller what has happened and where.

## **6.2 If the line becomes unsafe**

You must carry out the instructions in 6.3 - 6.5 of this module only if you are competent to do so and you hold a current PTS certificate.

If the line becomes unsafe and you are required to carry out emergency protection on an obstructed line, you must, if you have the equipment with you:

- place a track circuit operating clip on the line
- display a hand danger signal to any train approaching the obstruction
- protect the line with detonators.

## 6.3 Protecting the obstructed line

### a) Full protection

You must place three detonators 20 metres (approximately 20 yards) apart on each obstructed line 2 kilometres ( $1\frac{1}{4}$  miles) from the obstruction. This is called the full protection distance.

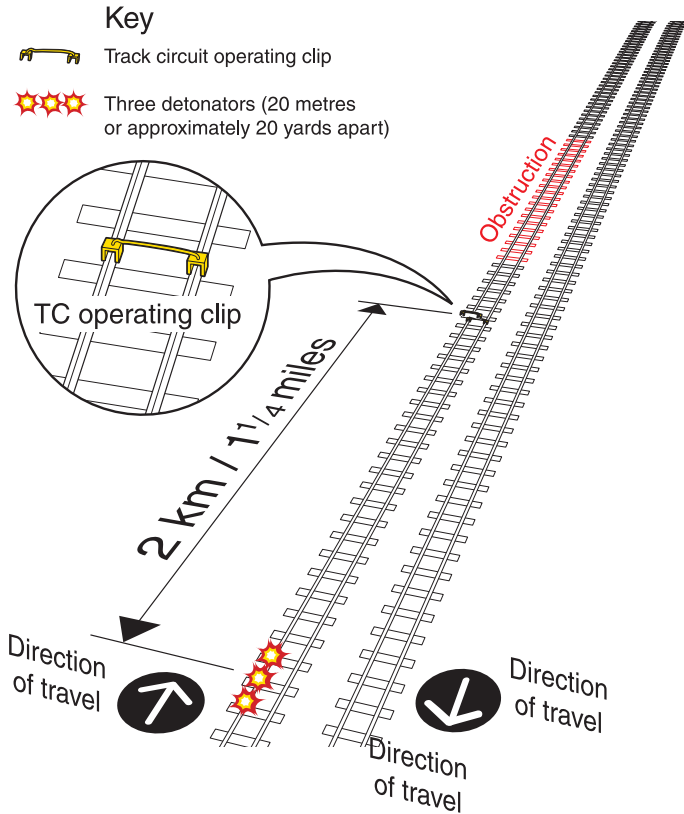


Diagram G1.1

### b) If a train approaches

If a train approaches before you reach the full protection distance of 2 kilometres (1<sup>1</sup>/<sub>4</sub> miles) you must place three detonators **immediately** and show a red hand danger signal to the approaching train.

You must be careful about your own safety when you do this.

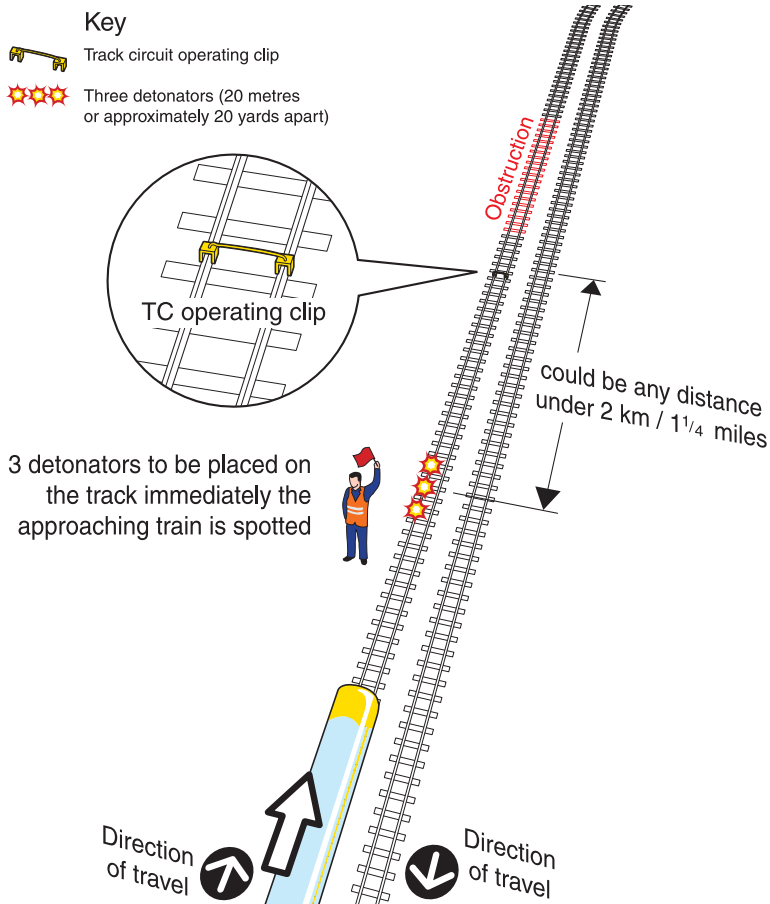


Diagram G1.2

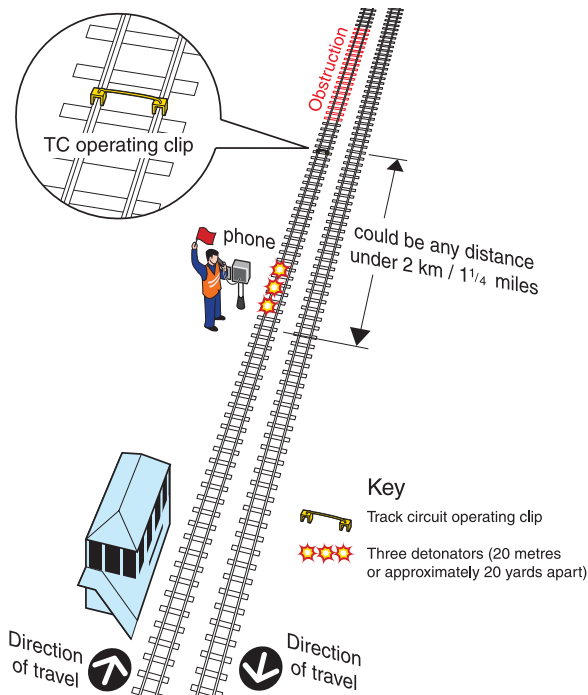
### c) Reaching a telephone or signal box

If you have not been able to contact the signaller and you reach a telephone linked to a signal box, or reach a signal box, within the full protection distance, you must:

- **first** place three detonators on the line at the telephone or at the signal box
- speak with the signaller.

You do not need to continue to the full protection distance if the signaller confirms that signal protection is being provided.

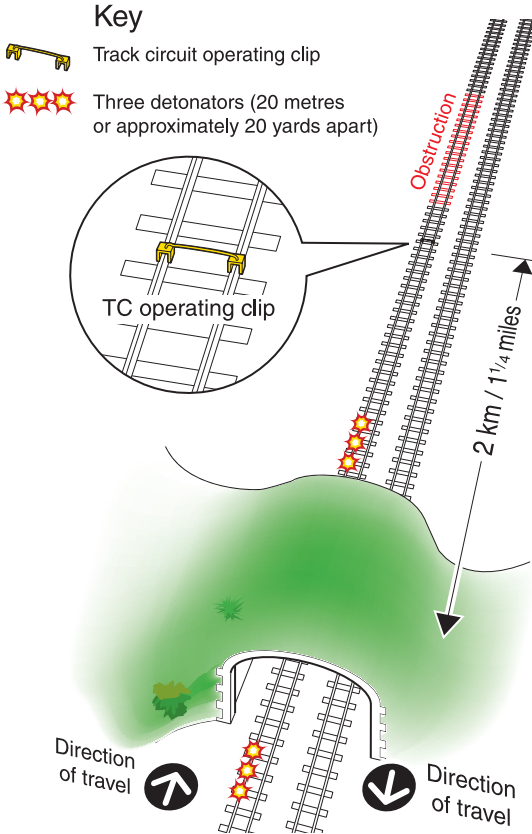
If the first signal you come to is equipped with a signal post replacement switch, you must key the signal to danger before placing the detonators on the line and then tell the signaller you have placed the signal to danger, and the reason why.



### d) Reaching a tunnel entrance

If you reach a tunnel entrance before reaching the full protection distance, you must place three detonators at the tunnel entrance.

If the full protection distance then falls inside the tunnel, you must continue through the tunnel to the far end and place three detonators there.



**Diagram G1.4**

### e) Reaching a diverging junction

If you reach a diverging junction before reaching the full protection distance, you must:

- place three detonators before you reach the junction, and then
- decide the order in which you protect each line depending on which line the next train is likely to approach.

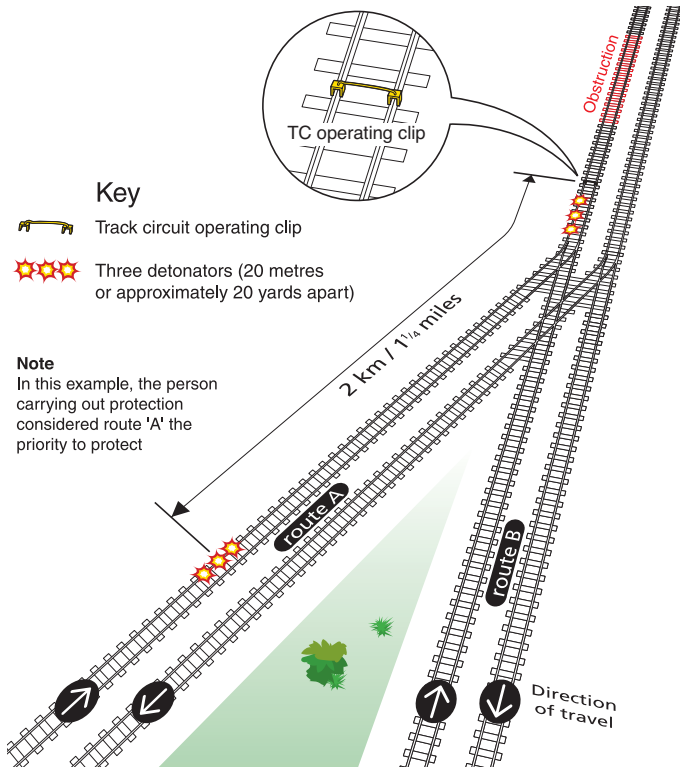


Diagram G1.5

## 6.4 Maintaining protection

When you have carried out full protection, you must:

- stay at the location where you have placed the detonator protection, and
- continue to show a red hand danger signal.

You must stay in position until:

- somebody takes over from you, or
- the signaller or person in charge **i** tells you protection is being provided by some other means.

If the line is likely to stay unsafe for more than a short time, the person in charge will arrange for protection to be provided as shown in either module T2 *Protecting engineering work or a hand trolley on a line not under possession* or module T3 *Possession of a line for engineering work* (whichever is appropriate).

## 6.5 Withdrawing protection

When either protection has been given by some other means or the line is again safe for trains to pass, you must:

- remove the hand danger signal
- withdraw all the detonators
- remove any track circuit operating clips
- tell the signaller when you have done all of this.

If you have used a signal post replacement switch to place a signal to danger, you must make sure you ask the signaller for permission **before** you restore the signal to automatic working.



The person who is responsible for arranging the necessary protection.

# 7

## Travelling in trains

### 7.1 Travelling in driving cabs

You must only travel in the driving cab of a train if you are:

- the driver of the train
- required to accompany the driver of a train in connection with your own duties.

If you are the driver of a train, you may only allow the following people to travel in a driving cab:

- Another driver in the course of that driver's duties.
- A guard or shunter when authorised in connection with that person's duties.
- A rolling stock technician.
- A pilotman.
- A person authorised by the local manager who is carrying out duties in connection with an emergency.
- A person authorised by the person in charge of the possession (PICOP) or engineering supervisor (ES) to give instructions regarding the movement of your train in a possession.
- The holder of a driving-cab pass (as shown in this section).

You must make sure that there are never more than four people (including yourself) in the driving cab at any one time.

The only exception to this is when a person who holds a driving-cab pass endorsed **AUTHORISED TO INSTRUCT AND ASSESS** has authorised more than four people to be in the driving cab. However, this only applies when it is safe to do so, and that person is in the cab at that time.

Driving-cab passes may include company information:

Some passes are in book format and require the details of the journey to be entered. You must initial the entry in the pass before starting the journey.

If you are a guard or shunter, you must only travel in a driving cab of a train if:

- you are travelling in the course of your duties but only when specially authorised
- the driver has asked you to travel in the leading cab in those circumstances if there is specific authority in the rules
- you are carrying out shunting operations.

If you are a rolling stock technician, you must only travel in the driving cab of a train if you are required to do so in connection with your duties.

When you are travelling in a driving cab, you must:

- not distract the driver
- assist the driver in keeping a good lookout.

## 7.2 Travelling in cabs (other than the driving cab) or brake compartments or brakevans on passenger or freight trains

You must not travel in a cab (other than the driving cab) of any train, or in the brakevan or brake compartment of a train unless you are:

- the guard of the train concerned
- a guard in the course of your duties (for example, road learning)
- a person in possession of a valid permit to travel in cabs (other than the driving cab), brake compartments or brakevans
- a person authorised by the local manager when carrying out your duties in connection with an emergency.

If you are a guard of a passenger train, you can allow the following people to travel in the brake compartment on passenger trains:

- A disabled person in a wheelchair together with a carer if appropriate.
- Catering staff with refreshment trolley, if they do not prevent you from carrying out your duties.

Escorts are permitted to travel with certain special movements of dangerous goods. (See the *Working Manual for Rail Staff Handling and carriage of dangerous goods* GO/RT3053/C *Marshalling, Movement and Loading*, section C3 Escorts).

### **7.3 Travelling in empty coaching-stock trains**

You must not travel in an empty coaching-stock train unless you are:

- the guard of the train concerned
- a member of traincrew travelling in the course of your duties
- a person who has authority to do so (but you must make sure you tell the guard or driver of a Driver Only (DO) train the points between which you want to travel).

### **7.4 Travelling in postal or parcels trains**

You must not travel in a postal or parcels train unless you are:

- the guard of the train concerned
- an authorised person with a valid pass or permit.

### **7.5 Insecure doors on passenger trains**

If you are travelling in the passenger accommodation of a moving train and you notice, or are told about, an open or insecure door, you must:

- arrange for the train to be stopped immediately
- arrange for someone to tell a member of traincrew
- not attempt to close the door until the train has been stopped
- keep all passengers away from the door until the train has stopped and the door is properly closed.

# 8

## Accidents involving trains

### 8.1 Immediate actions

If a train is involved in an accident, the traincrew or other qualified staff must:

- secure the train
- protect the train so that there is no possibility of any other train becoming involved
- get the electric traction current switched off (if necessary)
- call the emergency services.

If you are travelling on the train, you must report to the traincrew to help with these arrangements in any way you can.

You must only carry out tasks that you are qualified to do.

You do not need to be qualified in PTS to go on or near the line but must keep clear of it as much as possible.

You must not put yourself or others in danger.

### 8.2 Using the public address system

If the train has a public address system, you must use it to:

- reassure passengers
- give passengers instructions for their safety
- request help from employees of any railway company who may be travelling on the train
- request help from passengers such as doctors, nurses or first-aiders (if needed).

## 8.3 Emergency equipment

You must locate the train's:

- first-aid equipment
- emergency equipment
- fire-fighting equipment.

If any of the equipment is needed, you must give it to people who can use it.

You must watch for the arrival of the emergency services and give them as much information as you can.

## 8.4 Evacuating the train

### a) Keeping passengers on the train

You must tell passengers to stay on the train if it is safer for them to do so until arrangements can be made to get them off safely.

### b) Evacuating the train

You must only evacuate a train if it is absolutely necessary.

You must decide which side of the train is safer for getting passengers off before you start to evacuate.

You must then tell passengers to:

- get off the train on the safer side (using the emergency equipment if possible)
- listen and watch out for other trains
- keep out of the way of, and not cross in front of, any approaching trains
- stand well clear of all lines (if they can)
- stay away from and not touch any rail or electrical equipment on electrified lines
- stay in a safe place and wait for further instructions.

A rail incident officer (if appointed) will take charge at a scene of an accident.

## 8.5 If there are dangerous goods on a train

You can tell if there are dangerous goods in a vehicle or in a package because it will carry a hazard warning label like one of these:



You must:

- keep well clear
- keep the wind behind you as you face any affected vehicles or packages
- avoid low-lying places
- keep unauthorised people well clear
- try to put out any fire, without putting yourself or anyone else at risk
- not smoke, use matches or pocket lighters
- keep naked lights and lamps well clear.

## 8.6 Preserving evidence at a serious accident

Accident investigators will need to examine the site for evidence of the cause of the accident. You must not interfere with, disturb or remove any evidence of the possible cause of the accident **except** to help the injured or to prevent further injury or damage. This applies to all equipment such as:

- driving controls
- signalling equipment
- rolling stock
- lineside equipment
- any other equipment.

You can find more information in module M5 *Managing accidents*.

## 8.7 Reporting an accident

You must report an accident as quickly as possible to the signaller, Operations Control or the Local Manager. If you do not know how to contact any of these, you must tell the nearest person in charge.

When reporting an accident you must first say '**This is an emergency call**'. This is important, as you will get the immediate attention of the person you are speaking to. You must then state:

- your name
- your job title
- your employer
- where you are speaking from
- your telephone or radio call number.

You must give the exact location and details of the accident including which lines:

- are definitely blocked, and
- those lines you think could be blocked.

You must also say whether the police, fire ambulance or other emergency services are needed. You must always ask for an ambulance even if an accident victim is presumed dead.

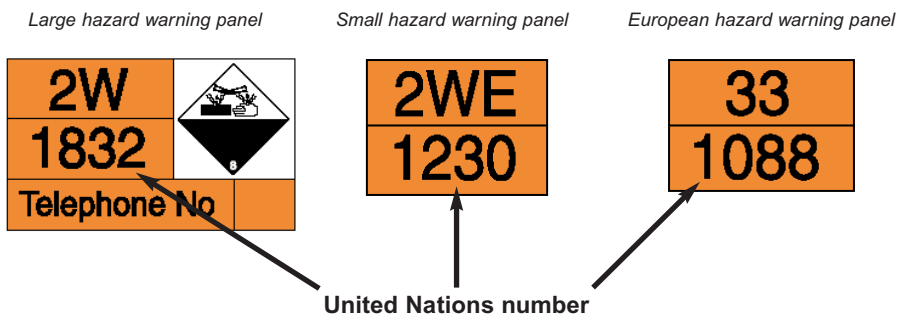
You must report all accidents including near misses to your supervisor or manager.

## 8.8 Reporting a dangerous goods incident

If there are dangerous goods on a train, you must tell the signaller, Operations Control or the Local Manager '**This is a rail dangerous goods emergency**' and give the following information (as well as the information set out in 8.7):

United Nations number - this is displayed on the hazard warning panel on the side of a vehicle (or container).

A hazard warning panel will look like one of these:



## 8.9 Calling the emergency services

You must make sure you know how to call the emergency services from your usual place of work. Dialling 999 applies at most railway locations.

You must use a fixed railway telephone if one is available (this helps the emergency services to locate where you are calling from).

If no fixed railway telephone is available, you may use a mobile or non-railway telephone.

In all cases, when calling the emergency services, you must:

- give the exact location of the accident
- give details of the accident
- request all three emergency services even if you are not sure whether there are any casualties.

# 9

## Fire

### 9.1 Preventing and putting out fires

#### a) General

Fire safety is the responsibility of every employee.

For your own safety and the safety of others, you need to know the fire safety arrangements relevant to your normal place of work, whether it is in a building, on a train or on the track.

If you discover a fire you must:

- raise the alarm
- evacuate the area
- fight a fire only if it is safe to do so.

All fires must be reported.

You must only use fire extinguishers if it is safe to do so and you have been trained in using them.

#### b) Fires on trains

Fires, however small, on moving trains can spread rapidly and must be dealt with as quickly as possible. If it is not safe or possible to extinguish a fire immediately and completely, the train should be stopped, avoiding if possible:

- viaducts
- tunnels
- other unsuitable places.

## 9.2 Fire on the lineside

You must immediately report a lineside fire to:

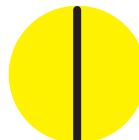
- the signaller, or
- the Operations Control.

The following signs indicate areas of high fire risk:

Start of area



End of area



You must carry out the local instructions for controlled lineside fires if you are involved in this task.

# 10 Security

## 10.1 General

You must be alert to anything suspicious or anyone acting in a suspicious way. Your supervisor or manager will brief you about instructions that apply at your place of work.

You must not leave briefcases, bags, tools or any other equipment unattended where they may cause a concern for security.

## 10.2 Suspicious objects and devices

If you find anything suspicious, you must:

- immediately call the police, and
- clear everyone from the area.

You must not touch the object.

What you must do next depends on where you are. If you are:

- at a station, tell the person in charge
- on a train, arrange for the train to be stopped, preferably in a place where it is suitable for passengers to leave the train
- on or near the line, tell the nearest signaller or person in charge.

If you think there may have been an explosion on or near the railway, you must tell the nearest signaller or person in charge and immediately call the police.

### **10.3 Security incidents**

If there is a security incident, you must:

- obey the instructions to clear the area immediately
- not re-enter the area without the permission of the police officer in charge.

### **10.4 People acting suspiciously**

If you see someone acting in a suspicious way, you must try to find out if that person is authorised to be there. If you cannot do this:

- call the police
- tell the person in charge.

### **10.5 Trespassers**

You must consider a person as being a trespasser unless the person has a valid authority to be at the place concerned.

This does not apply at places where the public has access.

If you stop a person who is trespassing, you must:

- get the person's name and address
- make sure the person is escorted from the premises immediately by the safest way
- warn the person not to trespass again
- report the incident to your manager or supervisor.

You must call the police if the person refuses to leave, or property has been damaged.

# 11

## Giving and receiving safety messages

### 11.1 General responsibility

Messages that concern the safe operation of the railway must always be properly understood. You must carry out these instructions when giving or receiving such messages.

You must make sure you properly understand the meaning of all safety messages whether they are communicated by phone, radio or face to face.

### 11.2 Lead responsibility

One person must always take lead responsibility. The person with lead responsibility must:

- read back the message to check understanding, or
- prompt the other person to read back the message to check understanding
- correct errors in the read back until the message is fully understood
- make sure numbers, codes or time are stated and repeated back in full (for example, signal and point identifiers, telephone numbers or train descriptions)
- not allow any movement, authority or give permission until absolutely certain a clear understanding has been reached.

If it is not clear from the following list who has lead responsibility, or if two people carrying out the same task are communicating, the person who begins the conversation must take lead responsibility.

The following are examples of people who have lead responsibility for communication.

<b>Lead responsibility</b>	<b>When communicating with</b>
signaller	anyone (other than electrical control operators)
PICOP	anyone (other than signallers and electrical control operators)
route setting agent	points operator
electrical control operator	anyone
protection controller	COSS within the protection
COSS	site warden
COSS	lookout
COSS	anyone under the COSS's protection
shunter	drivers
pilotman	drivers
person conducting assisting train	driver of assisting train
conductor driver	driver of train or machine being conducted

### 11.3 Using phones or radios

When you use a phone or radio with a **transmit** or **speak** button, you must press the **transmit** or **press to speak** button fully before you start speaking. You must not release the button until you have finished speaking.

To make sure your message is understood, you must speak:

- with the mouthpiece close to your mouth (but not too close)
- directly into the mouthpiece
- slightly slower than normal, with a natural rhythm
- at the same volume as you would in normal conversation.

You must also:

- use clear sentences
- use normal railway words and phrases found in the rules, regulations and instructions
- spell words that are difficult to say or understand by using the phonetic alphabet (see page 58)
- try to avoid hesitation sounds (for example, 'um' and 'er') and slurring one word into another
- if the caller responds or speaks in an accent or dialect which is unfamiliar, take time to make sure your message is understood and that you understand the other person's message.

## 11.4 Giving and receiving messages

### Giving messages

When you are giving a message by phone or radio, you must state:

- where necessary, your name
- the function and duty you are performing, for example  
*signaller at....signal box/panel or driver of train....at....or  
PICOP/COSS at....*
- where you are speaking from
- how you can be contacted.

You must always make sure you are speaking to the right person.

Before finishing the conversation, you must:

- get the person to repeat the message back to you, and
- check it has been properly understood.

## Receiving messages

When you are receiving a message by phone or radio, you must state:

- where necessary, your name
- the function and duty you are performing, for example *signaller at....signal box/panel or driver of train....at....or PICOP/COSS at....*
- where you are speaking from.

You must also find out:

- who the caller is, and
- how the caller can be contacted.

You must always repeat the message so the sender can be sure you have understood it.

## 11.5 Phrases to use

You must use and understand the following phrases when sending or receiving messages and know what they mean.

### a) Phrases to be used when communicating either by radio or telephone

Phrase	Meaning
<b>'This is an emergency call'</b>	This message conveys information which requires immediate action to prevent death, damage or serious injury.
<b>'Speak slower'</b>	'Reduce the speed at which you are speaking'.

**‘Say again from.....’** ‘I want you to repeat back to me all or part of your message from.....’  
*(from the point in the message at which you could no longer understand what was being said).*

**‘Repeat the message back to me’** ‘Repeat any key information given and actions required’.

**b) Phrases to be used when communicating by radio when speech can only be transmitted in one direction at a time**

**Phrase**

**Meaning**

**‘State your message’** ‘I understand you want to speak to me and I am now waiting to receive your message’.

**‘Correction’** ‘I have made a mistake and will now correct the word or phrase I have just spoken’.

**‘Disregard’** ‘Consider that last message as not sent or not applicable’.

**‘Negative’** No, or not correct, or permission not granted.

**‘Over’** ‘I have finished my message and am expecting a reply’.

**‘Out’** ‘I have finished my message and do not expect a reply’.

**c) Phrases not to use**

You must not use the term ‘over and out’ which does not make sense.

You must not use the phrase **‘not clear’** to describe a line that is not clear. You must always use the phrase **‘line blocked’** to describe a line which is blocked to trains.

## 11.6 Using the phonetic alphabet

You must take care not to cause confusion when signals, points, train descriptions or locations have similar names or numbers.

You must use the phonetic alphabet:

- to identify letters of the alphabet
- to spell words and place names that are difficult to say, or may be misunderstood
- if there is interference on the radio or phone
- when quoting train descriptions.

Exception - You do not need to apply this method of quoting letters when referring to sections of the Rule Book modules. For example you do not need to refer to T2H as 'tango two hotel', you may use 'T2H' instead.

This is the phonetic alphabet.

<b>A</b> - alpha	<b>N</b> - november
<b>B</b> - bravo	<b>O</b> - oscar
<b>C</b> - charlie	<b>P</b> - papa
<b>D</b> - delta	<b>Q</b> - quebec
<b>E</b> - echo	<b>R</b> - romeo
<b>F</b> - foxtrot	<b>S</b> - sierra
<b>G</b> - golf	<b>T</b> - tango
<b>H</b> - hotel	<b>U</b> - uniform
<b>I</b> - india	<b>V</b> - victor
<b>J</b> - juliet	<b>W</b> - whisky
<b>K</b> - kilo	<b>X</b> - x-ray
<b>L</b> - lima	<b>Y</b> - yankee
<b>M</b> - mike	<b>Z</b> - zulu

## 11.7 Messages containing numbers

If you are using numbers in your message, you must say them one at a time not all together.

For example, '123' must be spoken 'one two three' not 'one hundred and twenty three'.

You must also say the number '0' as 'zero'.

When signals, points, train descriptions or locations have similar numbers (for example, signals C 114 and C 314 on adjacent lines), you must take great care not to cause confusion.

Exceptions - You do not need to apply this method of quoting numbers:

- when you refer to times, weights and measurements. (For example, the time 1317 hours should be stated as thirteen seventeen), or
- when you refer to Rule Book modules. (For example you do not need to refer to T12 as 'tango one two', you may use 'T12' instead).

<b>The term</b>	<b>Includes or means:</b>
<b>Aspect</b>	The indication of a colour light signal that the driver sees.
<b>Axle counter</b>	A method of detecting the presence of a train or vehicle on a line. Track-mounted equipment, at each end of a portion of line, counts the number of axles passing over. This is evaluated to identify when a portion of line is occupied or clear.
<b>Axle counter head</b>	A device attached to a rail to detect the movement of wheels for signalling purposes.
<b>Brake van</b>	Any vehicle with a brake compartment.
<b>Detonator</b>	A small disc-shaped warning device, designed to be placed on the railhead for protection and emergency purposes. It explodes when a train passes over it.
<b>Electrified line</b>	A line that is electrified either by 25,000 volts AC overhead lines or by 750 volts DC conductor rails. Local instructions are issued for certain sections of route electrified by 1500 volts DC overhead lines.
<b>Ground frame</b>	A control point containing levers or switches to allow points in running lines and sidings, and any associated signals, to be operated locally. This local operation is only possible when the signaller at the controlling signal box gives a release. Also includes a ground-switch panel.

<b>The term</b>	<b>Includes or means:</b>
<b>In service</b>	<p>A train is in service from the time it starts its journey until the time it completes its journey.</p> <p>A vehicle is in service when it forms part of a train which is in service.</p>
<b>Level crossing</b>	<p>Any manned, automatic or open crossing shown in Table A of the <i>Sectional Appendix</i>.</p>
<b>Operations Control</b>	<p>The general term used for Network Rail Operations Control offices.</p>
<b>Permissible speed</b>	<p>The maximum permitted speed as shown in the <i>Sectional Appendix</i>.</p>
<b>Pilotman</b>	<p>A person who has been appointed to manage the passage of trains over a single line during a failure of equipment, during repairs or due to an obstruction.</p>
<b>Protection</b>	<p>Ways of making sure that a line is protected. This includes keeping signals at danger, placing detonators on the line, using a track circuit operating clip and showing a hand danger signal.</p>
<b>Running line</b>	<p>A line as shown in Table A of the <i>Sectional Appendix</i> as a <i>passenger line</i> or a <i>non-passenger line</i>.</p>
<b>Signal post replacement key</b>	<p>The key used to operate a signal post replacement switch.</p>
<b>Signal post replacement switch</b>	<p>A switch on the post of an automatic or semi-automatic colour light signal that can be operated by a key to turn it to, and keep it at, danger.</p>

<b>The term</b>	<b>Includes or means:</b>
<b>Single line</b>	One line is available for movements in both directions.
<b>Station</b>	Terminal, depot, yard or halt.
<b>Tail lamp</b>	Includes an illuminated built-in red light or blind.
<b>Track circuit operating clip</b>	A device which, in an emergency can be placed on top of each running rail to operate the track circuit and protect an obstruction.
<b>Train</b>	Light locomotive, self-propelled rail vehicle or road-rail vehicle in rail mode.
<b>Traincrew</b>	Driver and guard.
<b>Train signalling regulations</b>	Instructions for use by the signaller that give details of the rules, regulations and instructions relating to each different kind of signalling system.
<b>Your employer</b>	The company, or subsidiary of a larger organisation for whom you work.









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