

British Rail



Director of Signal
and
Telecommunications
Engineers Department



Training Centre
Eastern Region

York

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BRITISH RAILWAYS BOARD
S. & T. ENGINEERING DEPARTMENT.
APPOINTMENT OF LOOKOUTMAN

DEFINITION AND AMPLIFICATION OF THE TERMS USED IN CONSIDERING LOOKOUT PROTECTION

The Rule Book Section P lays down the combination of circumstances in which lookout protection must be provided. These are when work is to be carried out on or near the line and danger is likely to arise from a train movement.

The wording is long standing stemming in part from the Prevention of Accident Rules 1902 which followed from the Railway employment (Prevention of Accident) Act 1900.

Person-in-Charge P. 2.1.

Where a person in charge has not been nominated, the senior person with the longest continuous service must carry out the duties of the person in charge of the work.

The person in charge must be on site at the time.

In certain circumstances the person in charge may be the lookout himself, in which case he will no longer direct the work.

On or near the line P. 2.3.

On or near the line means within 6 feet 6 inches (or 2 metres) of the nearest rail of any line or siding.

Work P. 2.2.

Work means any activity except walking, inspecting, examining or work of a minor nature; these exceptions apply provided it is practicable to look up frequently and ensure that trains do not approach unnoticed while such activity is carried out.

Danger likely to arise F. 2.4.

Danger must be considered as likely to arise if anyone may be unable to reach a position of safety before a train arrives. In considering this likelihood, the person in charge must take into account the following factors:-

Nature of the work (time to break off).

Number and experience of men involved.

Locations of places of safety. Rule B. 3.3.

All possible train movements.

Time required to remove any tools or equipment clear of the line. Rule B. 6.2.

Noise created by the work. eg. power drills, concrete cutters.

Other noises. (Factories, roads, aircraft, on-track machines).

Clearances. Rule B. 3.5.

Weather conditions visibility.

Speed and sighting distance of trains

- These factors must be re-assessed continuously as work proceeds.

Factors not to be taken into account are the aspects of signals and the position of level crossing barriers.

IF THE PERSON IN CHARGE DECIDES HAVING REGARD TO THE ABOVE THAT ANY OF THE MEN MAY NOT HAVE SUFFICIENT TIME TO REACH A POSITION OF SAFETY THEN "DANGER IS LIKELY TO ARISE".

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Train movement

When there is any possibility of a rail vehicle of any description reaching the point at which the work is being done.

The vehicle could be:-

- train
- locomotive
- single wagon
- tamping machine
- crane
- motorised trolley etc.

The line could be:-

- under absolute possession
- blocked
- disused

THE DECISION AS TO WHETHER OR NOT LOCKOUT PROTECTION IS TO BE PROVIDED MUST BE TAKEN BY THE PERSON IN CHARGE BEFORE MEN ARE ALLOWED TO PROCEED NEAR OR ONTO LINES WHICH ARE OPEN TO TRAINS.

Warning time

At least 25 seconds warning is required, this time allows for removing tools and other items of equipment clear of the line and moving to a clear cess. If the cess is restricted additional time must be added to allow men to move to a place of safety. Only when work is of a minor nature such as inspection or where hand held tools, e.g. spanners, gauges, meters are being used may this time be reduced below 25 seconds to a minimum of 15 seconds. This time allows for moving to a clear cess but if the adjacent cess is restricted additional time must be added to enable men to reach a position of safety.

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To provide either 15 or 25 seconds warning, trains must be seen at the following distances:-

Max. Train Speed mph	Distance To Provide 25 Secs. Warning		Distance To Provide 15 Secs. Warning	
	Metres	Miles (approx.)	Metres	Miles (approx.)
125	1400	7/8	845	5/8
100	1125	3/4	680	1/2
90	1005	5/8	605	3/8
75	845	5/8	505	3/8
60	680	1/2	405	1/4
30	340	1/4	205	1/8

The table should be used in the following way:-

Maximum train speed to be considered (this should be known)

Warning time required 25 or 15 seconds.

The sighting distance required to give the minimum warning time can then be determined.

Methods of setting out on site the outer limit of the required sighting distance determined from the table.

The sighting distance required can be determined by using:-

Mileposts

OLE structures

Fail lengths or CWR welds

Pacing

The mileage of the work and the mileage of (say) an overbridge if known would determine the sighting distance.

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CIRCUMSTANCES IN WHICH LOOKOUT PROTECTION IS REQUIRED

When work is to be carried out on or near the line and danger is likely to arise from a train movement.

During:-

hours of darkness

fog or falling snow

Rule Book B. 3.5.

In tunnels

On single or bi-directional lines and on lines on which Single Line working is in operation.

(Protection must be provided in both directions if required).

If the person in charge does not hold a certificate of competency

If during the course of the work conditions change and on re-assessment call for the provision of Lookout Protection.

IN MANY CASES THE ONLY REASONABLE COURSE OF ACTION WILL BE TO APPOINT A LOOKOUTMAN AND THE PERSON IN CHARGE MUST THEN APPOINT ONE OR MORE THAN ONE.

ACTION AFTER DECISION TO PROVIDE LOOKOUT PROTECTION

The person in charge must not permit work to start until lookout arrangements have been fully established and that each man has been told the position of safety he must go to when warned of an approaching train.

During the course of the work, conditions may change and the adequacy of lookout protection must be re-assessed in the light of any new circumstances.

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CIRCUMSTANCES IN WHICH LOCKOUT PROTECTION MIGHT NOT BE NEEDED

The work allows men to look up frequently - that is about every 5 seconds - and make sure for themselves that trains do not approach unnoticed.

AND trains can be seen approaching

EITHER at least 25 seconds (plus any extra time required to reach a place of safety if the adjacent cess is restricted) before they reach the site of work.

OR, if the work is of a minor nature - at least 15 seconds (plus any extra time required to reach a place of safety if the adjacent cess is restricted) before they reach the site of work.

ACTION AFTER DECISION NOT TO PROVIDE LOCKOUT PROTECTION

Should the person in charge decide not to provide lookout protection for work on or near the line open to trains, he must ensure that each man is aware that he is expected to lookout for himself, that each man is able to look up at least once every five seconds and see trains approaching and that each man knows the position of safety he must go to when a train approaches.

When a man becomes aware of an approaching train he must warn any other person nearby. He must not however rely on being warned of an approaching train by any other person.

Rule Book
B. 4.4.2.

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COMPETENCY; DUTIES AND POSITIONING OF LOOKOUTMEN.

When the person in charge appoints a man to carry out lookout duties, he must ensure that:-

The man is competent to act in that capacity.

He is in possession of a current certificate (BR 12575).

He is equipped as in Section F. 4.2. of the Rule Book.

The lookout man/men must not participate in any of the work being undertaken.

Whenever it is decided that lookout protection is necessary the full requirements of the Rule Book must be observed.

The decision must be a clear cut one there are no grey areas and informal arrangements and partial application of the Rules are not acceptable.

In deciding the most suitable position for the lookoutman the person in charge must have due regard as to the nature of the work, the site conditions and speed of trains.

From his position the lookoutman must be able to see trains clearly at the necessary sighting distance in order to give the appropriate warning time.

Where because of sighting restrictions additional lookoutmen are used in order to obtain the appropriate warning period, the warning and acknowledgement between them when sighting a train is to wave an unfurled blue and white chequered flag above the head. The line of sight between lookoutmen should not be obstructed but if this unavoidably occurs, the men must be warned to stand clear until it can be seen that it is safe for work to resume.

Should the use of touch lookoutmen be required because of noisy environment or noisy equipment, the person in charge should bear in mind that the mens reaction to touch will be slower than that of the normal warning and he must take this into account when assessing the warning period.

LOOKOUT TRAINING

PORTABLE WARNING EQUIPMENT

4.1 Introduction

- 4.1.1 Portable warning equipment (PeeWee) provides a dependable means of passing an audible warning of an approaching train from an Advanced Lookoutman to a Lookoutman at the site of work.
- 4.1.2 All Lookoutmen must be appointed in accordance with the Rule Book Section P.

4.2 Instruction and Training

- 4.2.1 All Lookoutmen and Advance Lookoutmen who are required to operate PeeWee must have received proper instruction and training on PeeWee.

4.3 Description

4.3.1 Each set of PeeWee comprises:-

- (i) A Warning Unit that comprises a loudspeaker, electronics, switch controls, a telephone handset, space for storing the Stanofone and Explanatory Leaflet, and a socket for cable connection.
- (ii) 4 Cable Reels. Each Cable Reel incorporates a socket into which either the Stanofone or cables are plugged and is provided with:-
 - (a) 150 m of cable connected to the socket and a plug. The plug should be kept in the Reel socket so keep out dust and moisture.
 - (b) A carrying strap.
 - (c) A clip to prevent the cable unreeling in transit.
- (iii) A Stanophone that incorporates the Advance Lookoutman Switch and a short length of cable with plug to connect to a cable reel socket.
- (iv) An Explanatory Leaflet.

- 4.3.2 In operation, the Warning Unit produces either a "train warning noise" or a "safe noise". The "train warning noise" is continuous sound whilst the "safe noise" is a bleep of sound every few seconds to indicate that the equipment is in satisfactory working order.

Cont'd . .

PORTABLE WARNING EQUIPMENT (CONT'D.)

- 4.4.10 Then using the telephone, the Lookoutman must check verbally with the Advance Lookoutman and be satisfied that the protection is effective before he allows work on or about the track to commence.
- 4.4.11 As the handset transmits the "safe" and "train warning" noises to the Advance Lookoutman, when not being used, it must be kept in the Warning Unit.
- 4.4.12 The procedure from 4.4.8-4.4.11 must be used again when recommencing the protection after any meal period etc.
- 4.5 Operation
- 4.5.1 IF AT ANY TIME THE BLEEPS OF THE "SAFE NOISE" SHOULD FAIL TO SOUND, AN APPROACHING TRAIN MUST BE ASSUMED AND THE LOOKOUT MUST INSTRUCT THE GANG TO CLEAR THE TRACK WITHOUT DELAY. (See 4.7.)
- 4.5.2 On sighting a train for which he has been posted to give warning, the Advance Lookoutman must release his Switch and listen on the Stanofone for the "train warning" noise. On receiving the Lookoutman's verbal acknowledgement, he should depress the Switch to cancel the "train warning" noise and then pass on any other necessary information such as train speed and track. If on releasing the Switch the "train warning" does not sound or if at any time the "safe noise" sequence stops, he MUST immediately unplug the Stanofone, place a detonator on the rail, proceed quickly towards the gang and tell them of the failure as soon as possible.
- 4.5.3 When the Lookoutman hears the "train warning noise", he must warn the men to stand clear and then after taking the telephone handset from the Warning Unit, advise the Advance Lookoutman that the warning has been received and listen for, and acknowledge, any other information that may be given. He must then replace the handset.
- 4.5.4 The Lookoutman must KEEP ALERT for indications from the Advance Lookoutman of equipment failure and in this event for the sound of a detonator which would indicate the approach of a train for which a warning has not been sounded.
- 4.5.5 The Lookoutman may use the warning switch on the Warning Unit to give warning of trains for which he is looking out. Since the Advance Lookoutman should hear these warnings, the Lookoutman should advise him on the telephone accordingly.
- 4.6 Withdrawal of Advance Lookoutman
- 4.6.1 The Lookoutman must sound a warning which should be heard by the Advance Lookoutman. Using a telephone handset, the Lookoutman should advise the Advance Lookoutman that the protection is to be discontinued.
- 4.6.2 The Lookoutman should then switch off the Warning Unit.

PORTABLE WARNING EQUIPMENT (CONT'D.)

4.6.3 The Advance Lookoutman must then unplug the Stanofone and if the cable is to be recovered, using the carrying strap to hold the Cable Reel against his chest, reeling in the cable as he walks back to the gang. There should be no need to drag the cable around sharp corners or along the ballast but, when withdrawing it from under obstructions or tracks, care should be exercised to avoid damage to the cable and plug.

4.7 General

In the event of any malfunction of the equipment, of the absence of the "safe" or "train warning" noise or intermittent operation in any respect, work requiring advance lookout protection must be stopped until alternative lookout protection arrangements are introduced. The PeeWee must be taken out of use.

4.7.2 The Lookoutman must not rely solely on the Warning Unit and he must also continue to be alert for other trains whose approach is not covered by the PeeWee.

HEALTH & SAFETY AT WORK.

The Health & Safety at Work Act, 1974, has materially affected the legal position of employees of the Railways Board and, more particularly, supervisors and managers. This memorandum is intended to explain your position in simple terms.

Hitherto, legal responsibility for health and safety at work has been borne substantially by the employer, which in our case means the British Railways Board. In the event of a civil action for negligence arising out of a mishap at work, the civil action would lie and still lies against the Board. In the event of a breach of the Factories Act, 1961, or the Offices, Shops & Railway Premises Act, 1963, criminal proceedings would normally be instituted against the Board. Though, in theory, criminal proceedings could also be taken against a responsible manager or supervisor, if the contravention could be directly attributed to him, both Acts are concerned fundamentally with the duties of the employer.

The new legislation, on the other hand, emphasises the specific duties and liabilities of the employee, supervisor and manager as distinct from those of the employer. This is an important development, and means that the individual employee or manager of a corporate body, e.g. the British Railways Board, may be liable to prosecution, in addition to the corporate body itself.

The following pages are intended to explain the concept of civil liability and to set out the fundamentals of the Factories Act, the Offices, Shops and Railway Premises Act and the Health & Safety at Work Act so as to clarify the former situation and the changes now brought about.

CIVIL LIABILITY.

The duty of an employer as a matter of civil liability is to observe the following common law obligations:-

- (i) to use reasonable care in the choice of his servants
- (ii) to secure and maintain plant and appliances proper to the work to be done
- (iii) to combine personnel, plant and equipment in a safe system of working

If an accident occurs by reason of the employer's failure to observe any of these requirements, an action would lie against him for negligence, and if the failure was also a breach of any requirement of the Factories Act or the Offices, Shops and Railway Premises Act, the employee would not be required to prove negligence. The statutory breach of duty would give rise to an actionable claim to damages. If the accident were due to the gross negligence of an employee, the employer could sue the employee for a contribution to the damages paid by him.

THE FACTORIES ACT, 1961.

The Factories Act, 1961, applies to any premises, (whether or not within a building) in which one or more persons are employed in manual labour in any process for or incidental to:-

- (a) the making of any article or part of an article
- (b) the altering, repairing or ornamenting, finishing, cleaning or washing, or the breaking up of any article, or
- (c) the adapting for sale of any article

(cont'd.)

It follows, therefore, that a Railway Maintenance Depot or a British Rail Engineering Limited Works is a factory within the meaning of the Act

The Factories Act deals with such safety features as the fencing of dangerous machinery; the safety of floors, passages and stairs; safety precautions relating to equipment; protection from dangerous substances and fumes, explosives or inflammable substances; and safety precautions in the event of fire. On matters of health, the Act prescribes conditions of cleanliness, drainage, working space, heating, lighting, ventilation, the provision of sanitary accommodation, drinking water, eye protection, sitting facilities and first aid.

An important section of the Act makes it an offence for an employee not to use an appliance provided for his health and safety or to interfere with or misuse such an appliance, or to do anything wilfully which is likely to endanger himself or others.

THE OFFICES, SHOPS & RAILWAY PREMISES ACT, 1963.

The Offices, Shops & Railway Premises Act was intended to extend such provisions of the Factories Act to Offices, Shops & Railway Premises as could sensibly be extended to them.

Office premises comprise buildings or parts of buildings used for office purposes, (which includes administration/clerical work, handling money, telephone or telegraph operating), and also premises occupied jointly with the office premises for the purpose of the activities carried on in the office.

Railway premises comprise any premises occupied by the Railways Board for the purpose of the railway and situated in the immediate vicinity of the permanent way.

But this does not include office or shop premises, premises used for living accommodation for the Board's employees, or hotels, or electrical supply stations.

This means that office and shop premises, even though in the vicinity of the permanent way, must be treated in their own right as offices and shops and not as railway premises, where the provisions of the Act differ according to the nature of the premises concerned

The Act provides in general for cleanliness, avoidance of over-crowding, temperature and ventilation control, eating facilities, lighting, drinking water, accommodation for employees' clothing, sitting facilities, dangerous machines, dangerous conduct, heavy work, first aid facilities and fire precautions.

Factory Inspectors are responsible for the enforcement of the Act on railway premises, including offices on railway premises. Local authority inspectors are responsible for enforcement of the Act at offices elsewhere. So a railway office on railway station premises will be inspected by a Factory Inspector; an office completely detached from the railway, e.g. Great Northern House, will be inspected by a Local Authority Inspector. This arrangement will continue unless and until it is altered by regulations under the Health & Safety at Work Act.

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THE HEALTH & SAFETY AT WORK ACT, 1974.

The Health & Safety at Work Act, 1974, is an enabling measure, in the sense that it establishes a central organisation, the Health & Safety Commission and its Executive, which will administer the whole range of health and safety legislation, including the Factories Act and the Offices, Shops & Railway Premises Act. Those Acts and many others dealing with specific industries will continue in force until they are replaced by a comprehensive set of regulations and approved codes of practice.

The new Act is important immediately, however, because the method of law enforcement has been changed and the powers of inspectors have been increased.

Among these powers is the issue of an Improvement Notice requiring remedies to be taken within a certain time, and a Prohibition Notice stopping any activity considered by the Inspector to involve risk of serious personal injury.

An Inspector is bound to put employees in possession of "factual" information obtained by him in the course of his duties and information about the action he has taken or proposes taking if it is necessary to do so to keep persons or safety representatives adequately advised on matters affecting their health, safety and welfare. The employer must be given the same information.

From an employee's, supervisor's or manager's point of view, the new legislation is important in that it emphasises their own specific duties and liabilities as distinct from those of the employer - in our case the Railways Board.

The duties of employees are specified in Section 7. They are -

- (a) to take reasonable care for the health and safety of himself and of others who may be affected by his acts or omissions at work.
- (b) to co-operate with his employer in discharging his duties under the legislation.

An "employee" means any individual working under a contract of employment which includes us all, whatever our position in the Undertaking.

The Act also provides that where an offence by some person, e.g. an employer or manager, is due to the act or default of some other person, the latter may be charged and convicted whether or not proceedings are taken against the former (Section 36).

Similarly, in the case of a body corporate, e.g. the Railways Board, any manager or other officer of the body corporate who has consented to or connived at an offence, or whose negligence contributed to an offence, can be prosecuted in addition to the body corporate (Section 37).

The Act is not limited to any specific types of premises in the same way as the Factories Act and the Offices, Shops & Railway Premises Act. It applies universally wherever people are "at work".

(cont'd.)

PENALTIES.

Penalties under the Act include imprisonment for up to two years in addition to, or instead of, unlimited fines. Proceedings in a Magistrates' Court could result in a fine of £400, but the Court may instead of, or in addition to a penalty, order the defendant to take steps to remedy the cause of the offence. The broadness of the terms of the Act will make defence more difficult if prosecutions are brought for alleged breaches of the new general duties.

APPENDIX VI

BR POLICY STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT

1. The Board's Equal Opportunities Policy

The British Railways Board's equal opportunities policy, for itself and its subsidiaries, is that no element in a person's working life (eg. recruitment, training, development, conditions of service) should be influenced by considerations of sex, marital status, race, religion, disability or any condition other than that person's suitability and that no one is disadvantaged by conditions or requirements which cannot be shown to be justifiable. All employees will be recruited, trained and developed on fair and consistent criteria related to the requirements of the job.

2. Why an Equal Opportunities Policy?

The Board is aware of its responsibility to give all employees scope to use and develop their talents. People are the industry's most valuable asset in its fight to win its share of the transport market. The Board needs to recognise the range of potential available inside and outside the industry and to recruit, develop and keep the right people for the industry's success.

3. The Law and Employment

The Sex Discrimination Act 1975 and Race Relations Act 1976 oblige employers and employees not to discriminate on grounds of sex, (against men or women) or marital status, or race including colour, nationality and ethnic origins. The law also gives assistance to those against whom discrimination is practised.

The 1944 and 1958 Disabled Persons (Employment) Acts aim to assist people with disabilities to obtain suitable employment which makes the best use of their skills. Companies are required to keep records of their employees who are disabled and to aim to employ a quota of registered disabled persons.

4. Discrimination and You

The Board has a legal obligation to uphold these laws and so do you.

You have a duty not to discriminate or to help others to do so.

You must not victimise anyone who makes a complaint on these grounds.

Compliance with these laws and Board policy is a personal responsibility for all employees. Furthermore any employee who discriminates on grounds of race or sex may be guilty of misconduct and liable to be dealt with under the disciplinary procedure.

5. The British Railways Board and Equal Opportunities

In addition the Board recognises that the law alone cannot guarantee a change in attitudes or fairness in practice. This is why it is adopting a constructive equal opportunities policy to be carried out by all employees. It will require a personal commitment from you and all other employees.

The equal opportunities policy requires attention to:—

- job opportunities
- recruitment
- training
- employment procedures, practices and agreements to ensure they are operated fairly.

This ought to lead in time to a more representative distribution in the workforce.

6. Implementation of the Equal Opportunities Policy

Directors and General Managers will implement the policy under the overall direction of the Managing Director, Personnel. Implementation will be monitored, in detail in some cases, and anyone with a complaint of discrimination is free to use the standard grievance procedures. The policy will be kept under review and developed as necessary.

7. Equal Opportunities and the Unions

The equal opportunities policy has the full backing of the Trade Unions and the Board will seek their active involvement in the development of the policy.

GUIDANCE NOTES ON THE WEARING OF HIGH VISIBILITY CLOTHING

High visibility clothing for wearing on or near the line is only acceptable if it is of the type obtainable via the B.R. Catalogue and thus available for standard clothing issue to B.R. staff, contractors or visitors. No other types of high visibility clothing from other sources or industries are allowed.

The adopted design for B.R. issue high visibility clothing is that the minimum area of high visibility orange material displayed is approximately the equivalent to the front/back panels of the standard high visibility vest or tabard.

As more and more items of B.R. Standard Clothing are being manufactured in or partly in high visibility orange material, the question has been asked whether the necessity ever arises when a high visibility vest or tabard should be worn with other types of approved high visibility clothing.

Generally speaking the answer is NO, but as ever, there are exceptions:-

1. High visibility clothing is normally worn as an outer garment, if not then a high visibility vest or tabard must be worn when on or about the line.
2. As the basic function of overalls or boilersuits is to keep dirt and stains off the clothing worn underneath, then the time may well come when the high visibility properties of the overgarment may have deteriorated to an unacceptable level. When such a level is reached the wearing of a supplementary high visibility vest or tabard would become obligatory until such time that the high visibility clothing is laundered or replaced.
 - 2.1 It is difficult to qualify when high visibility clothing has deteriorated to such an extent that the wearing of a high visibility vest or tabard is required. Commonsense should dictate as to when this situation has been reached. If an individual, supervisor or manager has any doubts as to the high visibility qualities of standard clothing being worn (due to dirt or stains etc.,) then a supplementary vest or tabard must be worn.
 - 2.2 Another point which requires clarification concerns the wearing of a high visibility vest in conjunction with yellow p.v.c. wet weather clothing.

Overgarments of this colour are to be phased out in preference to those made of a high visibility orange material. Yellow clothing, however, will still remain in use for some time while stocks and current issues last.

In the meanwhile, it will continue to be mandatory for all staff when wearing the yellow coloured wet weather clothing whilst they are working on or near the line to continue to wear a high visibility vest or tabard until such a time that the wet weather clothing has been reissued in the new colour.

It is hoped these guidance notes will assist managers, supervisors, safety representatives and staff, but it should always be remembered if there are any doubts, a clean high visibility vest or tabard should be worn.

BRITISH RAILWAYS

ENGINEERING SUPERVISOR'S CERTIFICATE

(Certificate referred to in Rule Book, Section T, Part III)

(A separate certificate must be completed for each line affected by the work)

START OF WORK

Authority is given by (Name of PICOP) to start
the (description) work
at (location) affecting
the line.

SIGNED* PICOP Time/date

NOTED BY Eng. Sup. Time/date

Certificate noted by relieving Engineering Supervisors:—

NAME Time/date

NAME Time/date

*— if dictated, the PICOP's name to be entered by the Engineering Supervisor.

COMPLETION OF WORK

I, being the Engineering Supervisor in charge of the above work site, certify that:

- (a) the portion of line affected by the work is now clear and safe for trains to run on
- (b) all marker boards have been removed
- (c) anyone remaining on or near the line has been told that traffic working may be resumed

SIGNED Time and date

NOTE: This certificate is in addition to any required in connection with the isolation or re-energisation of the traction current.

British Rail

Eastern Region.

R.S.&T.E. Training School YORK

RULE BOOK SECTION T 111

USE OF MARKER BOARDS

Marker Boards are used to denote the boundary between the "PERSON IN CHARGE OF THE POSSESSION" (P.I.C.C.P.) and the "ENGINEERING SUPERVISORS" area of control. They are also used to regulate the movement of trains through an "ABSOLUTE POSSESSION" and must not be passed by trains without the appropriate authority.

Work sites in the possession must be indicated by marker boards except where:-

- (a) there are no trains or on-track machines in the possession, or
- (b) there is only one work site and the only movements are on-track machines.

Marker Boards will be double sided and comprise of two flashing lights.



- RED FLASHING
- RED FLASHING

Marking the ENTRANCE
to Engineering Supervisor's
area.
Must not be passed without
his authority.



- YELLOW FLASHING
- YELLOW FLASHING

Marking the EXIT from
Engineering Supervisor's
area.
Must not be passed without
the authority of the Person
in Charge of Possession.

The following notes are for guidance in the use of Marker Boards and in no way supersede the Rule Book.

1. PRE-PLANNING

Several worksites may be in operation within an Absolute Possession. The position of these and the positioning of marker boards (if required) should be agreed between each Engineering Department Representative and the P.I.C.O.P. at the pre-planning meeting and except in the simplest cases, marked on a diagram showing all the protection arrangements.

The positioning of Marker Boards (if required) must be agreed between each Engineering Supervisor and the P.I.C.O.P. before the possession commences.

2. RESPONSIBILITIES

2.1 Person in Charge of Possession

- (i) Insofar as the Absolute possession is concerned the P.I.C.O.P. has the overall responsibility for carrying out the Rules and ensuring the safety of Traffic and Staff.
(Extract from P.I.C.O.P. responsibilities)
- (ii) the protection of the Absolute Possession.
- (iii) ensuring Engineering Supervisors begin work only when it is safe for them to do so.
- (iv) the safe movement of trains into, within and out of the possession and out of an Engineering Supervisors area of responsibility (but NOT into or within an Engineering Supervisors area of responsibility).

He must delegate the authority for controlling the movement of Engineer's trains; within the limits of the Marker Boards to Engineering Supervisors.

The P.I.C.O.P. may be of a lower grade than the Engineering Supervisor. Insofar as his duties and responsibilities in connection with the Absolute possession to which he is appointed are concerned the P.I.C.O.P. has the necessary authority to act, irrespective of grade, and must exercise it in the interest of safety.

He is identified by wearing on his left arm an armband with the words "Person I.C. Possession" in red letters on a yellow ground.

2.2 Engineering Supervisor

The Engineering Supervisor is responsible for :-

- (i) erecting the Marker Boards in the position agreed with the P.I.C.O.Ps when authorised by the P.I.C.O.P. to do so.
(Rule T111 11.1)
- (ii) removing the Marker Boards when they are no longer required and advising the P.I.C.O.P. using the approved method and appropriate form when this has been done. (The P.I.C.O.P. cannot terminate the possession until he has confirmed this).
(Rule T111 11.3)

Continued

2.2 Engineering Supervisor (Cont'd)

- (iii) authorising Drivers to pass the Marker Board marking the entrance to his area (red flashing light over red flashing light).

Drivers will not pass Marker Boards marking the entrance to an Engineering Supervisors area until authorised by the Engineering Supervisors to do so.

3. ACTION TO BE TAKEN BEFORE AND AFTER THE LINE IS OBSTRUCTED

- 3.1 The Engineering Supervisor must, BEFORE allowing work on the job for which he is responsible to start, or allowing the line to be obstructed:-

- 3.1.1 Obtain the permission of the P.I.C.O.P. to start work and/or obstruct the line and/or put out Marker Boards if required.
- 3.1.2 Obtain an assurance that the necessary protection has been provided by the P.I.C.O.P.

and, where the movement of Engineers trains is to take place at all within the Absolute Possession.

- 3.1.3 position Marker Boards at the limits agreed at the pre-planning meeting and subsequently with the P.I.C.O.P.
- 3.1.4 assure the P.I.C.O.P. this has been done.

- 3.2 When work on the job for which he is responsible is complete and insofar as the Engineering Supervisor is concerned:-

- 3.2.1 the line is clear and safe for trains to run upon
- 3.2.2 if erected all Marker Boards have been removed.

- and 3.2.3 any person remaining on or in the vicinity of the line has been advised that traffic working may be resumed at any time, the Engineering Supervisor must give to the P.I.C.O.P. a written certificate confirming this.

This certificate is shown in the Rule Book.

- 3.2.4 The Name and Department of the Engineering Supervisor completing this form.
- 3.2.5 A list of the items of work of which he was in charge -
-there is provision for more than one such item of work.
- 3.2.6 The location and line on which the items of work referred to occurred.
- 3.2.7 A statement that :-
 - 3.2.7.1 the work has been completed.
 - 3.2.7.2 the line at each item of work is clear and safe for trains to run on.
 - 3.2.7.3 all Marker Boards (if any) have been removed.
 - 3.2.7.4 all person remaining on, or in the vicinity of the line have been advised that traffic working may be resumed at anytime.

Continued

3. 2. 3. The Engineering Supervisors' signature, the time and the date.

(Certificate referred to in Rule Book T 111 clause 11. 11.)

(A separate Certificate to be completed for each line affected by the work).

TO PICOP:

FROM.....(Name).....Department

I, being the Engineering Supervisor in charge of the
.....(description) work
at(location) affecting
theline, certify that;

- (a) the portion of line affected by the work is now clear and safe for trains to run on,
- (b) all marker boards have been removed,
- (c) any person remaining on or in the vicinity of the line has been told that traffic working may be resumed.

SIGNED.....Time and date.....

The use of the certificate is as follows:-

- (i) It is used when Engineering Supervisor and PICOP are not the same person, or when more than one Engineering Supervisor is involved in the possession.
- (ii) It is filled in by the Engineering Supervisor.
- (iii) A certificate is required for each line affected by the work.

If the distance between the site of the Engineering Supervisors job and the place where the P.I.C.O.P. is at the time when the job is finished is excessive, the assurances set out in 3.2.7.1 to 3.2.7.4. may be communicated to the P.I.C.O.P. by telephone. If the Engineering Supervisor does this he must:-

endorse the written certificate with the time of the communication.

and deliver the form to the P.I.C.O.P. immediately or within 24 hours to the address the P.I.C.O.P. will give him.

4. MOVEMENTS OF ENGINEERS TRAINS

When an Engineering Supervisor is responsible for a job within a Absolute Possession which contains one or more jobs which involve the movement of Engineerstrains, the P.I.C.O.P. must agree with each Engineering Supervisor the limits of the area for which the Engineering Supervisor will be responsible. Marker Boards must be positioned at the limits of this area by the Engineering Supervisor.

- 4.1 The Engineering Supervisor must obtain the authority of the P.I.C.O.P. before making any movement with an Engineers train outside the limits of his area.
- 4.2 A Driver may only bring an Engineers train into that part of a possession controlled by an Engineering Supervisor (that is past a Marker Board with a **red** flashing light over a red flashing light) when authorised to do so by the Engineering Supervisor. It follows that an Engineering Supervisor who is ready for an Engineers Train which has arrived at the Marker Board at the limits of his area must approach the Driver and authorise him to pass it.
- 4.3 A Driver may only take an Engineers train out of that part of a possession controlled by an Engineering Supervisor (that **is past** a Marker Board with a **yellow flashing light over a yellow flashing light**) when authorised to do so by the P.I.C.O.P.
- 4.4 Before authorising a movement on the blocked line the Engineering Supervisor must :-
 - 4.4.1 advise any Crossing Keeper involved of the movement to be made. The Engineering Supervisor will find that, unless the road is closed, Automatic level crossings will be manned.
 - 4.4.2 arrange for the barrier of any level crossing supervised by closed circuit television to be lowered.
 - 4.4.3 ensure any points involved in the movement are correctly set. (If necessary by hand).
 - 4.4.4 Remind the driver :-
 - 4.4.4.1 of the locations of any level crossing involved in the movement.
 - 4.4.4.2 not to pass over any level crossing involved until he has satisfied himself it is safe to do so.
 - 4.4.4.3 of any catch points, spring or unworked trailing points involved. It may be necessary to clip certain points before the movement is made.

Continued.....

4. 4.4 4.4.5 Tell the Driver what is required of him in making the movement, giving any relevant information concerning Marker Boards and the limits of the movement he has to make. He must also authorise the Driver to pass fixed signals at Danger if it is necessary to do so. It may be advisable to send a man with the Driver to assist him in finding the locations referred to in his instruction.

If one Marker Board and the protection detonators are at the extreme end of the possession and are less than $\frac{1}{2}$ mile from the fouling point of a junction or through crossing over which trains are being worked, the Engineering Supervisor must obtain the permission of the Signaller concerned before allowing a movement towards the detonators and advised when the movement has been completed.

PRINCIPLES FOR PROVISION OF MARKER BOARDS

1. Marker boards will be used to denote the boundary between the Person in Charge of Possession and the Engineering Supervisors' area of control.
2. The boards to be positioned a minimum of 100 yards before reaching the "work" site. This will allow a safety overlap in the event of a driver not stopping with the leading vehicle at the marker board when propelling.
3. Marker boards will be provided in every case where a train movement is involved, irrespective of the number of work sites within the possession. Marker Boards need not be provided in possessions consisting of one work site and in which only on-track machines are operating.
4. The boards do not in any way alter the existing rule that trains may not be passed through a possession.
5. No audible signals (e.g. detonators) will be used in conjunction with the boards.
6. If two sets of marker boards determining the work sites fall within 100 yards of each other, they will be considered as one.
7. The lights associated with the boards will be of a different colour to denote to the Driver whether he is entering or leaving the work site i.e.

RED OVER RED (flashing) - Entering Work Site

YELLOW OVER YELLOW (flashing) - Leaving Work Site

8. The siting of marker boards to be agreed at the pre-planning meeting.

FORM BR 29964

BRITISH RAILWAYS

DISCONNECTION OF TRACK CIRCUIT CONTROLS

S & T Technician (name) is required by the Signaller to disconnect the track circuit controls in accordance with Rule Book, Section E, as follows:

- (a) on points/signals to permit movements from to
- (b) on line block indicator in connection with Single Line Working between and

Form issued/dictated* by:

Controls restored and form cancelled on instructions of:

Signaller

.....

Signal box

.....

Date

.....

Time

.....

Signed

.....

(Signaller) +

(S & T Technician)

*—delete as appropriate

+—S & T Technician to sign if form is dictated by Signaller.

The cancelled form must be handed or forwarded to the Signaller.

