



# Module M5

| existing section / clause number                     | existing text   | Responsibility indicator | Rule Book module | Handbook | Procedure | Company Instruction | Competence management & training | legislation | remove / delete | Performance +/- | Manpower +/- | Remarks                |
|--|---|--------------------------|------------------|----------|-----------|---------------------|----------------------------------|-------------|-----------------|-----------------|--------------|------------------------|
|  | If you enter a driving cab for one or more of the above reasons, you must be careful not to disturb equipment, handles, buttons or switches unnecessarily   | anyone involved          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 1.3                 |
| <b>b) Noting information</b>                         |   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                        |
|  | After you have carried out any of the actions shown in section 2.4 a), you must:<br>• make a detailed note of the original position or location of equipment and gauges<br>• give this information to the rail incident officer, police incident officer, RAIB investigator or other senior investigator before you leave the scene | anyone involved          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 1.3                 |
| <b>2.5 Locking the driving cab</b>                   |   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                        |
|  | You must make arrangements to:<br>• make sure the driving cab from which the train was being driven is locked, if possible<br>• prevent unauthorised entry to the cab (using for this purpose, if necessary, any available suitable person)<br>• make sure the other driving cabs on the train are locked, if possible              | anyone involved          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 1.4                 |
| <b>2.6 Signalling equipment</b>                      |   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                        |
| <b>a) Equipment not to be moved</b>                  |   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                        |
|  | You must not move, even for testing purposes, signalling equipment directly associated with the accident until you are authorised to do so  | anyone involved          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 1.5                 |
|  | This instruction does not apply to equipment that must be used to protect the accident site   | anyone involved          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 1.5                 |
| <b>b) Signaller noting the position of equipment</b> |   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                        |
|  | You must:<br>• make a detailed note of the position the relevant signalling equipment was in at the time of the accident<br>• record any subsequent changes to the position of the signalling equipment concerned   | signaller                | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 1.5                 |
| <b>2.7 Examining and retrieving evidence</b>         |   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                        |
| <b>a) Arranging the examination</b>                  |   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                        |
|  | If you need to examine evidence of the cause of a serious accident, you must contact the rail incident officer and explain what you need  | anyone involved          |                  |          |           |                     |                                  | ✓           |                 |                 |              | Covered in GOGN3518    |
|  | When you have completed your examination, you must tell the rail incident officer   | anyone involved          |                  |          |           |                     |                                  | ✓           |                 |                 |              | Covered in GOGN3518    |
|  | You must ask the police incident officer (or senior police officer) to arrange for the person concerned to be accompanied by a police officer while examining the scene of the accident. During a rescue operation, the police incident officer will make the necessary arrangements with the fire brigade incident officer         | rail incident officer    |                  |          | ✓         |                     |                                  |             |                 |                 |              | Covered in NR training |

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|   | You must make sure that evidence is not interfered with or removed without the permission of the police incident officer (or senior police officer). If necessary, the police officer will arrange for photographs or a video to be taken  | rail incident officer    |                  |          | ✓         |                     |                                  |             |                 |                 |              | Covered in NR training   |
| <b>b) Retrieving recorded evidence</b>                    |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |  |
|   | When you are told that the examination of evidence has been completed, you must make sure that any recorded evidence is retrieved and held by an evidence co-ordinator in its original form for use at the Inquiry. Examples of recorded evidence are: <ul style="list-style-type: none"> <li>• any data recorders</li> <li>• radio or telephone messages held in signal boxes or telephone exchanges</li> <li>• detailed notes of the evidence from site activities, including those covered in sections 2.3, 2.4 b) and 2.6 b).</li> </ul> | rail incident officer    |                  |          | ✓         |                     |                                  |             |                 |                 |              | Covered in NR training   |
|   | An evidence co-ordinator is the rail manager responsible for gathering and preserving evidence on behalf of the rail incident officer  |                          |                  |          |           |                     |                                  | ✓           |                 |                 |              | Covering in GOGN3518   |
| <b>3 Derailments, collisions or heavy impacts</b>         |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |  |
| <b>3.1 Derailments</b>                                    |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |  |
|   | You must not allow a traction unit or vehicle which has been derailed to continue in service until it has been examined by a rolling stock technician  | anyone involved          | ✓                |          | ✓         |                     |                                  |             |                 |                 |              | Company instruction for Ops Control. Rules now just for signaller and driver. M3 2.1 |
|   | You must also arrange for a traction unit or vehicle that is coupled next to the derailed vehicle to be: <ul style="list-style-type: none"> <li>• examined by a rolling stock technician</li> <li>• if possible, left coupled until it has been examined</li> </ul>  | anyone involved          | ✓                |          | ✓         |                     |                                  |             |                 |                 |              | Company instruction for Ops Control. Rules now just for signaller and driver. M3 2.1 |
|   | You must arrange for the unaffected portion of the derailed train to be also examined by a rolling stock technician before it continues in service. However, if the train derailed at low speed, you may allow the vehicles to be examined at the first suitable location  | anyone involved          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 2.1   |
| <b>3.2 Collisions or heavy impacts</b>                    |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |  |
|   | If a traction unit or vehicle is involved in a collision or heavy impact which might have affected its fitness to travel, you must not allow it to continue in service until it has been examined by a rolling stock technician  | anyone involved          | ✓                |          | ✓         |                     |                                  |             |                 |                 |              | Company instruction for Ops Control. Rules now just for signaller and driver. M3 2.2 |
|   | You must also make sure that any vehicles attached to those involved are also examined by a rolling stock technician   | anyone involved          | ✓                |          | ✓         |                     |                                  |             |                 |                 |              | Company instruction for Ops Control. Rules now just for signaller and driver. M3 2.2 |
| <b>3.3 Trains colliding with obstructions on the line</b> |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |  |
| <b>a) Checking the train</b>                              |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |  |

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|  | Following a collision with an obstruction on the line, you must not move your train until you have checked it for any damage that:<br><ul style="list-style-type: none"> <li>• might have been caused by the collision, and</li> <li>• might affect the safe working of the train</li> </ul>   | driver                          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 2.3               |
| <b>b) Detaching and moving a vehicle</b> |  |                                 |                  |          |           |                     |                                  |             |                 |                 |              |                      |
|  | If any part of a vehicle has become loose and cannot be secured, or might make contact with the track or lineside structures, you must:<br><ul style="list-style-type: none"> <li>• detach the vehicle concerned</li> <li>• move it to the nearest siding</li> </ul>   | driver                          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 2.3               |
|  | Before you move the vehicle, you must:<br><ul style="list-style-type: none"> <li>• get the signaller's permission</li> <li>• get authority from a rolling stock technician if you are not sure whether you can make the movement safely</li> <li>• if passengers are involved, arrange for them to be transferred from the vehicle concerned, if possible</li> </ul>           | driver                          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 2.3               |
|  | During the movement you must not exceed <b>10 mph (or 5 mph over points and crossings)</b> .   | driver                          | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 2.3               |
|  | Before you give permission for the vehicle to be moved, you must make sure trains are stopped on any adjacent lines that might be affected   | signaller                       | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 2.3               |
| <b>3.4 Mishaps in private sidings</b>    |  |                                 |                  |          |           |                     |                                  |             |                 |                 |              |                      |
|  | You must not allow onto Network Rail lines a traction unit or vehicle that has been derailed or damaged in a private siding until it has been examined by a rolling stock technician.  | train operator's representative |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instructions |
| <b>4 Bodies on the line</b>              |  |                                 |                  |          |           |                     |                                  |             |                 |                 |              |                      |
| <b>4.1 Personal conduct</b>              |  |                                 |                  |          |           |                     |                                  |             |                 |                 |              |                      |
|  | If you are involved in this type of incident, you must:<br><ul style="list-style-type: none"> <li>• work with the police in a way which allows any necessary investigation to be made</li> <li>• be sensitive to any railway personnel and passengers who are distressed by their involvement in the incident</li> <li>• pay appropriate respect to the dead</li> </ul>        | anyone involved                 |                  |          |           | ✓                   |                                  |             |                 |                 |              |                      |
| <b>4.2 Telling the signaller</b>         |  |                                 |                  |          |           |                     |                                  |             |                 |                 |              |                      |
|  | If a fatality occurs on or near the line, you must tell the signaller immediately  | anyone involved                 |                  |          |           |                     |                                  | ✓           |                 |                 |              | Covered in G1/HB1.   |
| <b>4.3 Signaller's first actions</b>     |  |                                 |                  |          |           |                     |                                  |             |                 |                 |              |                      |
|  | If you are told about a body that is on or near the line, you must:<br><ul style="list-style-type: none"> <li>• find out more details, including the exact location of the body in relation to running lines</li> <li>• arrange for an emergency isolation of the electrical traction current, if needed</li> <li>• tell Operations Control about the circumstances</li> </ul> | signaller                       | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 3.1               |
| <b>4.4 Signaller stopping trains</b>     |  |                                 |                  |          |           |                     |                                  |             |                 |                 |              |                      |

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|                                  | <p>Until a person in charge has arrived, you must arrange for trains to be stopped on all lines except on those that:</p> <ul style="list-style-type: none"> <li>• you know for certain the body is clear of the line and cannot be struck by a passing train</li> <li>• you could reasonably expect that recognisable body parts would not be seen by passengers on passing trains</li> </ul>                | signaller                | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 3.2                                |
| <b>4.5</b>                       | <b>Avoiding excessive delays to trains</b>  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                                       |
|                                  | <p>You may authorise a train to pass recognisable body parts if:</p> <ul style="list-style-type: none"> <li>• you know that they are in a position where they would be seen only by the drivers of passing trains (for example, when the remains are very close to the line but not foul of it), and</li> <li>• there would otherwise be excessive delays to services</li> </ul>                              | signaller                | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 3.2 Ref to excessive delay deleted |
|                                  | <p>However, you can <b>only</b> do this if:</p> <ul style="list-style-type: none"> <li>• you tell the driver of each train about the circumstances</li> <li>• the driver of each train agrees to making the movement</li> </ul>   | signaller                | ✓                |          |           |                     |                                  |             |                 |                 |              | M3 3.2                                |
|                                  | You must not attempt unreasonably to influence a driver to make such a movement   | signaller                |                  |          |           |                     |                                  | ✓           |                 |                 |              |                                       |
|                                  | When the person in charge arrives on site, you must work to that person's instructions on train movements   | signaller                |                  |          |           |                     |                                  | ✓           |                 |                 |              |                                       |
|                                  | The person who is called to the site and is responsible for managing the incident until the body is removed and normal working is resumed   |                          |                  |          |           |                     |                                  | ✓           |                 |                 |              |                                       |
| <b>4.6</b>                       | <b>Operations controller contacting the police</b>  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                                       |
|                                  | <p>If you are told about a body that is on or near the line, you must:</p> <ul style="list-style-type: none"> <li>• immediately tell the British Transport Police (BTP)</li> <li>• find out whether the BTP or another police force will attend</li> <li>• arrange the necessary examination of any traction unit involved (see section 4.8) and make sure the BTP are told about this arrangement</li> </ul> | operations controller    |                  |          |           | ✓                   |                                  |             |                 |                 |              | Company Instruction                   |
|                                  | <p>If there is likely to be excessive delay to trains, you must make sure that the local BTP head of operations is:</p> <ul style="list-style-type: none"> <li>• told about the circumstances</li> <li>• asked to make sure the site is cleared as quickly as possible</li> </ul>   |                          |                  |          |           | ✓                   |                                  |             |                 |                 |              | Company Instruction                   |
| <b>4.7</b>                       | <b>Arranging for the driver to be interviewed</b>   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                                       |
|                                  | You must arrange for the driver involved in the incident to be interviewed as soon as possible so that information can be passed quickly to the police  | operations controller    |                  |          |           | ✓                   |                                  |             |                 |                 |              | Company Instruction                   |

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|  | To help the police decide whether a crime has been committed, you should arrange for this interview to be held, or witnessed, by a police officer wherever possible  | operations controller    |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>4.8 Examining traction units</b>                                |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|  | When a person has been struck by a train you must arrange for a suitable test to be carried out on the following items of train equipment:<br>• brake<br>• speedometer<br>• horn<br>• headlight  | operations controller    |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|  | You do not need to arrange for the train to be taken out of service for this purpose unless:<br>• the driver reports that any of the above equipment is defective, or<br>• the police ask for this   | operations controller    |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|  | You must make sure that the train is not cleaned until the police give permission  | operations controller    |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>4.9 Person in charge arriving at the site</b>                   |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|  | When you arrive at the site, you must:<br>• find out from the police whether the site is being treated as a scene of crime<br>• remind the police of the need to clear the line as quickly as possible to minimise delays to trains and draw their attention to the consequences caused by long delays<br>• tell Operations Control about the circumstances<br>• make sure the body is not covered over or moved until the police give you permission. | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>4.10 Train movement past a body</b>                             |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|  | You must find out which lines are affected and authorise the signaller to operate trains as follows:   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>a) If the body is foul of any rail or conductor rail</b>        |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|  | You must not allow trains to move on the affected line   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>b) If the body is in the four-foot but not foul of the line</b> |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|  | You must not allow trains to move on the affected line   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|  | However, you may allow the train involved in the incident to move  | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>c) If the body is not on or between the rails</b>               |  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|  | These instructions apply if the body is:<br>• between any two running lines<br>• in the cess<br>• on the lineside<br>• on a station platform<br>• at a level crossing  | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |

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|                                  | You may allow trains to move on the affected lines if: <ul style="list-style-type: none"> <li>• there is enough clearance between the train and the body</li> <li>• the body is covered or cannot be seen from passing trains</li> <li>• the police have given you permission</li> </ul>   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>4.11</b>                      | <b>Train movement past body parts</b>  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|                                  | You must find out which lines are affected and authorise the signaller to operate trains as follows:   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | <b>a) Body parts that are not recognisable</b>   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|                                  | If the remains are not recognisable as body parts, you may allow trains to move on the affected lines if: <ul style="list-style-type: none"> <li>• there is enough clearance between the train and body parts</li> <li>• the police have given you permission</li> </ul>   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | <b>b) Body parts that are recognisable</b>   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|                                  | You may allow a train to pass recognisable body parts before they are covered over if: <ul style="list-style-type: none"> <li>• they are in a position where they would be seen only by the drivers of passing trains (for example, when the remains are very close to the line but not foul of it), and</li> <li>• there would otherwise be excessive delays to services</li> </ul> | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | However, you can <b>only</b> do this if: <ul style="list-style-type: none"> <li>• there is enough clearance between the train and the body parts</li> <li>• the police have given permission</li> <li>• the driver of each train is told about the circumstances</li> <li>• the driver of each train agrees to making the movement</li> </ul>  | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | You must not attempt unreasonably to influence a driver to make such a movement  | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>4.12</b>                      | <b>Moving the body or body parts</b>   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|                                  | When the police give you permission, you must arrange for the body to be covered over and moved to a position clear of the line to prevent recognisable body parts being seen from a passing train   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | When body parts are moved or covered, you must make sure that: <ul style="list-style-type: none"> <li>• disposable gloves and sheets provided for this purpose are used</li> <li>• the sheets are disposed of with the body</li> <li>• the gloves are disposed of as shown in local instructions</li> </ul>  | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |

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| <b>4.13</b>                      | <b>Resuming normal working</b>  |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|                                  | You must tell the signaller that normal working can be resumed when you know for certain that:<br><ul style="list-style-type: none"> <li>the body has been moved clear of the affected lines and is covered over, or cannot be seen from passing trains</li> <li>all personnel and equipment are clear of the affected lines</li> </ul> | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | You must stay on site until the body has been removed   | person in charge         |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>5</b>                         | <b>Welfare of witnesses</b>   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
| <b>5.1</b>                       | <b>Local manager's arrangements</b>   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|                                  | If an employee witnesses an accident involving fatal or serious injury, you must make arrangements for the person's welfare   | local manager            |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | You must ask whether the person wants to be relieved of duty  | local manager            |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | If so, you must arrange for the individual to be relieved and accompanied:<br><ul style="list-style-type: none"> <li>to their home station or depot, or</li> <li>directly to their home</li> </ul>  | local manager            |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | You may allow any person who does not want to be relieved to continue duty provided this can be done safely, but you should not normally allow the person to work alone   | local manager            |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
| <b>5.2</b>                       | <b>Employing manager's arrangements</b>   |                          |                  |          |           |                     |                                  |             |                 |                 |              |                     |
|                                  | When the person concerned arrives at the home station or depot (whether directly from the accident site or after completing duty), you must make arrangements for the person to be accompanied home   | employing manager        |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | You must arrange to see the person and offer any advice or counselling needed   | employing manager        |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |
|                                  | Employee includes anyone authorised to work on the railway  |                          |                  |          | ✓         |                     |                                  |             |                 |                 |              | Company Instruction |