



# Module T6

existing section / clause number	Existing text	Responsibility Indicator	Rule Book module	Handbook	Procedure	Company Instruction	Training & Assessment	Legislation	remove / delete	Performance +/-	Manpower +/-	remarks
	A PC is appointed when: <ul style="list-style-type: none"> <li>work is being carried out which is protected, as shown in module T2 Protecting engineering work or a hand trolley on a line not under possession, and</li> <li>there is more than one work group sharing the same protection.</li> </ul>	all employees							✓			Unnecessary knowledge for PTS - It is a COSS who deals with a PC, not a member of the group who will only deal with a COSS.
	The PC is responsible for arranging the protection of the line.	all employees							✓			
<b>d) Possession</b>												
	A line is under possession when the arrangements shown in module T3 Possession of a line for engineering work have been carried out to block the line to the normal passage of trains.	all employees					✓					
	The only movements allowed within a possession are on-track plant and engineering trains as shown in module T11 Movement of engineering trains and on-track plant under T3 arrangements.	all employees					✓					
	Possession limit boards normally indicate the limits of a possession.	all employees					✓					
<b>e) Person in charge of the possession (PICOP)</b>												
	The PICOP is responsible for: <ul style="list-style-type: none"> <li>carrying out the arrangements with the signaller for taking and giving up the possession</li> <li>arranging the protection of the possession</li> <li>authorising the movement of engineering trains and on-track plant as shown in module T11 Movements of engineering trains and on-track plant under T3 arrangements</li> <li>authorising the ES of each work site to start work.</li> </ul>	all employees					✓					
	Once the possession is taken, the line concerned is blocked to the normal passage of trains and is under the control of the PICOP.	all employees					✓					
<b>f) Work site within a possession</b>												
	A portion of line within a possession where work is taking place is called a work site. An ES is in charge of each work site.	all employees					✓					



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	<p>Single line working may be introduced when there is engineering work or an obstruction on the line if one of the following applies:</p> <ul style="list-style-type: none"> <li>• One line of a double line has become blocked and it is necessary for all trains travelling in either direction to pass over the one remaining line.</li> <li>• If there are more than two running lines and all lines in one direction are blocked, single line working may be introduced on one of the lines that are still open to traffic.</li> <li>• When both lines of a double line are blocked, single line working may be introduced over one of these lines when working trains to and from the point of obstruction.</li> </ul>	all employees					✓					
	<b>I) Authorising movements of engineering trains and on-track plant - possessions</b>											
	All movements of engineering trains and on-track plant within a possession are authorised as follows:	all employees					✓					
	<b>Entering or leaving the possession</b>											
	All movements entering the possession are authorised by the PICOP.	all employees					✓					
	All movements leaving the possession are authorised by the signaller	all employees					✓					
	<b>Within the possession</b>											
	All movements outside a work site within the possession are authorised by the PICOP.	all employees					✓					
	Movements within or entering a work site indicated by marker boards are authorised by the ES.	all employees					✓					
	<b>Controlling movements within the possession and during loading and unloading vehicles</b>											
	After an engineering train has been authorised to move, it must be controlled as shown in module SS2 Shunting.	all employees					✓					

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	However, when vehicles are being loaded or unloaded, movements will be controlled by the person in charge of this activity as shown in module T9 Loading and unloading rail vehicles during engineering work.	all employees					✓					
	<b>m) Work that may endanger trains on a line not under possession</b>											
	The COSS will make sure the line is protected to prevent the approach of trains on the affected line before work starts when: <ul style="list-style-type: none"> <li>• work is being carried out on or near the line, and</li> <li>• that work may endanger the safety of trains on a line which is not under possession.</li> </ul>	all employees					✓					
	The instructions for stopping the passage of trains are shown in module T2 Protecting engineering work or a hand trolley on a line not under possession.	all employees					✓					
	<b>3 Walking or working with a controller of site safety (COSS)</b>											
	<b>3.1 When a COSS is appointed</b>											
	The COSS must be: <ul style="list-style-type: none"> <li>• certified as competent to act as a COSS</li> <li>• aware of any local features at the site of work that will affect the safe system of work to be set up.</li> </ul>	all employees							✓			COSS responsibility, features at site specified in T7 3.2
	<b>3.2 If the appointment of the COSS has not already been arranged</b>											
	If a COSS has not already been appointed, one must be appointed before you and the group start walking or working.	all employees							✓			Remove - needless statement
	<b>3.3 If there are two or more groups working at the same location</b>											
	If there are two or more groups working at your location, a separate COSS will be appointed to take charge of each group.	all employees							✓			COSS Rules T7 4.5
	<b>3.4 How the COSS will be identified</b>											
	The COSS will wear an armlet on the left arm or a badge on the upper body, with COSS in white letters on a blue background.	all employees					✓					COSS requirement





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	The COSS will brief you about: <ul style="list-style-type: none"> <li>• the arrangements for your protection</li> <li>• which lines are part of the green zone</li> <li>• which lines stay open to train movements</li> <li>• details of any line or lines which have a temporary or emergency speed restriction imposed specially</li> <li>• where it is safe for you to work</li> <li>• the limits of the safe working area which you must not go beyond and how these are identified</li> <li>• who will act as a site warden (if one is appointed).</li> </ul>	all employees							✓			COSS duty T7 4.6
	The site warden is responsible for: <ul style="list-style-type: none"> <li>• making sure no-one in your group moves beyond the safe working limit arranged by the COSS</li> <li>• warning anyone who does so to move back.</li> </ul>	all employees					✓					
	When you have had your briefing from the COSS, you must only start walking or working when the COSS tells you it is safe to do so.	all employees		✓								HB1
<b>4.2</b>	<b>During the work</b>											
	When you are working, you must make sure you stay within the safe working area as arranged by the COSS at your briefing.	all employees		✓								HB1
	If site wardens have been appointed, you must: <ul style="list-style-type: none"> <li>• immediately tell the COSS if you cannot see the site warden, or you are not able to hear the warning given by the site warden</li> <li>• never distract the site warden.</li> </ul>	all employees							✓			Never distract the Site Warden retained in HB1. Remainder unnecessary
	If the COSS told you at the briefing there is a fence marking the safe working limit, you must: <ul style="list-style-type: none"> <li>• stay on the safe side of the fence</li> <li>• not lean on or over the fence</li> <li>• not lean objects against the fence.</li> </ul>	all employees		✓								HB1 p7
	You must immediately move back into the safe working area if you are told to do so by the site warden or anyone else.	all employees		✓								HB1 p7
	This instruction applies at all times not just when a train is approaching.	all employees					✓					



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	<b>b) TOWS</b>											
	When TOWS is in use and the continuous warning is given, or the lookout gives a warning or there is no sound at all, you must: <ul style="list-style-type: none"> <li>• immediately move to a position of safety</li> <li>• stay in the position of safety until the COSS tells you it is safe to start work again.</li> </ul>	all employees		✓								Reword. COSS will confirm how the warning is given. HB1
	<b>c) If the warning is given by a lookout</b>											
	When the lookout gives you a warning, you must: <ul style="list-style-type: none"> <li>• acknowledge the warning by raising an arm above your head</li> <li>• immediately move to a position of safety</li> <li>• stay in the position of safety until the COSS tells you it is safe to start work again.</li> </ul>	all employees		✓								HB1 p7
	If you can no longer see the lookout or you think you might not be able to hear the lookout's warning, you must: <ul style="list-style-type: none"> <li>• immediately move to a position of safety</li> <li>• tell the COSS why you have done so.</li> </ul>	all employees						✓				Staff do not have to keep the lookout in view.
	You must not distract the lookout. If you do, it could put everyone in your group at serious risk of death or injury.	all employees		✓								HB1
	<b>6 Acting as a site warden</b>											
	<b>6.1 Competence and identification</b>											
	<b>a) Competence</b>											
	You must be certified as competent to act as a lookout. When carrying out your duties, you must have with you a current certificate of competence.	site warden		✓								New handbook - Site Warden HB3 p2
	<b>b) Identification</b>											
	You must wear an armlet on your left arm or a badge on your upper body with SITE WARDEN in blue letters on a white background.	site warden		✓								New handbook - Site Warden HB3

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	You must show your armlet or badge to the group you will be watching before work starts. This must be clearly visible at all times when you are acting as a site warden but not at any other time.	site warden							✓			Delete not necessary
	If you are also acting as a COSS, you must also wear the identification for a COSS as shown in section 3.4 of this module.	site warden		✓								New handbook - COSS
	You can act as a COSS as well as a site warden, if you are competent to do so, but you must not take any other part in the work.	site warden		✓								New handbook - COSS
<b>6.2</b>	<b>Equipment</b>											
	You must have the following equipment with you: <ul style="list-style-type: none"> <li>• A whistle or horn.</li> <li>• A blue and white chequered flag (if required).</li> <li>• A track circuit operating clip, if you are working on a track circuited line.</li> <li>• At least six detonators.</li> <li>• A red flag during daylight.</li> <li>• A hand lamp that can show a red light (during darkness, fog or falling snow or in a tunnel).</li> </ul>	site warden					✓					Equipment deleted as a person has to have it to perform the task, if he hasnt got it or doesnt know what to have then he isnt competent and cant perform that task.
<b>6.3</b>	<b>Where to position yourself</b>											
	The COSS will tell you where to position yourself. You must stay there until either: <ul style="list-style-type: none"> <li>• you are told by the COSS you are no longer required, or</li> <li>• you are replaced by another site warden.</li> </ul>	site warden		✓								New handbook - Site Warden HB3
<b>6.4</b>	<b>Action to take if someone is in a position of danger</b>											
	You must keep a constant watch over the people working in the group to make sure no-one moves beyond the safe working limit laid down by the COSS.	site warden		✓								New handbook - Site Warden HB3





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	The COSS will tell you where to position yourself. You must stay there until either: <ul style="list-style-type: none"> <li>• you are told by the COSS that the work is finished, everyone is clear and you are no longer required, or</li> <li>• you are replaced by another lookout.</li> </ul>	lookout		✓								New handbook - Site Warden/lookout. HB3
	You must not accept the role of lookout if you feel you cannot stay alert.	lookout		✓								New handbook - Site Warden/lookout. HB3
<b>7.4</b>	<b>During the work</b>											
	The COSS will tell you to take on one of the roles shown in section 7.5 to 7.8 so you can give a warning of approaching trains to those working at the work site.	lookout		✓								New handbook - Site Warden/lookout. HB3
<b>7.5</b>	<b>LOWS or pee wee lookout</b>											
	A LOWS or pee wee lookout is provided to give warning of an approaching train.	lookout					✓					
	If you are a LOWS or pee wee lookout and you see a train approaching, you must activate the equipment to give the warning.	lookout					✓					
<b>7.6</b>	<b>Site lookout</b>											
	<b>a) When a site lookout is provided</b>											
	A site lookout is provided to warn the group of approaching trains.	lookout					✓					
	<b>b) Immediate action</b>											
	When you see a train approaching or the distant or intermediate lookout is waving a blue and white chequered flag from side to side above the head (indicating a train is approaching), you must <b>immediately</b> give a warning to the group.	lookout		✓								New handbook - Site warden/lookout. HB3
	<b>c) Giving warning by horn, whistle or shouting</b>											
	You must give a warning by: <ul style="list-style-type: none"> <li>• sounding your horn or whistle, and</li> <li>• shouting if necessary.</li> </ul>	lookout		✓								New handbook - Site warden/lookout. HB3

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	If anyone you are warning does not acknowledge your warning by raising one arm and does not move to a position of safety, you must give a series of short sharp blasts (which means an urgent warning) on the horn or whistle, until everyone has moved to a position of safety.	lookout		✓								New handbook - Site warden/lookout. HB3
	<b>d) Giving warning by touch</b>											
	You must immediately touch each person you are responsible for warning. You must repeat the warning to anyone who does not immediately move to a position of safety.	lookout		✓								New handbook - Site warden/lookout. HB3
	<b>e) Acknowledging a warning given by a distant or intermediate lookout</b>											
	When you have given the warning to the group and you have seen that everyone is moving to a position of safety, you must acknowledge the handsignal given by the distant or intermediate lookout by waving your blue and white chequered flag from side to side above your head.	lookout		✓								New handbook - Site warden/lookout. HB3
	If there is more than one site lookout, you must carry on giving this handsignal until the distant or intermediate lookout has seen that all the site lookouts have acknowledged the handsignal.	lookout		✓								HB 3
	<b>7.7 Distant lookout</b>											
	A distant lookout is provided (if required) to warn the site lookout that a train is approaching.	lookout					✓					
	When a train approaches, you must, if you are using handsignals to give warning of an approaching train, handsignal to the site lookout (or intermediate lookout if one is provided), by waving your blue and white chequered flag above your head from side to side. You must do this until it is acknowledged in exactly the same way by the site or intermediate lookout.	lookout		✓								New handbook - Site warden/lookout. HB3





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	If the work will affect the safety of the line, you must: <ul style="list-style-type: none"> <li>• carry out the appropriate rules and regulations</li> <li>• make sure a COSS is appointed</li> <li>• agree with the COSS when the work can start.</li> </ul>	the person in charge							✓			Remove as should be in method statement
	You may carry out the duties of the COSS if you hold a current certificate of competence to do so. In this case, you must carry out the instructions in module T7 Safe systems of work when walking or working on or near the line.	the person in charge							✓			
<b>9</b>	<b>Preventing hazards and damage</b>	all employees										Speak to Colin Newsome
<b>9.1</b>	<b>Tools and materials</b>											
	You must make sure tools and materials are left clear of the line and are:	all employees		✓								HB1
	<ul style="list-style-type: none"> <li>• at least 2 metres (2.75 metres if the line speed is over 125 mph) from the nearest rail on which a train is passing unless you are absolutely sure they will not be moved by the slipstream of the passing train</li> </ul>	all employees		✓								HB1 Reference to over 125mph deleted
	<ul style="list-style-type: none"> <li>• not left where they obstruct or become a tripping hazard to other people on walking routes, walkways, refuges or recesses.</li> </ul>	all employees				✓						
<b>9.2</b>	<b>Ballast and other materials</b>											
	You must, if possible, make sure ballast or other materials are not allowed to pile up and so interfere with or obstruct signalling or level crossing equipment or the passage of trains.	all employees				✓						
	You must also remove or safely secure any materials that could be placed on the line to cause an obstruction when the work has finished.	all employees				✓						
<b>9.3</b>	<b>Cables</b>											
	As far as possible, you must not interfere with lineside cables and not allow flammable materials to gather near cable routes.	all employees				✓						

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	You must make sure warning notices about high-voltage cables and markers showing the location of cables are not obstructed and firebreaks under cables are kept clear.	all employees				✓						
<b>9.4</b>	<b>Taking care when using metal equipment</b>											
	You must not place metal measuring tapes or chains across the rails as it might operate a track circuit and change a signal aspect in front of a driver.	all employees				✓						
	You must also not allow: <ul style="list-style-type: none"> <li>• any other metal object near signalling equipment, or within 300 mm of an axle counter head, if it might accidentally interfere with its operation</li> <li>• any other equipment to come within 2.75 metres of any live parts of the AC overhead line equipment unless authorised in the method statement for the work</li> <li>• any equipment to come within 300 mm of any live conductor rail unless authorised in the method statement for the work.</li> </ul>	all employees				✓						
<b>10</b>	<b>Working with cranes or other mechanical equipment that will foul the line</b>											
<b>10.1</b>	<b>Before starting work</b>											
	If you are in charge of a crane or other mechanical equipment which will foul a line which has not been blocked, you must only start work when you have been given permission to do so by the person in charge. (See section 8.1 of this module.)	all employees							✓			COSS Rules T7 2 (n) & 3.4, further details in T2, T3, T4
<b>10.2</b>	<b>When work has been completed or stopped</b>											
	When work has been completed or stopped, or you have been told by the person arranging for the line to be blocked to stop work to allow trains to pass, you must:	all employees							✓			COSS Rules T7 2 (n) & 3.4, further details in T2, T3, T4
	<ul style="list-style-type: none"> <li>• move the crane or equipment and secure it clear of the line</li> </ul>	all employees							✓			COSS Rules T7 2 (n) & 3.4, further details in T2, T3, T4





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<b>13.1</b>	<b>Equipment</b>												
	If you are carrying out track-patrolling duties, you must make sure you have the following equipment with you: <ul style="list-style-type: none"> <li>• at least six detonators</li> <li>• a red flag or a handlamp that can show a red aspect</li> <li>• a track circuit operating clip (if you are working on a track circuited line).</li> </ul>	all employees				✓						Network Rail only	
	You do not need to take a track circuit operating clip with you if you are patrolling a line electrified by the fourth-rail system.	all employees				✓							Network Rail only
	If you are patrolling with a lookout, you do not both need to have this equipment with you.					✓							Network Rail only
<b>13.2</b>	<b>Carrying out an inspection</b>												
	When you are carrying out an inspection, you must: <ul style="list-style-type: none"> <li>• make sure the inspection is done to the required standard</li> <li>• test all the telephones at any unmanned level crossing to make sure they are working properly.</li> </ul>	all employees				✓							Network Rail only