

## Station duties and train dispatch

Issue 8



Module SS1

## Conventions used in the Rule Book

### Example

A black line in the margin indicates a change to that rule when published for the first time, and will then appear until the module is reissued.



Green text in the margin indicates who is responsible for carrying out the rule.

driver

A white i in a blue box indicates that there is information provided at the bottom of the page.



A rule printed inside a red box is considered to be critical and is therefore emphasised in this way.

**Published by:**

**RSSB**

The authoritative version of this document is available at [www.rssb.co.uk](http://www.rssb.co.uk)

Contents approved by Traffic Operation and Management Standards Committee.

For information regarding the Rule Book, contact:

<https://customer-portal.rssb.co.uk>

First issued June 2003

Issue 8, September 2022

Comes into force 03 December 2022

© Copyright 2022

Rail Safety and Standards Board Limited

You will need this module if you carry out the duties of:

- a driver
- a guard
- a person in charge (PIC) of dispatch
- staff responsible for train dispatch or the safety of the public and staff on stations.

## Section

# 1

## Definitions

# 2

## Safety at station platforms

- 2.1 Equipment on platforms
- 2.2 Defective driver only (DO) equipment
- 2.3 Items falling onto the line
- 2.4 Station barrow crossings
- 2.5 Moving a train before station work is complete
- 2.6 Moving a train where permissive platform working is authorised
- 2.7 Maintenance and servicing to be completed
- 2.8 Defective slam doors
- 2.9 Opening doors before a train has stopped at the platform

# 3

## Train dispatch

- 3.1 Checking the platform starting signal
- 3.2 The 'station work complete' and 'train safety check complete' signal
- 3.3 The 'train safety check'
- 3.4 The 'ready-to-start' signal
- 3.5 Dispatching a train with power-operated doors with a guard from a staffed platform
- 3.6 Dispatching a train with power-operated doors with a guard from an unstaffed platform

## Section

- 3.7** Dispatching a DO train with power-operated doors from a staffed platform
- 3.8** Dispatching a DO train from an unstaffed platform
- 3.9** Dispatching a train with central door locking from a staffed platform
- 3.10** Dispatching a train with central door locking from an unstaffed platform
- 3.11** Dispatching a DO train with central door locking from a staffed platform
- 3.12** Dispatching a train with slam doors without central door locking from a staffed platform
- 3.13** Dispatching a train with slam doors without central door locking from an unstaffed platform
- 3.14** Dispatching a DO train with slam doors without central door locking from a staffed platform
- 3.15** Dispatching a DO empty coaching stock train from an unstaffed platform
- 3.16** Restarting a train from a station where it is not booked to stop for passenger purposes
- 3.17** Watching a train departing from a staffed platform
- 3.18** Watching a train arriving at a staffed platform

## 1

**Definitions****Dispatch staff**

Dispatch staff means anyone on the platform with a responsibility for train dispatch who is not the person in charge of dispatch.

**Permissive working**

Permissive working allows more than one train at a time to be on the same platform line.

**Person in charge of dispatch**

The person in charge of dispatch (PIC of dispatch) is a person on the platform responsible for giving or relaying signals to the driver or guard, as appropriate, during train dispatch. If only one person is involved in train dispatch on a staffed platform, that person is the PIC of dispatch. If more than one person is involved in train dispatch on a staffed platform, local instructions will specify who will be the PIC of dispatch in each situation.

**Platform staff**

Platform staff means anyone on the platform with a responsibility for the safety of the public or staff, whether or not they are involved in train dispatch.

**Platform starting signal**

A stop signal located so that one of the following applies.

- If the longest passenger or empty coaching stock train that uses the platform is stopped at it, part of the passenger accommodation is still alongside the platform.
- The leading end of the train has passed over the AWS equipment for that signal before the train is dispatched.

**Rolling stock technician**

A person who is authorised and has the necessary technical competence to examine or repair specified items of equipment forming part of a train or vehicle.

**Unstaffed platform**

An unstaffed platform includes a platform where no staff are present for train dispatch purposes for the particular train concerned.

# 2

## Safety at station platforms

*The people responsible: driver, guard, PIC of dispatch, platform staff*

### 2.1 Equipment on platforms

platform  
staff

You must make sure that any trolleys or mobile station equipment left unattended are placed at least 1.8 metres (6 feet) from the platform edge and are properly secured.

### 2.2 Defective driver only (DO) equipment

driver

If you see a defective platform-monitoring screen or mirror, you must tell the signaller at the first convenient opportunity. You do not need to do this if the screen or mirror is marked with an 'X' which shows that repairs are being carried out.

### 2.3 Items falling onto the line

platform  
staff

If anything falls onto the line which you consider is a danger to trains, you must immediately tell the signaller.

If you need to go onto a platform line to retrieve a dropped item, you must:

- have been trained to do so at the location concerned
- tell the signaller your name and your employer and why you need to go onto the line
- make sure that the signaller clearly understands on which line trains are to be stopped, including any adjacent line
- only go onto the line when the signaller gives you an authority number and then gives you permission.

When you have retrieved the item, you must tell the signaller that you have returned to the platform, that the line is clear and trains can run as normal. You must give the signaller the authority number you were given.



## 2.4 Station barrow crossings

If you need to take anything with small wheels over a barrow crossing and there is any possibility that the wheels could become trapped, you must:

- ask the signaller for permission before you use the crossing, even if warning lights are provided
- tell the signaller as soon as the equipment is clear of the crossing.

You must also do this if you are taking anything over the crossing which will take longer than usual to cross.

platform  
staff

## 2.5 Moving a train before station work is complete

You must have the signaller's permission before any movement is made towards a signal at danger.

You must tell the guard and person in charge of dispatch that you have the signaller's permission.

You must tell the signaller when the movement has been completed.

You must make sure all the doors are closed before the driver makes any movement.

driver

guard,  
PIC of  
dispatch

## 2.6 Moving a train where permissive platform working is authorised

On a permissive platform line, you must not allow any further movement after the train has come to a stand, other than for coupling or uncoupling, unless one of the following applies.

- A signal is cleared for the movement.
- The movement is authorised by the signaller.
- The train has received a movement authority (MA) to proceed beyond the next end of authority (EoA).

driver,  
guard,  
PIC of  
dispatch

driver,  
guard,  
PIC of  
dispatch

If the signaller gave authority for the movement, you must make sure the signaller is told when the movement has been completed.

## 2.7 Maintenance and servicing to be completed

driver,  
guard,  
PIC of  
dispatch

If the train has been examined by a rolling stock technician, or other servicing has been carried out, you must make sure, before beginning the train dispatch procedure that:

- the work has been completed
- no water pipes or NOT TO BE MOVED boards are attached
- all vehicles are fit to travel.

## 2.8 Defective slam doors

platform  
staff

If a slam door is defective and it is to go forward locked and labelled as out of use, you must make sure that the guard or driver of a DO train is told.

## 2.9 Opening doors before a train has stopped at the platform

driver,  
guard,  
platform  
staff

You must not open a door to allow anyone to get in or out of a moving train.

# 3

## Train dispatch

*The people responsible: dispatch staff, driver, guard, PIC of dispatch, platform staff*

### 3.1 Checking the platform starting signal

Before you begin the train dispatch procedure you must make sure that one of the following applies.

- The platform starting signal, if there is one, or an associated banner repeating signal, is showing a proceed aspect, or an associated **'OFF'** indicator is illuminated.
- The driver has received an MA.
- The driver has the signaller's permission either to pass the signal at danger or pass the EoA without an MA.

You must carry out this check again before giving the **'ready-to-start'** signal to the driver.

dispatch  
staff,  
guard

guard,  
PIC of  
dispatch

Before you start your train, you must check that one of the following applies.

- The platform starting signal, if there is one, or an associated banner repeating signal, is showing a proceed aspect, or an associated **'OFF'** indicator is illuminated.
- You have received an MA to clear the platform.
- You have the signaller's permission to pass the signal at danger or to pass the EoA without an MA.

driver

## 3.2 The 'station work complete' and 'train safety check complete' signal

dispatch  
staff

You must give the '**station work complete**' or '**train safety check complete**' signal by:

- raising one arm or a dispatch bat above your head during daylight, or
- holding a white light steadily at night or during poor visibility.

PIC of  
dispatch

You must give the '**station work complete**' signal to the driver of a DO train by using a close doors (CD) indicator if there is one.

## 3.3 The 'train safety check'

dispatch  
staff,  
guard,  
PIC of  
dispatch

When the train doors have been closed (and on trains fitted with central door locking, the central door locking has been locked), you must carry out the 'train safety check', if you are responsible for doing so, by making sure that:

- the train doors are properly closed.
- nobody is trapped in the doors, for example by clothing.
- nobody is in contact with the train.
- it is safe to start the train.

You must do this by positioning yourself on the platform so that you can see the full length of the train. If more than one person is carrying out the 'train safety check', you must, between you, be able to see the full length of the train.

## 3.4 The 'ready-to-start' signal

guard

You must give the '**ready-to-start**' signal to the driver by using the bell or buzzer communication.

If there is no bell or buzzer communication, you must give the '**ready-to-start**' signal to the driver by displaying a green handsignal.

For a DO train, you must give the **'ready-to-start'** signal to the driver by displaying a green handsignal or using a right away (RA) indicator.

PIC of  
dispatch

When a train is assisted in the rear, you must give the **'ready-to-start'** signal to the driver of the assisting locomotive.

You must relay the guard's **'ready-to-start'** signal to the driver if the driver cannot see the guard's **'ready-to-start'** signal, or if the train concerned is required to start by using the **'RA'** indicator.

If you receive the **'ready-to-start'** signal and the platform starting signal is at danger, or on an ERTMS line you have not received an MA to proceed beyond the next EoA, you must not move your train unless the signaller gives you permission to do so.

driver

### 3.5 Dispatching a train with power-operated doors with a guard from a staffed platform

You must first make sure all passengers are clear of the train doors.

dispatch  
staff

You must then give the **'station work complete'** signal to the PIC of dispatch.

When you receive the **'station work complete'** signal you must then give the **'station work complete'** signal to the guard.

PIC of  
dispatch  
guard

When you receive the **'station work complete'** signal from the PIC of dispatch, you may close the train doors.

If the driver operates the doors, you must give the **'close doors'** signal to the driver.

When you receive the **'close doors'** signal, you must close the doors then acknowledge the **'close doors'** signal.

driver

Before you start the train safety check, you must check that the external orange hazard lights have gone out.

dispatch  
staff

dispatch  
staff

You must not rely only on the external orange hazard lights as an indication that it is safe to start.

guard

You must carry out the 'train safety check'.

You must, where necessary, help dispatch staff to carry out the 'train safety check'.

dispatch  
staff

If it is safe for the train to start, you must give the '**train safety check complete**' signal to the PIC of dispatch.

PIC of  
dispatch

When you receive the '**train safety check complete**' signal, you must then give the '**train safety check complete**' signal to the guard.

guard

When you receive the '**train safety check complete**' signal you must then:

- close the local door
- where appropriate, check the traction interlock light is illuminated
- give the '**ready-to-start**' signal to the driver, or if the signal is to be relayed to the driver, give the '**ready-to-start**' signal to the PIC of dispatch
- position yourself in a location, as shown in your train operating company instructions, from where you can stop the train if you become aware of an emergency
- remain there until the train has passed clear of the platform.

PIC of  
dispatch

You must relay the guard's '**ready-to-start**' signal to the driver if the driver cannot see the guard's '**ready-to-start**' signal, or if the train concerned is required to start by using the '**RA**' indicator.

driver

When you receive the '**ready-to-start**' signal, you must, where appropriate, check the traction interlock light is illuminated and acknowledge the '**ready-to-start**' signal before starting the train.

You must start the train only if safe to do so.

### 3.6 Dispatching a train with power-operated doors with a guard from an unstaffed platform

You must first make sure all passengers are clear of the train doors.

guard

You may then close the train doors.

If the driver operates the doors, you must give the '**close doors**' signal to the driver.

When you receive the '**close doors**' signal, you must close the doors then acknowledge the '**close doors**' signal.

driver

Before you start the train safety check, you must check that the external orange hazard lights have gone out, and, where appropriate, the traction interlock light is illuminated.

guard

You must not rely only on the external orange hazard lights or the traction interlock light as an indication that it is safe to start.

You must carry out the 'train safety check'.

If it safe for the train to start, you must then:

- close the local door
- give the '**ready-to-start**' signal to the driver
- position yourself in a location, as shown in your train operating company instructions, from where you can stop the train if you become aware of an emergency
- remain there until the train has passed clear of the platform.

When you receive the '**ready-to-start**' signal, you must, where appropriate, check the traction interlock light is illuminated and acknowledge the '**ready-to-start**' signal before starting the train.

driver

You must start the train only if safe to do so.

### 3.7 Dispatching a DO train with power-operated doors from a staffed platform

dispatch  
staff

You must first make sure all passengers are clear of the train doors.

PIC of  
dispatch

You must then give the **'station work complete'** signal to the PIC of dispatch.

driver

When you receive the **'station work complete'** signal, you must then give the **'station work complete'** signal or **'CD'** indication to the driver.

dispatch  
staff

When you receive the **'station work complete'** signal or **'CD'** indication from the PIC of dispatch, you may close the train doors.

Before you start the train safety check, you must check that the external orange hazard lights have gone out.

You must not rely only on the external orange hazard lights as an indication that it is safe to start.

PIC of  
dispatch

You must carry out the **'train safety check'**.

If it is safe for the train to start, give the **'train safety check complete'** signal to the PIC of dispatch.

driver

When you receive the **'train safety check complete'** signal, you must give the driver the **'ready-to-start'** signal or **'RA'** indication.

When you receive the **'ready-to-start'** signal or **'RA'** indication, you must check the traction interlock light is illuminated before starting the train.

You must start the train only if safe to do so.



### 3.8 Dispatching a DO train from an unstaffed platform

driver

You must first check that the platform starting signal, if there is one, or an associated banner repeating signal, is showing a proceed aspect, an associated 'OFF' indicator is illuminated, or an MA has been received.

If the signal cannot be cleared or an MA issued, you must get the signaller's permission to pass the signal at danger or to pass the EoA without an MA before beginning dispatch arrangements.

You must check the whole length of the train to make sure that it is safe to close the doors, using the monitors or mirror, if provided.

You must then close the doors.

Before you start the train safety check, you must make sure that the passenger doors have closed, either by seeing that the external orange hazard lights have gone out, or, where appropriate, the traction interlock light is illuminated.

You must not rely only on the external orange hazard lights or the traction interlock light as an indication that it is safe to start.

You must carry out the 'train safety check', using the monitors or mirror, if provided, by making sure that:

- nobody is trapped in the doors, for example by clothing
- nobody is in contact with the train.

You must only start the train if it is safe to do so.

If you cannot make sure it is safe to close the doors or carry out the 'train safety check' from the cab, because of defective monitors or mirror or poor visibility, you must do so by other means, as shown in your train operating company instructions.

### 3.9 Dispatching a train with central door locking from a staffed platform

dispatch  
staff

You must first make sure that:

- all passengers are clear of the train doors
- all the doors are properly closed
- no door-edge indications can be seen
- all door handles are in their correct positions.

You must then give the **'station work complete'** signal to the PIC of dispatch.

PIC of  
dispatch  
guard

When you receive the **'station work complete'** signal, you must then give the **'station work complete'** signal to the guard.

When you receive the **'station work complete'** signal, you must lock the central door locking.

dispatch  
staff

You must then carry out the 'train safety check'.

You must also check that the exterior hazard lights have gone out.

You must not rely only on the exterior hazard lights as an indication that it is safe to start.

guard

You must, where necessary, help dispatch staff to carry out the 'train safety check'.

dispatch  
staff

If it is safe for the train to start, you must give the **'train safety check complete'** signal to the PIC of dispatch.

PIC of  
dispatch

When you receive the **'train safety check complete'** signal, you must give the **'train safety check complete'** signal to the guard.

When you have received the **'train safety check complete'** signal, you must:

guard

- close the local door
- give the **'ready-to-start'** signal to the driver, or if the signal is to be relayed to the driver, give the **'ready-to-start'** signal to the PIC of dispatch
- position yourself in a location, as shown in your train operating company instructions, from where you can stop the train if you become aware of an emergency
- remain there until the train has passed clear of the platform.

When you receive the **'ready-to-start'** signal, you must only start the train if safe to do so.

driver

### 3.10 Dispatching a train with central door locking from an unstaffed platform

You must first make sure that:

guard

- all passengers are clear of the train doors
- all the doors are properly closed
- no door-edge indications can be seen
- all door handles are in their correct positions.

You must then lock the central door locking and carry out the 'train safety check'.

You must also check that the exterior hazard lights have gone out.

You must not rely only on the exterior hazard lights as an indication that it is safe to start.

guard

When it is safe for the train to start, you must:

- close the local door
- give the '**ready-to-start**' signal to the driver
- position yourself in a location, as shown in your train operating company instructions, from where you can stop the train if you become aware of an emergency
- remain there until the train has passed clear of the platform.

driver

When you receive the '**ready-to-start**' signal, you must only start the train if safe to do so.

## 3.11 Dispatching a DO train with central door locking from a staffed platform

dispatch staff

You must first make sure that:

- all passengers are clear of the train doors
- all the doors are properly closed
- no door-edge indications can be seen
- all door handles are in their correct positions.

You must then give the '**station work complete**' signal to the PIC of dispatch.

PIC of dispatch

When you receive the '**station work complete**' signal, you must lock the central door locking.

dispatch staff

You must carry out the 'train safety check'.

You must also check that the exterior hazard lights have gone out.

You must not rely only on the exterior hazard lights as an indication that it is safe to start.

If it is safe for the train to start, you must then give the '**train safety check complete**' signal to the PIC of dispatch.

When you receive the **'train safety check complete'** signal, you must:

- close the door from where the central door locking is being operated
- give the **'ready-to-start'** signal to the driver.

You must start the train only if safe to do so.

PIC of  
dispatch

driver

### 3.12 Dispatching a train with slam doors without central door locking from a staffed platform

You must first make sure:

- all passengers are clear of the train doors
- all the doors are closed
- no door-edge indications can be seen
- all door handles are in their correct positions.

dispatch  
staff

You must then carry out the 'train safety check'.

You must, where necessary, help dispatch staff to carry out the 'train safety check'.

guard

If it is safe for the train to start, you must then give the **'train safety check complete'** signal to the PIC of dispatch.

dispatch  
staff

When you receive the **'train safety check complete'** signal, you must then give the **'train safety check complete'** signal to the guard.

PIC of  
dispatch

When you have received the **'train safety check complete'** signal, you must:

guard

- give the **'ready-to-start'** signal to the driver, or if the signal is to be relayed to the driver, give the **'ready-to-start'** signal to the PIC of dispatch
- position yourself in a location, as shown in your train operating company instructions, from where you can stop the train if you become aware of an emergency
- remain there until the train has passed clear of the platform.

driver

You must start the train only if safe to do so.

## 3.13 Dispatching a train with slam doors without central door locking from an unstaffed platform

guard

You must first make sure:

- all passengers are clear of the train doors
- all the doors are closed
- no door-edge indications can be seen
- all door handles are in their correct positions.

You must then carry out the 'train safety check'.

When it is safe for the train to start, you must:

- give the 'ready-to-start' signal to the driver
- position yourself in a location, as shown in your train operating company instructions, from where you can stop the train if you become aware of an emergency
- remain there until the train has passed clear of the platform.

driver

You must start the train only if safe to do so.

## 3.14 Dispatching a DO train with slam doors without central door locking from a staffed platform

dispatch staff

You must first make sure:

- all passengers are clear of the train doors
- all the doors are closed
- no door-edge indications can be seen
- all door handles are in their correct positions.

You must then carry out the 'train safety check'.

If it is safe for the train to start, you must then give the **'train safety check complete'** signal to the PIC of dispatch.

When you receive the **'train safety check complete'** signal, you must give the **'ready-to-start'** signal to the driver.

You must start the train only if safe to do so.

dispatch  
staff

PIC of  
dispatch

driver

### 3.15 Dispatching a DO empty coaching stock train from an unstaffed platform

You must make sure that all the doors are closed.

Before you start the train, you must make sure that the passenger doors have closed, either by seeing that the external orange hazard lights have gone out, or, where appropriate, the traction interlock light is illuminated.

You must not rely only on the external orange hazard lights or the traction interlock light as an indication that it is safe to start.

driver

You must only start the train if it is safe to do so.

### 3.16 Restarting a train from a station where it is not booked to stop for passenger purposes

If you are working a passenger or empty coaching stock train which for any reason stops in a station platform where it is not intended that passengers should board or alight from the train, you must not release the doors or the central door locking.

If you are working a DO train or a train formed of power-operated door stock, you must not restart until you have made sure it is safe to do so, using the method shown in your train operating company instructions for that location.

driver,  
guard

driver

guard

If the train is not formed of power-operated door stock, you must give the driver a **'ready-to-start'** signal. You must make sure it is safe to do so by using the method shown in your train operating company instructions for that location.

driver

If the train is worked by a guard and not formed of power-operated door stock, you must not restart the train until you have received a **'ready-to-start'** signal from the guard.

driver,  
guard

If you have released the doors or the central door locking, you must not allow the train to restart until the whole of the train dispatch procedure that would apply to a train that is booked to stop has been carried out.

## 3.17 Watching a train departing from a staffed platform

dispatch  
staff, PIC of  
dispatch

When a train is departing, you must, if possible, watch the train until it has passed clear of the platform.

You must warn anyone on the platform who appears to be putting themselves in danger.

You must take any action necessary to stop the train in an emergency.

## 3.18 Watching a train arriving at a staffed platform

platform  
staff

When a train is arriving, you must, if possible, watch the train until it has stopped in the platform.

You must warn anyone on the platform who appears to be putting themselves in danger.

You must take any action necessary to stop the train in an emergency.



DRAFT

DRAFT





Contact <https://customer-portal.rssb.co.uk>

Tel +44 (0) 20 3142 5300

Twitter @RSSB\_rail

Web [www.rssb.co.uk](http://www.rssb.co.uk)

Rail Safety and Standards Board  
Limited

The Helicon

One South Place

London

EC2M 2RB

Corporate member of  
Plain English Campaign  
Committed to clearer  
communication

172

