

Duties of a designated person
(DP) and people working on
rail vehicles

Issue 6



Module T10

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.

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

- designated person
- person working on a rail vehicle.

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1

Definitions

The following definitions are used in this module.

Depot

A depot is a building or buildings in which train maintenance, servicing or repair takes place. This also includes any sidings within the depot boundary.

Designated person

A designated person (DP) is the person who is responsible for setting up line protection so that people working on rail vehicles will be protected from train movements.

A DP can be in charge of a group of people or can work alone. When working alone, a DP must also carry out the duties of a person working on rail vehicles.

Local instructions

Local instructions may be published by Network Rail in the *Sectional Appendix*, or by the operator of the depot.

These local instructions may modify the arrangements shown in this module for the protection of staff.

Working on rail vehicles

The instructions within this module must be applied when people who are working on rail vehicles may be in danger from train movements.

Examples of working on rail vehicles may include:

- maintenance work
- repair work, or
- servicing.

2 Competence

*The person responsible: **designated person***

To act as a DP you must have with you a valid DP certificate of competence issued by your employer.

DP

DRAFT

3

Duties of people working on rail vehicles

The person responsible: person working on a rail vehicle

3.1 Working alone

person
working on a
rail vehicle

You must not work alone on a rail vehicle unless a DP has made the arrangements for your protection.

3.2 Before starting work on a rail vehicle

person
working on a
rail vehicle

You must get confirmation from the DP that line protection has been provided for the line or siding and that it is safe to start work.

You must not start any work that may foul an adjacent line or siding until you have confirmation from the DP that line protection has also been applied to that line or siding.

3.3 If vehicle protection is not in place

person
working on a
rail vehicle

If you are the first person to start work on a rail vehicle, you must arrange to apply vehicle protection to that vehicle or vehicles.

The vehicle protection must consist of a NOT TO BE MOVED board or a red flag or red light.

You must place this vehicle protection at the end of the last vehicle in the direction from which any other vehicle might approach.

If vehicle protection is to be placed at both ends, you must place it on diagonally opposite corners. However, if there is a running line immediately adjacent to the vehicle, you must place the vehicle protection on the side furthest from the running line.

The instructions in this section 3.3 do not apply on running lines including platform lines where it will be the DP who places the vehicle protection as shown in section 4.3.

If the vehicle or vehicles are within a building, you may place the vehicle protection at the entrance to the building.

person
working on a
rail vehicle

After applying the vehicle protection, you must place your personal identification on it.

3.4 If vehicle protection is already in place

If you are not the first person to work on the rail vehicle, before you start work, you must place your personal identification on the vehicle protection already in place.

person
working on a
rail vehicle

3.5 During the work

You must not move the vehicle or allow any other vehicle to make contact with it. If you need the vehicle to be moved, you must tell the DP.

person
working on a
rail vehicle

3.6 When the work is suspended or has been completed

You must tell the DP when work that may foul an adjacent line or siding has been completed.

person
working on a
rail vehicle

When you have suspended or completed your work on the vehicle, you must remove your personal identification from the vehicle protection.

You must not remove anyone else's personal identification.

You must then tell the DP that your work is suspended or has been completed.

If you are the last person to remove your personal identification, you must check with the DP that it is safe to remove the vehicle protection.

3.7 Walking to or from a failed train on a running line

person
working on a
rail vehicle

You may be asked to walk along a running line where there is no safe walking route so you can reach or return from a failed train.

You must not do this unless a DP, a controller of site safety (COSS) or a safe work leader (SWL) is present to take charge of the arrangements for your safety and you have received a briefing from them.

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4

General duties of a DP

The person responsible: designated person

4.1 Before allowing work to start

Before allowing work to take place on the outside of a rail vehicle or ladders to be erected within a vehicle, you must have arranged line protection as described in this module.

If the work will foul an adjacent siding, you must also arrange line protection for that siding.

If the work will foul an adjacent running line, you must arrange protection with the signaller for that running line.

You must brief anyone under your control about the arrangements that you will make for their safety.

DP

4.2 Moving a vehicle that is being worked on

If it is necessary to move a vehicle that is being worked on, you must first make sure:

- the vehicle is safe to be moved
- everyone who is affected is told
- everyone is in a safe position
- all vehicle protection placed on that vehicle is removed.

DP

4.3 Working on a train on a running line including at a station platform

DP

On your arrival, you must report to the driver and guard (if present), and if working at a station platform to platform staff (if present).

You must reach a clear understanding with them about the actions to be taken.

You must place vehicle protection, consisting of a NOT TO BE MOVED board or a red flag or red light, on the side of the train at the end from which the train is being driven.

You must place the vehicle protection at both ends of the train if:

- the driver is not present and the train can be driven from either end
- vehicles might be shunted from that end onto those on which work will take place.

When at a station you must place the vehicle protection on the platform side of the train.

You must not remove the vehicle protection until the work is completed.

When the work has been completed, you must tell the driver, guard and platform staff (if present).

5

DP arranging line protection for a siding

The person responsible: designated person

5.1 Before placing line protection on a siding

You must get permission from the person in charge of the siding or, where necessary, the signaller, before arranging line protection.

DP

If movements can enter the siding from either end, you must arrange the line protection at both ends.

5.2 Line protection for all of a siding

You must make sure that the points giving access to the siding are clipped and padlocked to prevent movements entering the siding. You must keep the key to the padlock.

DP

If the points are worked from a signalbox or ground frame, you must not clip the points but you must get confirmation from the signaller or ground frame operator that the points will be kept in the position to prevent movements entering the siding.

5.3 Line protection for part of a siding

If it is not possible to arrange line protection for all of the siding as shown in section 5.2, you must place a red flag or red light or a possession limit board in the four-foot of the siding concerned, so that it can be clearly seen by an approaching movement.

DP

5.4 Withdrawing the line protection

You must not withdraw the line protection arrangements that have been put in place until you are sure that the work has been suspended or completed. Only you may withdraw the line protection.

DP

6

DP arranging to block an adjacent running line

The person responsible: designated person

6.1 Blocking an adjacent running line

DP

You must make sure any adjacent running line is blocked to train movements if:

- the distance between the outside rail of the line the vehicle is on and the nearest rail of the adjacent running line is less than 3 metres (approximately 10 feet), and
- work needs to be carried out on the side of the vehicle nearest to the adjacent running line.

6.2 Agreeing the arrangements

DP

You must agree with the signaller what you want to do. The arrangements must include:

- the exact location
- the line to be blocked
- how long will be needed.

6.3 When the signaller has stopped trains

When the signaller tells you that the line is blocked, you will also be told which other lines will stay open to traffic.

DP

You must not allow anyone under your control to start work until you have briefed them about:

- the arrangements you have made
- any known hazards
- the task.

6.4 During the work

You must take care that neither you nor anyone under your control moves out of the safe area. You must tell the signaller if your work will take longer than agreed.

DP

6.5 When the work is suspended or has been completed

When the work is suspended or is completed, you must:

DP

- make sure everyone is in a safe position, and then
- tell the signaller that you no longer need the line to be blocked.

7

DP walking with a group to or from a failed train on a running line

The person responsible: designated person

7.1 Deciding which line to block

DP

If you need to walk as a group along a running line to or from a failed train and there is no safe walking route available, you must arrange for trains to be stopped.

If you can clearly identify your location to the signaller and you are sure of the line the failed train is on, you will only need to block the line that will provide a safe walking route to the failed train.

If you are not sure of your location or that of the failed train, you must arrange for all lines to be blocked. If the signaller is not able to arrange for all lines to be blocked, you must ask for a COSS or SWL to attend, who will make alternative arrangements.

7.2 When trains have been stopped

DP

When the signaller tells you that the line is blocked, you will also be told which other lines will stay open to traffic.

The signaller will give you an authority number.

You must not allow anyone under your control to start walking until you have briefed them about:

- the arrangements you have made
- the location of the failed train
- where to walk
- any other known hazards.

7.3 Arriving at the failed train

When you arrive at the failed train, you must report to the driver and agree what is to happen.

DP

When you and your group are in a safe position, you must tell the signaller that you have arrived and no longer need the line to be blocked.

If you need an adjacent line to be blocked during the work, you must make separate arrangements with the signaller for the line concerned to be blocked, as described in section 6.

7.4 Returning from the failed train

You must decide whether the group is to travel on the failed train or will walk to the access point.

DP

If you are to walk to the access point, you must carry out the instructions shown in sections 7.1 and 7.2.

7.5 Arriving at the access point

When everyone has reached the access point and all of your group are in a safe position, you must tell the signaller that you no longer need the line to be blocked.

DP

You must tell the signaller the authority number you were given.

8

Working on a rail vehicle on a running line or siding under possession

The person responsible: designated person

8.1 Before allowing work to start

Before allowing work to take place on the outside of a rail vehicle, you must arrange for line protection to be provided, as described below.

You must not allow any work to start until you have been told that line protection has been provided.

If it is necessary to work on any item of on-track plant (OTP) on a line or siding that is under possession, you must ask the machine controller (MC) to arrange this.

Line protection on the running line that the vehicle is standing on

If the line is under possession, but the vehicle is not within a work site, you must ask the person in charge of the possession (PICOP).

If the line is under possession, and the vehicle is within a work site, you must ask:

- the controller of site safety (COSS) if the COSS is using the protection of the work site and agreed a safe system of work with the engineering supervisor (ES) or safe work leader (SWL)
- the ES or SWL if the COSS has not 'signed in' with the ES or SWL.

Line protection on a siding that the vehicle is standing on

If the siding is under possession, you must ask the person in charge of the sidings possession (PICOS).

DP

Line protection on an adjacent running line

DP

You must make sure any adjacent running line or siding is blocked to train movements if:

- the distance between the outside rail of the line the vehicle is on and the nearest rail of the adjacent running line is less than 3 metres (approximately 10 feet), and
- work needs to be carried out on the side of the vehicle nearest to the adjacent running line.

If the adjacent line is under possession, you must ask:

- the PICOP of that possession, if the portion of the adjacent line is not within a work site
- the ES or SWL from that possession, if the portion of an adjacent line is within a work site
- the MC, if work is to take place on an item of OTP
- the PICOS, if the vehicle is within a sidings possession.

If the adjacent line is not under possession, you must ask:

- the PICOP, if the line on which the vehicle is standing is under possession
- the PICOS, if the vehicle is standing on a siding under possession
- the MC, if work is to take place on an item of OTP.

Line protection on an adjacent siding

If an adjacent siding is under possession, you must ask the PICOS.

DP

8.2 When the work is suspended or has been completed

When the work is suspended or is completed, you must:

- make sure everyone is in a safe position, and
- then tell the person who arranged the line protection that you no longer need the line or siding to be blocked.

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