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GE/RT8000/SS1  
Rule Book

Module SS1

# Station duties and train dispatch

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For information regarding the Rule Book, contact:

**[enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk)**

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You will need this module if you carry out duties:

- with responsibilities for the safety of the public and staff on stations
- with responsibilities for dispatching trains from station platforms
- on station platforms.

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## 1

**Safety on platforms and barrow crossings**

*The person responsible: platform staff*

Reference to the term platform staff in this module includes the person in charge of the platform.

**1.1 Person in charge of a platform**

If more than one person is involved in train dispatch on any platform, one person must be designated the person in charge of the platform.

**1.2 General duties****platform staff**

When you are working at a passenger station, you must do everything possible to ensure the safety of:

- trains
- the public
- other people
- yourself.

As far as possible and if it is safe to do so, you must make every effort to make sure that:

- trains run to time
- avoidable delay to trains is prevented.

**1.3 Opening doors before a train has stopped at the platform****platform staff**

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

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### 1.4 Equipment on platforms

You must make sure that all station equipment and parcels are kept at least 1.75 metres from the platform edge.

platform  
staff

You must also make sure that when trolleys and mobile station equipment are unattended:

- they are properly secured as instructed
- the keys are removed.

### 1.5 Movement of small-wheeled trolleys over barrow crossings

If you need to take a small-wheeled trolley or similar items over a barrow crossing and there is any possibility that the wheels could become trapped, you must:

platform  
staff

- ask the signaller for permission before you use the crossing, even if warning lights are provided
- tell the signaller immediately when the trolley is clear of the crossing.

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# 2

## Safety of passengers

Whenever possible, passengers must be told to:

- stand well back from the platform edge when a non-stopping train is approaching the platform
- stand well back from the platform edge when a train with slam doors is arriving
- not open any doors before the train comes to a complete stand
- stand behind the platform warning line if there is one
- keep pushchairs, wheelchairs, luggage and other belongings well back (at least 1.75 metres) from the platform edge.

Whenever possible, passengers must also be told to keep a firm hold of any pushchairs, wheelchairs, luggage or other similar items, if there is a train:

- approaching the platform, or
- passing without stopping.

This applies wherever they are waiting on the platform.

If a train is stopped with some vehicles not at the platform, whenever possible, passengers must be told not to get off and to either:

- move along the train to a vehicle which is stopped at the platform, **or**
- stay on the train until it has been repositioned at the platform.



## 3

## Retrieving articles from the line at a platform

*The people responsible: platform staff*

### 3.1 Before retrieving the article

You must only go onto a platform line if you have been trained to do so at the location concerned.

platform  
staff

If you need to go onto a platform line to retrieve an article that has been dropped onto the line, you must:

- only do so if local instructions allow you to
- tell the signaller what you need to do before you go onto the line
- make sure that the signaller clearly understands on which line the passage of trains needs to be stopped, including any adjoining line
- confirm the details of the line are correct and tell the signaller your name and employer
- only go onto the line when the signaller gives you permission.

The signaller will remind you which lines are still open to traffic.

### 3.2 After retrieving the article

When you have retrieved the article, you must tell the signaller that:

- you have returned to the platform and you are now clear of the line
- the line is clear and trains can run as normal.

platform  
staff

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### 3.3 If trains are endangered

**platform  
staff**

If anything falls onto the line causing an obstruction which you consider is a danger to trains, you must immediately tell the signaller. These instructions do not replace those in module G1 *General safety responsibilities*.

# 4

## Using powered vehicles at stations

*The people responsible: platform staff*

### 4.1 Authority to drive

You must only operate powered equipment such as tractors or courtesy vehicles if you:

- have been trained and passed as competent to do so
- are receiving training from an authorised instructor.

Any training must be given at a location which is away from any:

- lines on which trains may approach
- area to which the public have access.

### 4.2 Speed of powered vehicles

You must make sure that the speed of powered vehicles does not exceed walking pace when being used:

- on the platform
- in any area to which the public have access.

### 4.3 Riding on powered vehicles

You must not allow anyone to ride on the vehicle unless it is designed to carry extra people.

platform  
staff

platform  
staff

platform  
staff

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# 5

## Maintenance and servicing to be completed

*The person responsible: platform staff*

### platform staff

If the train has been examined by a rolling stock technician, or other servicing of the train carried out, you must make sure before permitting the train to enter service:

- the work has been completed
- all vehicles are fit to travel.

# 6

## Dispatching trains

*The people responsible: platform staff, guard, driver, person in charge of the platform*

### 6.1 Safety of passengers during train dispatch

Staff must be vigilant at all times during train dispatch to make sure that:

- train doors are properly closed
- no one is trapped in the doors, for example by clothing
- it is safe to dispatch the train.

platform  
staff,  
guard,  
driver

### 6.2 Starting a train if a signal is provided

If there is a platform starting signal or an associated OFF indicator, you must, if possible check that the signal is showing a proceed aspect or the OFF indicator is lit, before you give:

- a signal to the guard or driver of a DO train to show that station work is complete
- the driver of a driver-only DO train the READY-TO-START signal.

person in  
charge of  
the platform

## Uncontrolled When Printed

### 6.3 The STATION WORK COMPLETE signal

person in  
charge of  
the platform

Before you give the STATION WORK COMPLETE signal, you must:

- if possible check the platform starting signal if there is one is showing a proceed aspect, or an associated OFF indicator is lit
- make sure all passengers are clear of the train doors, and
- make sure all doors are closed.

On a train fitted with power-operated doors, this is an indication to the guard (or driver if it is a DO train) that the doors are ready to be closed.

On a train fitted with slam doors, it is an indication that the doors are properly closed.

The STATION WORK COMPLETE signal must be given by one of the following handsignals:

- one arm raised above your head
- a dispatch bat raised above your head
- at night, a white light held steadily above your head.

You must give the driver of a DO train the STATION WORK COMPLETE signal by using a close doors (CD) indicator if there is one.

### 6.4 Train safety check before giving the READY-TO-START signal

platform  
staff,  
guard

After you have given the STATION WORK COMPLETE signal, you must carry out the following train safety check before giving the READY-TO-START signal:

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

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The person in charge of the platform must give a handsignal to the guard to indicate that this safety check has been carried out.

platform  
staff,  
guard

You must carry out the train safety check before starting the train.

driver of a  
DO train

### 6.5 The READY-TO-START signal

#### a) General

If there is a platform starting signal, or an associated OFF indicator, you must if possible check that the signal is showing a proceed aspect or the OFF indicator is lit before you give the READY-TO-START signal to the driver.

guard,  
person in  
charge of  
the platform

You must give the READY-TO-START signal to the driver by one of the following:

guard

- the bell or buzzer communication
- a handsignal.

You must give the READY-TO-START signal to the driver by one of the following:

person in  
charge of  
the platform

- a handsignal
- a right away indicator.

#### b) Starting a train using bell or buzzer communication

If there is bell or buzzer communication, you must use it to give the READY-TO-START signal to the driver.

guard

If at some stations, you will be carrying out duties through the train, you must tell the driver you:

- may not be able to use the bell or buzzer communication
- will be giving the READY-TO-START signal by handsignal.

**Uncontrolled When Printed****c) Starting a train using a handsignal****guard**

If there is no bell or buzzer communication, you must use the appropriate handsignal to give the READY-TO-START signal to the driver.

When starting a train from a station platform, you must use:

- a green flag waved above the head during the day, or
- a green light held steadily above the head at night or during poor visibility.

**person in charge of the platform**

You must never use a dispatch bat to give the READY-TO-START signal to the driver.

**person in charge of the platform, guard**

You can use a whistle to supplement the READY-TO-START signal.

**d) Starting a train using a right away (RA) indicator****person in charge of the platform**

If there is a right away indicator, and the train is not fitted with a working bell or buzzer communication, you must use the RA indicator to relay the guards READY-TO-START signal to the driver.

You must use a right away indicator, if there is one, to give the READY-TO-START signal to the driver of a DO train.

**Exception****person in charge of the platform guard**

At some stations local instructions require you to use the RA indicator to dispatch certain trains.

In these circumstances, you must not use the bell or buzzer communication.

**e) Checking the signal is clear****driver**

The READY-TO-START signal tells you that all station work is complete and doors are closed correctly and it is not the authority to move. Before you start the train, you must make sure the platform starting signal (if there is one) is showing a proceed aspect.



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If you receive the READY-TO-START signal and the platform starting signal is at danger, you must not move your train towards the signal to wait for it to show a proceed aspect unless the signaller gives you permission to do so.

driver

### 6.6 If the driver cannot see the guard's READY-TO-START signal

You must relay the READY-TO-START signal to the driver if:

- the driver cannot see the guard's READY-TO-START signal, and
- there is no right away indicator for you to use.

person in  
charge of  
the platform

However, before you give the READY-TO-START signal to the driver, you must have received the READY-TO-START signal from the guard.

### 6.7 Giving the READY-TO-START signal to the driver of a driver only (DO) train

You must give the READY-TO-START signal to the driver of a DO train by:

- a handsignal as shown in section 6.5 of this module, or
- a right away indicator if there is one.

person in  
charge of  
the platform

However, before you give the READY-TO-START signal to the driver of a DO train, you must:

- make sure all is in order with the train, and
- if possible check the platform starting signal if there is one is showing a proceed aspect or an associated OFF indicator is lit.

You must not use the bell or buzzer communication to give the READY-TO-START signal to the driver.

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### 6.8 Moving a train before station work is complete

person in charge of the platform, guard

If it is necessary to move a train before station work is complete, you must make sure all the doors are closed before instructing the driver to make any movement.

person in charge of the platform, driver

Before any movement is made towards a signal that is at danger, one of you must get the signaller's permission. You must tell the signaller when the movement has been completed.

### 6.9 Moving a train on a platform line where permissive platform working is authorised

platform staff, driver

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

You must not make any movement, other than for coupling or uncoupling, once the train has come to a stand unless:

- a signal is cleared for the movement, or
- the movement is authorised by the signaller.

If the movement is made on the authority of the signaller you must tell the signaller when the movement has been completed.

### 6.10 Starting a train assisted in the rear

guard, person in charge of the platform

When a train is assisted in the rear, you must give the READY-TO-START signal to the driver of the assisting locomotive.

## 7

## Starting a train from a staffed platform

*The people responsible: platform staff, guard, driver*

### 7.1 Starting a train with slam doors

#### Closing slam doors on a train

You must take special care when you are closing slam doors to make sure the doors are properly closed.

platform  
staff

If you are not sure whether a door is properly closed, you must check it even if it means delaying the train.

#### Defective slam door

If you become aware of any door that is, or might be, defective you must immediately:

- lock it and label it OUT OF USE
- tell the guard or driver.

You must consider a door to be defective if:

- the handle does not easily return to the horizontal position when the door is closed
- the door is stiff in the frame.

**Uncontrolled When Printed****7.2 Starting a train with slam doors that has a guard**

**person in charge of the platform**

You must give the guard the STATION WORK COMPLETE handsignal.

**guard**

When you receive the STATION WORK COMPLETE handsignal, you must:

- make sure it is safe for the train to start
- give the READY-TO-START signal to the driver or, if the train is being dispatched using the RA indicator, give the signal to the person in charge of the platform.

**person in charge of the platform**

If local instructions require you to use the RA indicator to dispatch the train, you must use it to relay the guard's READY-TO-START signal to the driver.

**7.3 Starting a train fitted with central door-locking that has a guard**

**person in charge of the platform**

You must give the guard the STATION WORK COMPLETE handsignal.

**guard**

When you receive the STATION WORK COMPLETE handsignal, you must operate the central door-locking.

**person in charge of the platform**

When the exterior hazard lights have gone out, you must then carry out the train safety check.

You must repeat the STATION WORK COMPLETE handsignal to the guard.

## Uncontrolled When Printed

When you receive the second STATION WORK COMPLETE handsignal, you must:

guard

- make sure it is safe for the train to start
- close the door from where the central door-locking is being operated
- give the READY-TO-START signal to the driver or, if the train is being dispatched using the RA indicator, give the signal to the person in charge of the platform
- stay at the door control panel with the door key switch in the ON position until the train has passed clear of the platform
- remove the key from the door control panel.

Before leaving the position, you must lock the door control panel.

If local instructions require you to use the RA indicator to dispatch the train, you must use it to relay the guard's READY-TO-START signal to the driver.

person in  
charge of  
the platform

### 7.4 Starting a DO train with slam doors

You must make sure that:

- all doors on the train are properly closed
- it is safe to start the train.

person in  
charge of  
the platform

You must then give the READY-TO-START signal to the driver.

### 7.5 Starting a DO train fitted with central door-locking

You must make sure that:

- all doors on the train are properly closed
- the central door-locking has been operated
- the exterior hazard lights have gone out
- nobody is trapped in the doors, for example by clothing
- it is safe for the train to start.

person in  
charge of  
the platform

You must then give the READY-TO-START signal to the driver.

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**7.6 Starting a train with power-operated doors that are operated by a guard****a) Station work complete****person in charge of the platform**

You must give the guard the STATION WORK COMPLETE signal by using a CD indicator if there is one, or by the appropriate handsignal.

**guard**

- When you receive the STATION WORK COMPLETE signal, you must close the doors except the local door from where the train is being worked.

**b) After the train doors are closed****person in charge of the platform**

After the guard has closed the doors, you must carry out the train safety check.

You must then give the STATION WORK COMPLETE handsignal to the guard.

**guard**

When you receive the second STATION WORK COMPLETE signal, you must:

- make sure it is safe for the train to start
- close the local door
- where appropriate, check the door interlock light is lit
- give the READY-TO-START signal to the driver or, if the train is being dispatched using the RA indicator, give the signal to the person in charge of the platform
- make sure the door controls are secured.

**person in charge of the platform**

If local instructions require you to use the RA indicator to dispatch the train, you must use it to relay the guard's READY-TO-START signal to the driver.

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### 7.7 Starting a train worked by a guard where the driver operates the doors

#### a) Station work complete

You must give the guard the STATION WORK COMPLETE signal by using a CD indicator if there is one, or by the appropriate handsignal.

person in charge of the platform

When you receive the STATION WORK COMPLETE signal, you must give the CLOSE DOORS signal (1-2) to the driver.

guard

When you receive the CLOSE DOORS signal (1-2), you must:

driver

- close the doors
- acknowledge the signal by repetition.

#### b) After the doors are closed

After the doors have closed, you must carry out the train safety check.

person in charge of the platform

You must then give the STATION WORK COMPLETE handsignal to the guard.

When you receive the second STATION WORK COMPLETE signal, you must:

guard

- make sure that it is safe for the train to start
- close the local door
- where appropriate, check the door interlock light is lit
- give the READY-TO-START signal to the driver or, if the train is being dispatched using the RA indicator, give the signal to the person in charge of the platform.

**Uncontrolled When Printed****driver**

When you receive the READY-TO-START signal from the guard or the RA indicator, you must:

- where appropriate, check the door interlock light is lit
- acknowledge the READY-TO-START signal if you have received it from the guard.

**person in charge of the platform**

If local instructions require you to use the RA indicator to dispatch the train, you must use it to relay the guard's READY-TO-START signal to the driver.

**7.8 Starting a DO train with power-operated doors****person in charge of the platform**

You must give the STATION WORK COMPLETE signal by using a CD indicator if there is one, or by the appropriate handsignal.

**driver**

When you receive the STATION WORK COMPLETE handsignal you must:

- close the doors
- check the door interlock light is lit.

**person in charge of the platform**

When the driver has closed the doors you must carry out the train safety check.

You must then give the READY-TO-START signal to the driver.



## 8

## Starting a train from an unstaffed platform

*The people responsible: guard, driver*

An unstaffed platform includes a platform when platform staff are not in attendance.

### 8.1 Starting a train with slam doors

You must position yourself on the platform so that you can observe the whole length of the train and make sure that:

- all doors are properly closed
- it is safe for the train to start.

You must then give the READY-TO-START signal to the driver.

guard

### 8.2 Starting a train fitted with central door-locking

After you have operated the central door-locking, you must position yourself on the platform, so that you can see the whole length of the train and make sure that:

- the doors are properly closed
- the exterior hazard lights are out
- the doors are still closed and it is safe for the train to start.

guard

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### guard

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

- close the door from where central door-locking is being operated
- give the READY-TO-START signal to the driver
- stay at the door until the train has passed clear of the platform
- remove the key from the control panel, (central door-locking will then be in operation on that door)
- before leaving the position, lock the control panel.

### **8.3 Starting a train with power-operated doors that are operated by a guard**

### guard

You must close the doors, except the local door from where the train is being worked.

#### **After the train doors are closed**

When you have closed the doors, you must:

- where appropriate, check the door interlock light is lit
- position yourself on the platform so that you can see the whole length of the train.

From this position, you must carry out the train safety check.

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

- close the local door
- where appropriate, check the door interlock light is lit
- give the READY-TO-START signal to the driver
- make sure the door controls are secured.

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### 8.4 Starting a train worked by a guard where the driver operates the doors

You must give the CLOSE DOORS signal (1-2) to the driver.

guard

When you receive the CLOSE DOORS signal (1-2), you must:

driver

- close the doors
- acknowledge the signal by repeating it.

#### After the train doors are closed

After the CLOSE DOORS signal has been acknowledged by the driver, you must position yourself on the platform so that you can see the whole length of the train.

guard

From this position you must carry out the train safety check.

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

- close the local door
- where appropriate, check the door interlock light is lit
- give the READY-TO-START signal to the driver.

When you receive the READY-TO-START signal from the guard, you must:

driver

- where appropriate, check the door interlock light is lit
- acknowledge the READY-TO-START signal.

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### 8.5 Starting a DO train

**driver**

When the train is ready to start, you must check the whole length of the train to make sure that it is safe to close the doors by using the closed circuit television (CCTV) or mirror, if there is one.

After you have closed the doors, you must check that the door interlock light is lit.

You must then carry out the train safety check.

You must check the whole length of the train by using CCTV or mirror if there is one.

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<b>The term</b>	<b>Includes or means:</b>
<b>Aspect</b>	The indication of a colour light signal that the driver sees.
<b>Barrow crossing</b>	A crossing (often at the end of a platform) for railway personnel to use. Some barrow crossings have white-light indicators which, when lit, indicate to the user that it is safe to cross.
<b>Central door-locking</b>	A secondary locking system fitted to certain slam-door passenger vehicles and controlled by the guard that prevents passengers from opening the doors.
<b>Driver only (or DO) train</b>	A train that is worked only by a driver and does not have a guard.
<b>Power-operated doors</b>	Doors on a train where the opening and closing are controlled by the driver or guard.
<b>Rolling stock technician</b>	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.
<b>Station</b>	Terminal, depot, yard or halt.
<b>Train</b>	Light locomotive, self-propelled rail vehicle or road-rail vehicle in rail mode.

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