

**KEYPOINTS**

# **POSSESSION SUPPORT**

Issue two valid from December 2013

**CERTIFICATION REQUIRED: CURRENT SENTINEL CARD  
ENDORSED WITH PTS, IWA AND/OR COSS AND  
POSSESSION SUPPORT COMPETENCIES AS APPROPRIATE.**

Keypoint Cards have been produced for many of the track safety competencies, as a reminder of the main duties, rules and requirements.

Further copies are available from Willsons Group Services.

To obtain an order form, email:

***denise@willsons.com***

(phone **01636 702334** or fax **01636 701396**)

## **BASIC REQUIREMENTS**

Have your Sentinel card with you, fully endorsed PTS, IWA and/or COSS and PS.

## **ROLES**

***Possession Support (PS) is appointed to:***

- Place and remove detonator protection and possession limit boards (PLBs) under the instruction of the Person in Charge of Possession (PICOP) and operate a Signal Post Replacement Switch (SPRS) under the authority of the Signaller
- These duties may also include the requirement to assist the Engineering Supervisor (ES) when placing or removing Marker Boards. The PS may also be required to assist the PICOP or ES in conjunction with train movements.

## **PLANNING FOR A POSSESSION**

Planning for the Possession will have taken place prior to the possession. A copy of the Possession Pack will be given to you in advance:-

It will include

- The nature and location of the work
- The access point and route to site
- The limits of the site
- The lines at the site and the speed/direction of trains
- Communication details
- Whether there are hazards such as limited clearance
- Whether it is a red zone prohibited area
- The Safe System of Work to be used

POSSESSION SUPPORT – Do you know your site location?  
You should never undertake Possession Support duties unless you are familiar with the site location you are going to work at.

Site Familiarisation with the location(s) can be achieved by:

- Site visit or;
- Provision of relevant documentation; including Sectional Appendix, Hazard Directory, site photographs and signalling diagrams
- Details of site familiarisation should be recorded

What must I know about the area?

- The approved access points
- The most suitable means of communications between you and the PICOP (N.B. communication methods between the various parties will have been discussed and agreed at the planning meetings)
- The most suitable means of communication to call emergency services
- The speed at which trains can travel on each line
- The track layout and the direction from which trains will normally approach on each line
- Whether single line working or other exceptional wrong direction movements will be in operation
- Whether there is overhead line equipment or conductor rail at the site of work
- Whether there are any open line prohibition areas at the location

You must take into account other hazards, for example:-

- Limited sighting conditions of approaching trains, such as curves, bridges, or other structures, limited clearances, poor underfoot conditions, noise from external sources (factories etc) other local features which may affect the Safe System of Work
- Are there any fixed warning systems at the location

### ***TAKING THE POSSESSION***

For each line on which the possession is to be taken, the PICOP/SPICOP will make the necessary arrangements with the Signaller.

The PICOP and Signaller will agree:-

- The time for the possession to be taken
- Signaller will confirm that the line is clear(unless the possession is being taken around a train)
- Points have been set to protect the possession
- The protecting signals have been placed and will be maintained at danger
- Signaller will grant the PICOP authority to place their Possession protection

## **PLACING THE PROTECTION**

PICOP contacts PS to:

- Confirm arrival at the access point
- Instruct the PS to place detonator protection at the agreed locations

Protection consists of

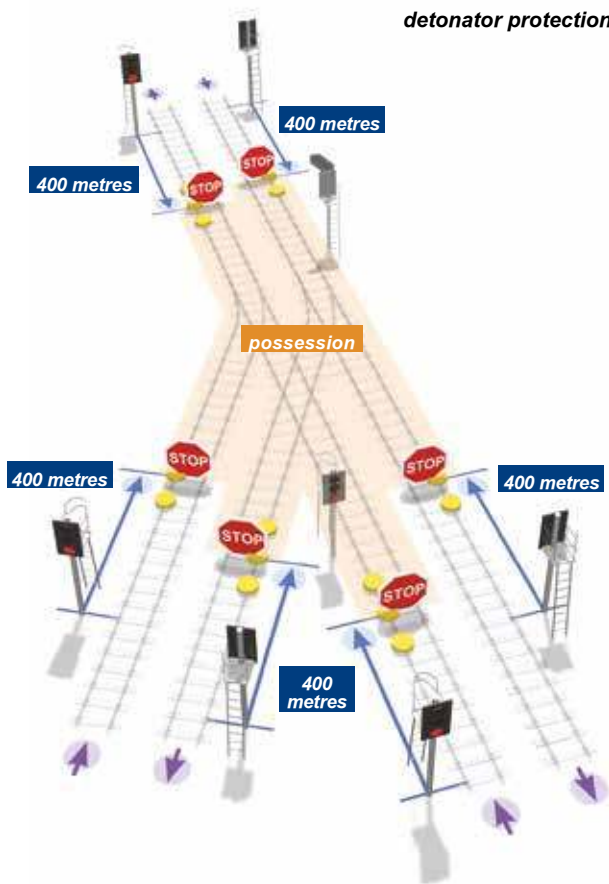
- 3 detonators placed 20 metres apart
- PLB placed at the middle detonator



**Under no circumstances** must any detonator be placed on the approach to:-

- The protecting signal, or
- Any points or through crossing that will be used for normal train movements

**Normal Position for  
detonator protection**



## ***Approach and Beyond Signals and Points***

**Beyond** is on the far side of the signal when looking in the normal direction of traffic.

On the **Approach** is on the near side of a signal or points when looking in the normal direction of traffic.

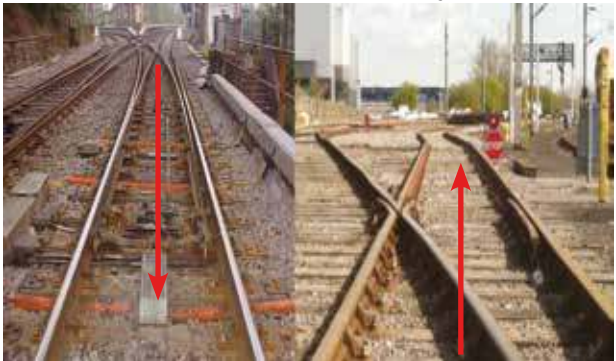
An example is given here, however the terms are used for points or another fixed structure e.g. bridge, gantry.

This term is used extensively on the railway.



### ***Approach & Beyond Points***

### ***Beyond***



### ***Approach***



## DETONATOR PROTECTION ON APPROACH TO POSSESSION



This distance is normally 400m beyond a signal or points but can be any distance up to 400m.

## ON APPROACH TO SIGNAL BEYOND POSSESSION



On approach to signal beyond possession

This distance is normally 400m on approach to a signal or points but can be any distance up to 400m.

### ***The PICOP may also require un-worked (catch) points to be secured***

Possession Support will be asked to undertake this as part of their duties:-

- A PS may be requested by the PICOP to secure unworked points for the possession
- PICOP will instruct PS to go to the points that are to be secured

- Switch blade against the stock rail at the same side as the points identification plate the points are in the normal position
- When PS have confirmed the position of points PICOP will authorise PS to scotch and clip the points
- PS must ensure that they have the correct Clip for the type of point
- PS will move to a position of safety before confirming with PICOP points are secure



## **SIGNAL POST REPLACEMENT SWITCH**

Signal Post Replacement Switches (SPRS) are provided at some automatic and semi automatic signals. When operated, they place the signal to danger.

Although called a SPRS, they are not always on the signal post. They will be near to the signal and may be on a separate post.



## **KEYING A SIGNAL TO DANGER**

If you are going to use a SPRS, you must first make sure the signal is showing a proceed aspect (NOT RED) if the signal is showing a proceed aspect, you must:

- Call the signaller
- Provide your name, role and employer
- Obtain the signaller's permission to place the key in the switch and operate it
- Check the aspect of the signal
- Confirm to the signaller the signal is showing a danger aspect
- Remove the key

If the key is displaying a red aspect when you arrive; you must tell the signaller and ask for further instructions.

## **KEYING A SIGNAL TO AUTOMATIC**

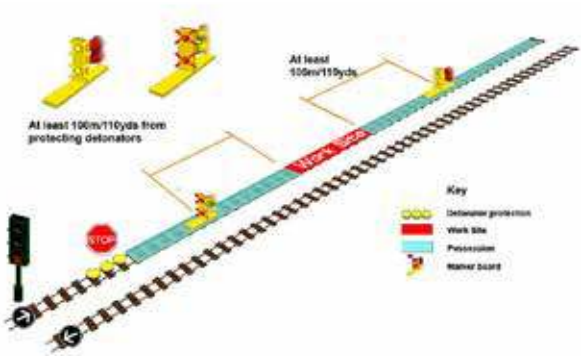
- Upon arrival contact the signaller
- Confirm your name, role and employer
- Confirm the signal aspect to the signaller
- Obtain permission from the signaller to place the key in the switch and operate it
- Confirm to the signaller the aspect of the signal
- Obtain permission from the signaller to remove the key

## **PROTECTION PLACED**

- Upon placing possession protection at the Possession Blocking Points as directed by the PICOP Possession Support will move clear of the line
- PS will call PICOP to confirm protection placed and that they are clear of the line and in a position of safety
- PS may be stood down to await further instructions, or advised to return to their workgroup

## WORKSITE MARKER BOARDS (WSMB)

Possession Support duties may be to place Work Site Marker Boards for a worksite within a possession. The Engineering Supervisor will give you the location and lines you are to place marker boards. Worksite marker boards are to be placed 100m from each end of the worksite. They are to be positioned in the 4 foot with the red lights facing away from the worksite.



The Engineering Supervisor may give you a mileage/chainage to place the marker boards e.g. 35 miles 20 chains.

Yards – Chains – Miles

22 yards = 1 chain

20 chains =  $\frac{1}{4}$  mile

40 chains =  $\frac{1}{2}$  mile

60 chains =  $\frac{3}{4}$  mile

80 chains = 1 mile



**UNDER NO CIRCUMSTANCES** will Possession Support lift the detonator protection or WSMB without a clear instruction to do so from the PICOP/ES (as appropriate).

## **PICOP and Driver/Operator Communications Process**

The PICOP directs all movements of trains/OTP etc. into the Possession.

- PICOP will advise Possession Support that a train is due to enter the Possession
- Possession Support when advised will go to the Possession blocking points and advise PICOP of their arrival
- PICOP will instruct Possession Support to advise them upon arrival of OTP/Engineering train at the Detonator Protection
- Possession Support will be instructed to hand their mobile phone/radio to the driver or operator
- PICOP will give their instructions **directly** to the driver/operator as to the process for entering the Possession
- Once these arrangements are confirmed the PICOP will advise the driver or operator to give the phone back to Possession Support
- PICOP will now give a clear instruction to Possession Support to remove the detonator protection to remove the detonator protection to enable the engineering train/OTP to enter the possession.
- When the train has entered the Possession, Possession Support will advise the PICOP that the train has gone beyond the Possession Blocking Limits

- Possession Support will replace detonators and PLB immediately
- Possession Support will move immediately to a place of safety and will call PICOP to confirm protection replaced.

## **TRAIN ENTERING A WORKSITE**

Only the Engineering Supervisor can authorise train movements into and within their worksite. Possession Support duties may include the temporary removal of worksite protection to allow engineering train/OTP to enter and exit the worksite.

- ES will request Possession Support to go to the WSMB where the train will enter the worksite
- Possession Support will be advised to contact the ES upon arrival of the train/OTP at the WSMB
- ES will instruct Possession Support to hand their phone/radio to the operator/driver
- ES will give their instructions **directly** to the driver/operator
- The driver/operator upon confirming their instructions will hand the phone or radio to Possession Support
- ES will give a clear instruction to Possession Support to remove the WSMB
- Possession Support will replace the worksite marker board when train/OTP has entered the worksite
- Possession Support will move immediately to a Position of Safety and will confirm to ES that worksite protection has been reinstated



## **MANAGING CHANGE WITHIN THE POSSESSION**

As work progresses it may become necessary to change protection limits either within the Possession or worksite.

**UNDER NO CIRCUMSTANCES** would Possession Support change location of protection, detonators, possession limit boards, worksite marker boards without a clear instruction from the PICOP/ES (as appropriate).

## **END OF POSSESSION – REMOVING PROTECTION**

Possession Support duties may include the removal of worksite marker boards.

- ES will instruct Possession Support to remove WSMBs when the ES is ready to give up the worksite
- Upon removing WSMB, Possession Support move immediately to a position of safety
- When in a position of safety, Possession Support contact ES to confirm WSMB removed

### ***Removing Possession Protection***

- PICOP will instruct PS to release un-worked points (as required)
- Once in a position of safety, PS will advise PICOP points are now released
- PICOP will now instruct PS to remove detonators and PLB
- PS will remove protection

- PS will advise PICOP when the protection has been removed and that they have either;
  - safely returned to the nearest access point, or;
  - assured the PICOP that they are clear of the line and in a position of safety

## **GIVING UP THE POSSESSION AROUND AN ENGINEERING TRAIN**

A PICOP can give up the possession around an engineering train only if all of the following apply:-

- Line is signalled by track circuit block (other than by axle counters)
- The movement after the possession is given up will be in the normal signalled direction and will be driven from the leading cab
- Signaller has confirmed that the engineering train has arrived at an agreed signal

### ***Impact on Possession Support***

Possession Support **MUST NOT** contact the PICOP to confirm protection removed when it is given up around a train, until they are clear of the line, ie. Through the access point.

## **EFFECTIVE SAFETY CRITICAL COMMUNICATION**

### ***ABC of safe communication***

**A – Accurate**

**B – Brief**

**C – Clear**

## **MAKE SURE YOUR MESSAGE IS UNDERSTOOD**

### ***To make sure your message is understood:***

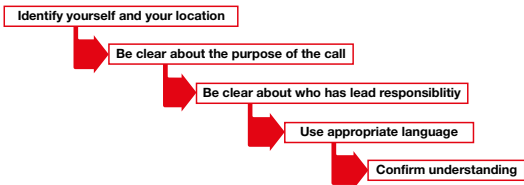
#### ***You must always speak:***

- With the mouthpiece close to your mouth (but not too close)
- Directly into the mouthpiece
- Slightly slower than normal, with a natural rhythm
- At the same volume as you would in normal conversation.

#### ***You must always:***

- Use clear sentences
- Use normal railway words and phrases found in the rules, regulations and instructions
- Use the phonetic alphabet – to check your message is understood correctly
- Try to avoid hesitation sounds (for example, 'um' or 'er') and slurring one word into another
- If the other person responds or speaks in an accent or dialect which is unfamiliar, take time to make sure your message is understood and that you understand his or her message.

## COMMUNICATION PROTOCOL



## PHONETIC ALPHABET

### *You must always:*

- Use the phonetic alphabet to give signal/OLE post information and to clarify names and locations that are difficult to pronounce or which may not be correctly recognised
- Be sure to pronounce numbers one digit at a time. For example, '1702' would be pronounced 'one-seven-zero-two'. Always be sure to say 'zero' for the figure '0' and not 'nought' or 'O'.

### *Exceptions are as follows:*

- When you refer to times weights and measurements e.g. time 1317 hours should be stated as thirteen seventeen hours
- When you refer to Rule Book and Handbook modules. For example; T10, you may use 'Tee Ten' rather than 'Tango One Zero'

<b>A</b> <i>Alpha</i>	<b>B</b> <i>Bravo</i>	<b>C</b> <i>Charlie</i>	<b>D</b> <i>Delta</i>	<b>E</b> <i>Echo</i>	<b>F</b> <i>Foxtrot</i>
<b>G</b> <i>Golf</i>	<b>H</b> <i>Hotel</i>	<b>I</b> <i>India</i>	<b>J</b> <i>Juliet</i>	<b>K</b> <i>Kilo</i>	<b>L</b> <i>Lima</i>
<b>M</b> <i>Mike</i>	<b>N</b> <i>November</i>	<b>O</b> <i>Oscar</i>	<b>P</b> <i>Papa</i>	<b>Q</b> <i>Quebec</i>	<b>R</b> <i>Romeo</i>
<b>S</b> <i>Sierra</i>	<b>T</b> <i>Tango</i>	<b>U</b> <i>Uniform</i>	<b>V</b> <i>Victor</i>	<b>W</b> <i>Whisky</i>	<b>X</b> <i>X-ray</i>
<b>Y</b> <i>Yankee</i>	<b>Z</b> <i>Zulu</i>				

## PHRASES TO USE

### *Phrases to use when using a radio or telephone*

<b>Phrase</b>	<b>Meaning</b>
'This is an emergency call.'	This message conveys information which requires immediate action to prevent death, serious injury or damage
'Repeat back.'	Repeat all of the message back to me
'Correction.'	I have made a mistake and will now correct the word or phrase just said

### *Phrases to use when using a radio and only one person can be heard at a time*

<b>Phrase</b>	<b>Meaning</b>
'Over.'	I have finished my message and am expecting a reply
'Out.'	I have finished my message and I do not expect a reply

Do not use phrases such as 'not clear' or 'not safe' to describe a line that is unsafe.

Always use the phrase 'line blocked' to describe a line which is blocked to trains.

## LIFE SAVING RULES

### Contact with trains



Always have a valid safe system of work in place before going on or near the line.

### Working with electricity



Always have a valid permit to work where required.



Always test before applying earths.



Never assume equipment is isolated – always test before touch.

### Working at height



Unless it is clear other protection is in place, never work at height without a safety harness.



Always use equipment for working at heights that is fit for purpose.

## Working with moving equipment



Never enter the agreed exclusion zone, unless directed to by the person in charge.

## Driving



Always wear a seat belt while in a moving vehicle and always obey the speed limit.



Never use a hand-held device or programme any hands-free device while you are driving a road vehicle.

## Taking responsibility



Never undertake an activity unless you have been trained, assessed as competent and have the right equipment.



Never drive or work while under the influence of drugs or alcohol.



### ***Rail Sentinel***

Rail Sentinel website offers the latest developments on the new Sentinel Service.

***<http://www.railsentinel.co.uk>***

### ***RGS online***

RGS online is the website providing free access to all current (many withdrawn) Railway Group Standards, Rail Industry Approved Codes of Practice (RACOPS), Guidance Notes (GNs) and Rail Industry Standards (RISs).

***<http://www.rgsonline.co.uk>***

### ***RSSB Rail Safety and Standards Board***

RSSB provides support and facilitation for a wide range of cross-industry activities.

***<http://www.rssb.co.uk>***

***Safety Central*** - The site is your one-stop shop of safety information, advice, resources and useful contacts, designed to promote consistency and best practice across the whole rail industry.

***<http://safety.networkrail.co.uk/>***

There are two ways to report safety concerns. Your first step should be to tell your supervisor or sponsor. If this isn't possible, you can contact CIRAS - the railway's confidential reporting service – ***[www.ciras.org.uk](http://www.ciras.org.uk)***



No matter where you work, reporting a Close Call is vital to improving safety. If you see something with the potential to cause harm raise the alarm on site and make it safe. If it is not safe to continue work then stop. Once the hazard has been removed or made safe then report it. The more data we receive about Close Calls the smarter we can be in preventing accidents nationally.

There are different numbers to call depending on who you work for. Your manager will be able to tell you what the number is for your organisation.



The purpose of this Keypoint Card is to act as a reminder only. If you are unsure about any issue relating to the information given here, you must refer to the appropriate module of the Rule Book GE/RT 8000 Series or Handbook.

In supplying this document, Network Rail makes no warranties, expressed or implied, that compliance with all or any documents it issues is sufficient on its own to check safe systems of work or operation.

Users are reminded of their own duties under health and safety legislation.

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