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Rule Book Briefing Leaflet

Issue 35.2



September 2021

The following modules and handbooks will be re-issued and come into force on 05 June 2021

Handbook 1 General duties and track safety for track workers. Also includes updates included in the December 2020 *Periodical Operating Notice*.

Handbook 14 Duties of the person in charge of loading and unloading rail vehicles during engineering work.

Module G1 General safety responsibilities and personal track safety for non-track workers. Also includes updates published in the December 2020 *Periodical Operating Notice*.

Module M3 Managing incidents, floods and snow. Also includes updates published in the December 2020 *Periodical Operating Notice*.

Module OTM Working of on-track machines (OTM).

Module TW1 Preparation and movement of trains. Also includes updates published in the December 2020 *Periodical Operating Notice*.

The following new documents will come into force on 05 June 2021

Module TW4 Preparation and working of freight trains

RS524 List of Dangerous Goods and their UN numbers

This module has been amended by an item published in the *Periodical Operating Notice* in June 2021 and further amended in the *Periodical Operating Notice* in September 2021.

SS2 Shunting

Handbook 1 General duties and track safety for track workers

KEY CHANGES

Clearer instructions have been introduced for dealing with damage to structures or earthworks, and any unusual flows or pools of water that could cause damage. These have been published in the December 2020 *Periodical Operating Notice* and are described below.

A new section 7.5 has been introduced that requires any unusual flows or pools of water that cause damage to be reported immediately to the signaller or Operations Control. Existing sections 7.5 and 7.6 have been renumbered 7.6 and 7.7 but their contents are not changed.

Section 8.1 has been changed to include damage to structures or earthworks above or below the line in the list of hazards that might put approaching trains in danger.

In the December 2020 *Rule Book Briefing Leaflet* part of the explanation of the change to section 2.4 (Travelling in driving cabs) was not correct, and a corrected explanation has now been provided.

DETAIL OF CHANGES

Section headings in bold relate to issue 5 of Handbook 1.

2 General instructions

2.4 Travelling in driving cabs

The following change was not correctly explained in the December 2020 Rule Book Briefing Leaflet and a correct explanation is now provided.

A cab pass holder must check that they have any personal protective equipment their company policy requires if planning to leave the train somewhere other than a station platform.

7 Preventing hazards

7.5 Flowing or pooling water that might affect structures or earthworks

A new section 7.5 has been introduced that requires any unusual flows or pools of water that cause damage to be reported immediately to the signaller or Operations Control.

7.5 If you see something wrong with a train

The existing section 7.5 has been renumbered 7.6, but its contents are not changed.

7.6 Overhead power lines

The existing section 7.6 has been renumbered 7.7, but its contents are not changed.

8 Stopping trains in an emergency

8.1 Hazards that might put trains in danger

This section has been changed to include damage to structures or earthworks above or below the line in the list of hazards that might put approaching trains in danger.

Handbook 14 Duties of the person in charge of loading and unloading rail vehicles during engineering work

KEY CHANGE

The *Working Manual for Rail Staff - Freight Train Operations* (GORT3056) has been withdrawn. The contents of section C5 (Preparation of vehicles intended for movement from engineering work sites) are now included in this handbook as a new section 10.

The wording and format have been changed into the style of the Rule Book, but the requirements have not been changed.

The specimen *Engineering train certificate of readiness* has not been included, as it is not the practice to include examples of forms in the Rule Book.

DETAIL OF CHANGE

Section headings in bold relate to issue 3 of Handbook 14.

10 Preparing vehicles for movement from engineering work sites

This is a new section, containing the instructions that have previously been published as Section C5 of GORT3056 *Working Manual for Rail Staff - Freight Train Operations*.

Module G1 General safety responsibilities and personal track safety for non-track workers

KEY CHANGES

Clearer instructions have been introduced for dealing with damage to structures or earthworks, and any unusual flows or pools of water that could cause damage. These have been published in the December 2020 *Periodical Operating Notice* and are described below.

A new section 1.8 has been introduced that requires any unusual flows or pools of water that cause damage to be reported immediately to the signaller or Operations Control.

Existing sections 1.8, 1.9 and 1.10 have been renumbered 1.9, 1.10 and 1.11 but their contents are not changed, except that the title of the new section 1.10 has been slightly changed in the interests of clarity.

Section 3 has been changed to include damage to structures or earthworks above or below the line in the list of hazards that might put approaching trains in danger that the signaller must immediately be told about, and actions taken to stop approaching trains.

As a result of the withdrawal of the *Working Manual for Rail Staff Handling and Carriage of Dangerous Goods* (GORT3053), the instructions from there concerning anyone being contaminated by dangerous goods following an accident, which could apply to anyone holding this module have been added to section 4.4.

In the December 2020 *Rule Book Briefing Leaflet* part of the explanation of the change to section 1.4 (Travelling in driving cabs) was not correct, and a corrected explanation has now been provided.

DETAIL OF CHANGES

Section headings in bold relate to issue 7 of module G1.

1 General instructions

1.4 Travelling in driving cabs

The following change was not correctly explained in the December 2020 *Rule Book Briefing Leaflet* and a correct explanation is now provided.

A cab pass holder must check that they have any personal protective equipment their company policy requires if planning to leave the train somewhere other than a station platform.

1.8 Flowing or pooling water that might affect structures or earthworks

A new section 1.8 has been introduced that requires any unusual flows or pools of water that cause damage to be reported immediately to the signaller or Operations Control.

1.8 Defective rail vehicles

The existing section 1.8 has been renumbered 1.9, but its contents have not been changed.

1.9 Overhead power lines, which belong to an electricity company, collapsing

The existing section 1.9 has been renumbered 1.10, but its contents are not changed. The title has been slightly changed in the interests of clarity.

1.10 Detonators

The existing section 1.10 has been renumbered 1.11, but its contents are not changed.

3 Stopping a train in an emergency

This section 3 has been changed to include damage to structures or earthworks above or below the line in the list of hazards that might put approaching trains in danger.

4 Accidents

4.4 Reporting a dangerous goods incident

This section has been expanded to actions to be taken if anyone is contaminated by dangerous goods. This information was previously shown in GORT3053 *Working manual for rail staff handling and carriage of dangerous goods* which has been withdrawn. As this could involve any employee, and not just those concerned with freight train operations it has now been included in this module.

Module M3 Managing incidents, floods and snow

KEY CHANGES

Clearer instructions have been introduced for dealing with any unusual flows or pools of water that could cause damage, and damage to structures or earthworks.

A new section 4.3 has been introduced giving instructions to drivers, and a new section 4.4 giving instructions to signallers for reporting and dealing with flowing or pooling water.

A new section 7 has been introduced containing instructions to drivers and signallers for reporting and dealing with damage to structures and earthworks.

These instructions were previously published in the *Periodical Operating Notice* in December 2020, but some changes have been made to those instructions.

- The instructions about flowing or pooling water are now in section 4 so that the rules concerning flood water and other types of water appear together.
- After flowing or pooling water has been reported, it is necessary to examine each line at that location, and not just a line that is not reported to be affected.
- If Operations Control have told a signaller about extreme weather, and that a blanket speed restriction is to be imposed, a signaller can use a GSM-R broadcast message to tell drivers, which drivers do not have to acknowledge.

DETAIL OF CHANGES

Section headings in bold relate to issue 3 of module M3.

4 Floods

This section now includes instructions concerning reports of flowing or pooling water and has been renamed.

4.3 Reporting procedure for flowing and pooling water

This new section contains instructions for drivers reporting flowing or pooling water that might affect structures or earthworks.

4.4 Train running when flowing or pooling water that might affect structures or earthworks is reported

This new section contains instructions for signallers following a report of flowing or pooling water that might affect structures or earthworks above or below the line.

7 Damage to structures or earthworks above or below the line

This is a new section giving instructions following reports of damage to structures or earthworks, or reports of extreme weather.

7.1 Reporting procedure

This new section contains instructions for drivers reporting damage to structures or earthworks above or below the line.

7.2 Train running when damage to structures or earthworks is reported

This new section contains instructions for signallers following a report of damage to structures or earthworks above or below the line.

7.3 Report of extreme weather from Operations Control

This new section contains instructions for signallers when told by Operations Control about extreme weather within the area of control.

Module OTM Working of on-track machines (OTM)

KEY CHANGE

The *Working Manual for Rail Staff - Freight Train Operations* (GORT3056) has been withdrawn. The contents of section E6 (Self-propelled On-track Machines and Power-driven Rail Cranes) are now included in this module as a new section 2.3.

The wording and format have been changed into the style of the Rule Book, but the requirements have not been changed.

DETAIL OF CHANGES

Section headings in bold relate to issue 8 of module OTM.

2 Entering service

2.3 Hauling an on-track machine or power-driven rail crane

This is a new section, containing the instructions that have previously been published as Section E6 of GORT3056 *Working Manual for Rail Staff - Freight Train Operations*.

Module SS2 Shunting

KEY CHANGE

The practice of 'pushing through' trailing points is a long established one, but on occasions can result in damage to the infrastructure. This now has the potential for more significant consequences as a result of the widespread introduction of more robust point mechanisms that are not designed to be 'pushed through'.

A new requirement has been introduced into section 4.2 to check that both facing and trailing hand-points are in the correct position before a shunting movement commences, which will prevent any movement 'pushing through' trailing points.

This amendment was published in the June 2021 *Periodical Operating Notice*.

This has been further amended and published in the September 2021 *Periodical Operating Notice* to state that the practice can continue where local instructions specifically allow trailing points to be pushed through. These local instructions can be issued if it has been confirmed by the responsible operator that some or all trailing points at a particular location are of this type.

DETAIL OF CHANGES

Section headings in bold relate to issue 5 of module SS2.

4 Precautions before shunting

4.2 Safety checks before making any movement

This section has been amended to check the position of all points a movement will go over before making any movement, except where local instructions specifically allow trailing hand points to be pushed through.

Module TW1 Preparation and movement of trains

KEY CHANGES

As a result of a recommendation from the investigation into an incident of a train running away, section 4.2 has been changed to state that a brake continuity test on a locomotive-hauled train or HST must only be carried out after completing all coupling including brake and electrical connections. A brake continuity test must also be carried out if any jumper cables have been disconnected or reconnected during a journey.

Clearer instructions have been introduced for dealing with damage to structures or earthworks, and any unusual flows or pools of water that could cause damage. As a result, section 43.1 has been changed to include damage to structures or earthworks above or below the line in the list of hazards that might put other trains in danger. This was previously published in the December 2020 *Periodical Operating Notice*.

DETAIL OF CHANGES

Section headings in bold relate to issue 15 of module TW1.

4 Brake system requirements

4.2 Carrying out a brake continuity test on locomotive-hauled trains or HSTs

This section has been changed to state that a brake continuity test must be carried out when any jumper cables have been disconnected and then re-connected during the journey.

A new instruction has also been introduced to state that a brake continuity test must only be carried out after all coupling has been completed, including brake and electrical connections.

43 Trains put in danger

43.1 When other trains are put in danger

This section has been changed to include damage to structures or earthworks above or below the line in the list of hazards that might put other trains in danger.

Module TW4 Preparation and working of freight trains

KEY CHANGES

The *Working Manual for Rail Staff - Freight Train Operations* (GORT3056) has been withdrawn. The contents that are relevant to drivers, guards, shunters and train preparers have now been included as sections 1 to 8 of this new module

The *Working Manual for Rail Staff - Handling and Carriage of Dangerous Goods* (GORT3053) has been withdrawn. The contents that are relevant to drivers, guards, shunters and train preparers have now been included as sections 9 and 10 of this new module.

The *Working Manual for Rail Staff Handling and Carriage of Dangerous Goods - Appendix 2 - Bulk Traffic Dangerous Goods, Wagon and Container Separation Distance Requirements / Prohibitions* has been withdrawn and its contents now appear in section 9.5 of this module.

The wording and format have been changed into the style of the Rule Book, but the requirements have not been changed with a few exceptions shown in the detailed changes.

The titles of some sections have been changed to be consistent with the style of the Rule Book.

In most cases all references to 'vehicles' have been changed to 'wagons' to make it clear that it is only wagons that are being referred to.

DETAIL OF CHANGES

Section headings in bold relate to issue 1 of module TW4.

2 Preparing freight trains

2.2 Train length

The title has been changed from 'Length' in the interests of clarity. The wording has been changed to explain more correctly that the TOPS check is against the normal length limit as shown on train document and not against any higher length limit that is allowed to be agreed on the day.

2.3 Train weight

The title has been changed from 'Weight' in the interests of clarity. The wording has been changed to state correctly the that permitted load is now expressed as a trailing tonnage, and to explain that the permitted load may be a maximum load or a timing load.

2.5 Maximum speed

It is now explained for completeness that Network Rail would have to agree operation at a reduced speed.

2.6 Braking requirements and brake force

The Working Manual instruction in section B1.6 (Cartic-4 vehicles) now applies to any fixed-formation wagons and has been reworded to combine it with what were previously shown as exceptions.

2.12 Unregistered wagons

A reference has been added to the possible need for a form RT3973EXL.

3 When TOPS-produced train formation details are not available

3.5 When a train document is not available and the details have been read out

The details to be included on the train document have been extended to include a certificate of readiness, where required, and a unique reference provided by the TRP. The reference to maximum speed of the train has been changed to maximum permitted speed which is more correct.

4 When assistance is not available from another TRP

4.5 Maximum speed

Instead of applying a default speed of 45 mph, which may be unrealistically low, a speed shown in train operating company's instructions or obtained from the train operator's control is to be used.

4.6 Brake force

There is a new requirement to obtain agreement from Network Rail before departure for the train to operate at a reduced speed.

4.7 Producing a train document

The reference to maximum speed of the train has been changed to maximum permitted speed which is more correct.

5 Checking the train before departure

5.1 Carrying out a physical check

The item on self-propelled on-track machines has been amended to reflect the latest practice.

New items have been added to the list of items to be checked:

- A successful brake continuity test.
- Electrical cables on vehicles stowed and secured.
- No 'Not to be moved' boards on any vehicles.
- Wagons shown on the train document to be carrying 'Load Examined' or 'Exceptional Load' labels are actually doing so.

5.2 Wagons permitted to pass through the Channel Tunnel

This was previously titled 'Traffic covered by international regulations' and this has been changed to one that relates more closely to the content.

8 Defective wagons

8.1 When a defective wagon is detached from a train before departure

The title has been changed and the instruction reworded so that it is an instruction for a driver or train preparer rather than for a rolling stock technician.

9 Dangerous goods

The prohibition on naked lights now applies to all dangerous goods, not just explosives, and a distance of 20 metres is specified.

9.1 Classification general

The warning labels and placards are now included in the table which describes how dangerous goods is classified.

9.4 High-consequence dangerous goods

There is a new requirement for the traincrew to obtain permission from the train operator before accepting a route into a yard or siding that the train is not scheduled to enter. This is because these trains have a security plan.

The table of dangerous goods considered to be high-consequence has been updated to agree with the latest issue of the Regulations.

The previous instruction concerning detachment of a wagon of dangerous goods from a train is now shown to apply to high consequence dangerous goods only and requires specific permission from the train operator,

Such trains are now not to be left unattended without permission of the train operator.

9.5 Restrictions on where dangerous goods can be marshalled in a train

The instruction concerning open or flat-bed wagons conveying metal products that was previously shown in the *Working Manual for Rail Staff - Freight Train Operations* has been included here because it relates to dangerous goods.

The exemptions for trip working have been withdrawn. Trip working is now a rare operational practice.

9.8 Warning placards

There is a new list of UN numbers that do not always require a placard.

9.9 Hazard warning panels and orange coloured plates

The arrangements for UK internal traffic now exclude class 7 fuel flasks which are no longer allowed to use these arrangements.

9.12 Class 1: explosives – additional instructions

A requirement is now shown for containers containing class 1 to be secured to the wagon with twist locks, auto locks or spigots, which has not previously been published to train preparers.

9.13 Class 2.3: toxic gases – additional instructions

The requirement for a guard to ride in the vehicle has been changed to the rear locomotive cab as for class 7 flask traffic with the same requirement of having a mobile telephone. This provides the same safety arrangements that are provided for trains carrying class 7 traffic.

10 Accidents and incidents involving dangerous goods

10.1 Accidents and incidents involving dangerous goods

There is no longer to be any difference in how DG incidents and irregularities are defined. The actions required of frontline staff will depend on the location and nature of any incident.

The signaller is to be told except where running lines could not be affected when the person in charge has to be told. If there is no person in charge then Operations Control is to be told.

RS524 List of Dangerous Goods and their United Nations (UN) Numbers

KEY CHANGE

The *Working Manual for Rail Staff Handling and Carriage of Dangerous Goods - Appendix 1 - List of Dangerous Goods with their United Nations Number, Dangerous Goods Class and TOPS Commodity Code* has been withdrawn.

This new information handbook has been introduced to replace it.

It has been brought up to date to include changes introduced in 2021.

The TOPS commodity codes have not been included as this information is only of interest to persons who input release details into TOPS.

DETAIL OF CHANGE

The *Working Manual for Rail Staff Handling and Carriage of Dangerous Goods - Appendix 1 - List of Dangerous Goods with their United Nations Number, Dangerous Goods Class and TOPS Commodity Code* has been withdrawn and this new information handbook replaces it.

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