

KEYPOINTS

**HANDSIGNALLER
(AOD HS)**

Issue six valid from June 2012

**CERTIFICATION REQUIRED: CURRENT SENTINEL CARD
ENDORSED WITH PTS, AOD (HS) AND IWA OR
IWA/COSS COMPETENCIES**

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**)

EQUIPMENT

- Red and yellow Flags
- Handlamp which can show red, yellow lights
- Sufficient detonators for the task
- Signal post replacement key, if required
- Possession limit board(s), if required
- BR1 key, if required
- Temporary Block Working Tickets RT3184 (if necessary)
- Pen/Paper

A Handsignaller (HS) may be appointed at a location where it is necessary to give a signal to a driver which cannot be given by means of a fixed signal. A Handsignaller may be appointed only in the circumstances listed below:

Reason for Handsignaller's appointment	Person giving instructions to HS
Temporary block working	Signaller
Single line working	Positioned by Pilotman Instructions for train movements by Signaller

BEYOND OR APPROACH

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

'**On the approach to**', is on the near side of a signal when looking in the normal direction of traffic.

(An example of a signal is given here however it could be a set of points or another fixed structure).

These terms are used extensively on the railway. You need to know and understand their meaning.



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 but will be near to the signal and may be on a separate post.



KEYING A SIGNAL TO DANGER

If you are going to use the SPRS, you must first make sure the signal is showing a proceed aspect (not red). If it is showing a proceed aspect, you must:

- get the signaller's permission to place the key in the switch and operate it
- operate the key and then check that the signal has gone to danger
- tell the signaller the signal is at danger
- remove the key

If the signal is displaying a Red aspect when you arrive, you must tell the signaller and ask for further instructions.

KEYING A SIGNAL TO AUTOMATIC

- get the signaller's permission to place the key in the switch and operate it
- operate the key and then check that the signal has gone to a proceed aspect
- tell the signaller what aspect the signal displaying
- remove the key

APPOINTED POSITION

You must always:

- Stay in the appointed position until told by the appropriate person (or his / her relief) that you are no longer required and that you can leave the site, **OR**
- Stay in the appointed position until you are relieved by another competent Handsignaller.

If your duties require you to be at a signal or in a signal box, you must always report to the Signaller when you arrive.

SINGLE LINE WORKING

You must always;

- If the signaller tells you it is not necessary to stop a train travelling in the wrong direction, because the driver has already been authorised to obey your hand signal, you must, in the following order, remove the detonator from the line and display a yellow hand signal.
- For normal direction movements, if safe, remove the detonator and hand danger signal before the train reaches your position.

Unsafe circumstances include poor visibility or the train is too close.

Replace the detonator and display the hand danger signal once the train has passed.

TEMPORARY BLOCK WORKING (TBW)

You must always:

- Make sure that the signal is displaying a red aspect (this applies at both the entrance and the exit signal).
- At the entrance to the TBW section, place one detonator on the line at the signal concerned and display a red handsignal until the train stops.
- Fill in the RT3184 ticket as dictated by the signaller.
- Remove the detonator from the rail.
- Give the driver the instructions.

- Hand the RT3184 to the lead driver if there is more than one driver.
- Show a yellow handsignal.
- At the exit signal of the TBW section, place one detonator on the line at the signal concerned and display a red handsignal to any approaching train until it stops.
- Collect the RT3184 ticket.
- Instruct the driver to obey the signal (or tell them to await your handsignal if the signal is to be passed at danger).
- Remove the detonator.
- Tell the Signaller that the train has arrived, quoting the reporting number shown on the RT3184.
- If the signal is to be passed at danger, show a yellow handsignal when instructed to do so by the signaller.
- As soon as the train has passed replace the detonator on the rail.
- Advise the Signaller as soon as the train, with tail lamp attached has passed 200 metres (approximately 200 yards) beyond the signal.



WHEN GIVING A HANDSIGNAL

You must always:

- Make sure that it can be clearly seen by the person for whom it is intended.
- Check that it is not given in such a way that it is acted upon by someone else for whom it was not intended.
- If using a flag or lamp, check that it is held steadily.

If you are near a signal which is displaying a red aspect, make sure you do not accidentally give a handsignal which misleads a driver into passing that signal at danger without authority.

EFFECTIVE SAFETY CRITICAL COMMUNICATION

ABC of safe communication

A – Accurate

B – Brief

C – Clear

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.

MAKE SURE YOUR MESSAGE IS UNDERSTOOD

To make sure your message is understood:

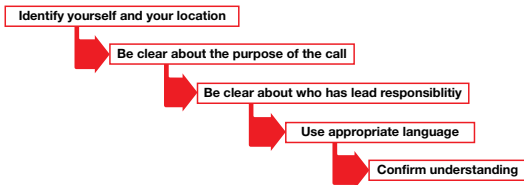
You must always speak:

- 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

Phonetic alphabet

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 modules e.g. T12, you may use T12

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

PHRASES TO USE

Phrases to use when using a radio or telephone

Phrase	Meaning
'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

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

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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**

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.

In supplying this document, Network Rail makes no warranties, express 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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