

KEYPOINTS

**LOOKOUT/SITE WARDEN
(LKT)**

Issue nine valid from December 2011

**CERTIFICATION REQUIRED: CURRENT SENTINEL
CARD ENDORSED WITH PTS AND LKT COMPETENCIES**

A decorative graphic in the bottom right corner of the page, featuring a solid black background with two parallel white diagonal lines that sweep upwards and to the right, mirroring the Network Rail logo's style.

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

Your Responsibilities

Be equipped for the weather conditions. Alert the COSS if you feel:

- unwell
- fatigued
- that you need a Physical Needs Break
- or are unable to carry out your duties for any other reason

You must have your Sentinel card with you, endorsed PTS & LKT.



If you are acting as Site Warden, you must wear a white armband or badge with 'SITE WARDEN' in blue letters.



If you are acting as Lookout, you must wear a white armband or badge with 'LOOKOUT' in red letters.

Make sure you have this equipment with you and check that it works properly:



(on track circuit lines)

(if needed by lookout)

SITE WARDEN DUTIES

The COSS will tell you:

- where to stand
- who to watch
- where they will be working
- the limits of the Safe System of Work.

Particular attention should be paid to group members who are less experienced, they are identified by a blue safety helmet and may be in possession of a TVP.

Warn anyone who strays beyond the limits by shouting “get back”. If they don't move straight away, give a series of short, sharp blasts on your whistle or horn until they move back.

Make sure you:

- stay alert at all times (the group will be in danger if you don't)
- switch off your mobile phone (unless you are also the COSS and need it on to speak to e.g. the signaller, PC or ES)
- watch the group carefully.

Do not:

- allow yourself to be distracted
- take part in the work.

LOOKOUT DUTIES

The COSS will tell you:

- where to stand
- from which direction trains will approach and on which line
- who to warn
- where they will be working
- how to give the warning (whistle, horn, touch etc)
- where the position of safety is.

Particular attention should be paid to group members who are less experienced; they are identified by a blue safety helmet.

Warn the group as soon as you see an approaching train or the distant/intermediate Lookout waves their chequered flag. If anyone in the group doesn't move straight away, give a series of short, sharp blasts on your whistle or horn until they do acknowledge.

If you are acting as distant or intermediate Lookout:

- stand in a position of safety (unless the site of work is moving and you need to get past an obstruction)
- wave your flag when you see an approaching train, until the lookout you are warning acknowledges in the same manner.

Make sure you:

- stay alert at all times (the group will be in danger if you don't)
- switch off your mobile phone
- carefully watch for approaching trains.

Do not:

- allow yourself to be distracted
- take part in the work or have any other responsibilities.

DURING THE WORK

Give a warning and tell the COSS if:

- someone moves away and you think they might not hear your warning
- you think the method of warning has become unsuitable
- your line of sight becomes blocked
- you need a break or cannot continue.

Don't leave your post until:

- the COSS tells you
- you are relieved by another competent Lookout/Site Warden.

DISTANT OR INTERMEDIATE LOOKOUTS

Distant/Intermediate Lookouts must remain in a position of safety all all times. The only exception is to pass an obstruction if the site of work is moving. When moving be aware of your personal safety at all times.

LOWS AND PEE WEE

You can only operate LOWS equipment (shown right) or PEE WEE if you have been trained to use it and have a valid competency card.



LOWS CONTROLLER & LOWS LOOKOUT

Before using LOWS equipment a mapping exercise must be carried out and the data for that location shall be documented and made available.

Equipment must be tested prior to use. Checks should include:

- Is the calibration in date?
- Is there any damage to the equipment?
- Are the units switched on?
- Are the settings correct?
- Do the sirens work and the lights flash?
- Are the batteries fully charged?

Setting up

Until the warning unit is set up and working correctly the group must remain in a position of safety until the COSS tells them it is safe for work to commence.

If the system fails or it is not possible to obtain the correct signal after three attempts, the use of LOWS must be suspended. An alternative SSOW must be set up, or the work abandoned.

The LOWS Controller must brief the LOWS Lookout(s) on the following:

- Where their position of safety is located
- Methods of communication to include
 - what to do if a problem arises
 - what to do if the Lookout requires a physical needs break
- When to operate the warning.

Battery Maintenance:

- Where possible, rotate the use of available batteries
- Allow batteries to discharge before re-charging

DO NOT:

- Leave batteries connected to equipment when not in use
- Leave batteries on charge
- Top up batteries that have not been used
- Charge batteries in extreme temperatures (Cold /Hot)

Equipment Logbook:

Each use of the equipment must be recorded in the equipment logbook, which includes date and location used and any faults.

IN DARKNESS OR POOR VISIBILITY

You can only act as Lookout in darkness or poor visibility if:

- you are using LOWS or PEE WEE
- trains will not approach at more than 20mph and no distant Lookouts are needed
- the work is taking place within an ES's worksite and they have agreed that trains will not move at more than 20mph.

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:

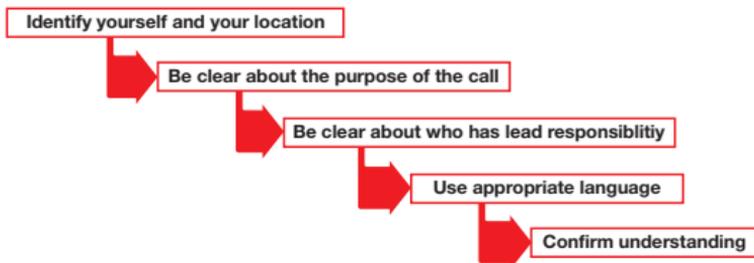
You must always speak:

- 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 and Handbook modules e.g. T10, you may use T Ten

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.

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.

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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 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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