

GE/RT8000/HB16
Rule Book

Handbook 16

Handbook 16

AC electrified lines

Issue 3
September 2015
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This handbook is for those personnel who need to go on the operational railway in an AC electrified area to carry out their duties, with the exception of a:

- **train driver**
- **guard**
- **shunter**
- **signaller**
- **crossing keeper**
- **designated person (DP).**

The personnel listed above will not receive this handbook but will get Rule Book module AC AC electrified lines.

All personnel, other than those listed above, who go on to the operational railway are defined as track workers for the purpose of the Rule Book.

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1 Definitions

Emergency switch-off

An emergency switch-off is carried out by the electrical control operator (ECO) when it is essential to switch off the electrical supply immediately, when someone is in danger from live overhead line equipment (OLE).

The ECO will switch off the electrical supply to all lines:

- between neutral sections, or
- between a neutral section and the end of an electrified line.

In certain locations, equipment is provided to shorten the area of the emergency switch-off.

Overhead line permit

A permit (known as form C) signed and issued by the nominated person (NP) and given to a controller of site safety (COSS), designated person (DP) or safe work leader (SWL) who is to work on or near to the OLE.

This permit states exactly what electrical equipment is isolated and earthed and on which, or near to which it is safe for the specified work to begin.

If an overhead line permit has been issued, it does not mean train movements have stopped.

2 Competence

You must not go on or near the line in an area with OLE unless your certificate of competence in personal track safety states that it is valid on lines electrified by the overhead system.

Table A of the *Sectional Appendix* shows which lines are electrified by the overhead system.

If new OLE is being installed, or an electrified area is being extended, the instructions in this handbook will not apply until the equipment has been declared live.

You will be told about this in an energisation warning notice.

If you are not sure whether the OLE is live, you must treat it as live and dangerous to life.

3 Dangers of the system

3.1 Treating the OLE as being live

OLE, pantographs and all roof-mounted electrical equipment on trains are extremely dangerous. It may be fatal if you touch or go near any of them, or if you allow anything to touch or go near them.

You must treat these items as being live at all times unless they have been made safe as shown in the instructions in this handbook.

Except for the mast or structures, you must treat all parts shown in diagram HB16.1 as being live at all times and dangerous to life unless one of the following applies.

- An overhead line permit has been issued to the COSS or SWL.
- The OLE has been isolated and earthed and an assurance has been received as shown in local isolation instructions.
- The OLE has been made safe to approach, but not touch, by an emergency switch-off and the ECO gives this assurance.

3.2 Objects on or near to the OLE

You must treat broken or displaced wires and anything attached to, or near to, the OLE as live and dangerous to life.

You must not remove or approach anything attached to, or near to, the live OLE.

You must not try to remove or approach an object hanging from, in contact with or close to the OLE, unless you have been specially trained and authorised to do so.

- 1 Catenary wire
- 2 Dropper
- 3 Contact wire
- 4 Headspan wire
- 5 Cross span wires
- 6 Structure bond
- 7 Insulators
- 8 Mast or structure
- 9 Structure number plate
- 10 Along-track conductors

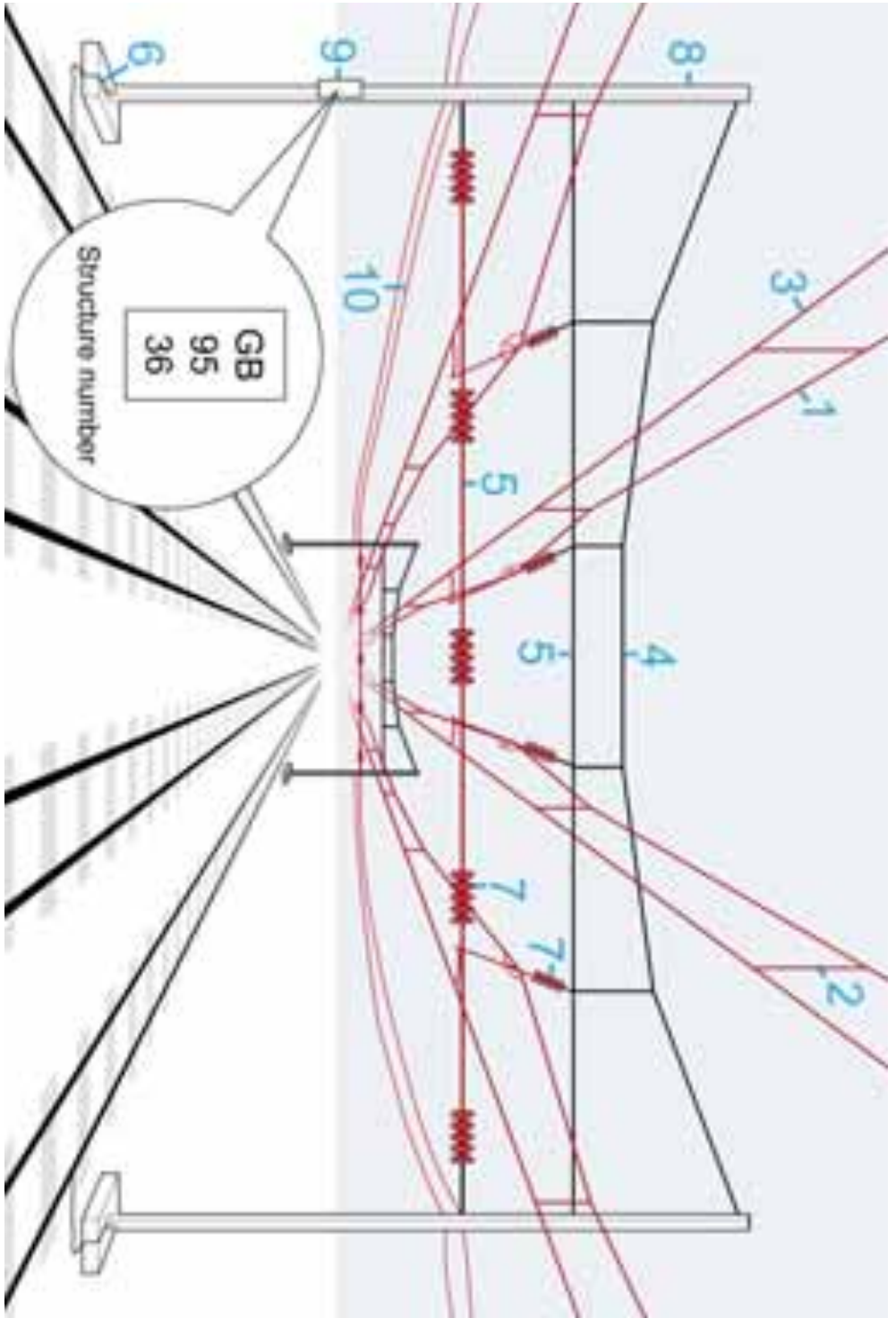


Diagram HB16.1
Typical headspan construction

3.3 Reporting objects and defects to the ECO

You must immediately make sure the following are reported to the ECO.

- Objects that have been thrown onto, are hanging from, or are otherwise touching the OLE.
- Damage to the OLE.
- OLE that is smoking, excessively flashing or fusing.
- Broken or displaced along-track conductors.
- Broken or displaced wires connected to the OLE.
- Damaged or loose automatic power control (APC) track inductors.
- A broken or parted rail.
- A broken or defective bond, in which case you must tell the ECO the colour of the bond.

You must not touch the rails if they are broken or parted, neither must you touch a broken or defective bond if it is marked red, nor any equipment connected to the bond.

If the damage or defect will affect the safe operation of trains, you must first report this to the signaller.

4 Personal safety

4.1 Working near OLE

You must not carry out any work above live OLE or within 2.75 metres (9 feet) in any other direction from live OLE, unless a written method statement has been provided which has been approved by the equipment owner.

Except in specially defined conditions, you must not use a crane, plant or similar equipment on or near to the OLE unless:

- the OLE has been isolated and earthed as shown in Network Rail instructions
- the COSS or SWL is issued with an overhead line permit.

If you are using equipment with parts that can be extended, you must make sure that these are only used as shown in the method statement.

4.2 Working on vehicles

You must never go above the cant rail or climb above the floor level of the driving cab, or climb on the roof or open upper deck of a vehicle, or on the steps giving access to the roof of any vehicle unless one of the following applies.

- You are on a line where there is no OLE above or adjacent to the vehicle.
- The OLE has been isolated and earthed as shown in Network Rail instructions and the COSS or SWL has been issued with an overhead line permit.
- The specific conditions in local instructions have been met.
- Local isolation is allowed and you are sure an isolation has been taken.

4.3 Using long items

You must take extreme care when using or carrying long items. You must make sure they do not come within 2.75 metres (9 feet) of live OLE.

You must carry long items horizontally and, if necessary, get other people to help you.

When using ladders near OLE, you must only use ladders that are made of wood, or other safety-approved non-conducting material.

You must not use ladders that are reinforced with metal attachments running along the sides.

5 Communicating with the ECO

5.1 Directly or by another person

You can contact the ECO direct, or you can ask another person to contact the ECO on your behalf.

If another person asks you to contact the ECO, you must make sure that you get the necessary information from that person before speaking to the ECO. You must also get any other information that the ECO asks for.

5.2 Identifying yourself and the location

When contacting the ECO, you must state:

- your name, job title and employer
- the line or lines concerned
- the location (for example, the nearest bridge, station, signal, block marker or other structure)
- the number on the nearest OLE structure or identifying plate (this will tell the ECO exactly where you are)
- the telephone number or radio call number (whichever you are using) so that the ECO can contact you if necessary.

If the ECO gives you a message identification number, you must state it each time you speak to the ECO.

6 Emergency switch-off

Note: An emergency switch-off of the OLE does not mean that train running has been stopped.

6.1 Immediate actions

You must immediately contact the ECO (or arrange for this to be done) if you become aware of:

- a derailment
- a fire on a vehicle, train or on the lineside
- a person in contact with or in danger of coming into contact with the OLE
- an incident or other emergency requiring, or likely to require, the electricity supply to be switched off.

If you receive a message from another person about an emergency, you must pass on all this information to the ECO.

When you contact the ECO, you must first say, '**This is an emergency call**'.

You must tell the ECO:

- the reason why you want the electricity to be switched off
- whether any person is in danger from live OLE
- whether the emergency services are waiting to give assistance.

If you are not at the site, you must relay information from the ECO to the site and from the site to the ECO.

6.2 Further actions

You must stay in contact with the ECO or, if you have reported the incident through another person, stay in contact with that person until you have been assured that:

- the electricity has been switched off and the OLE has been made safe to be approached but not touched, or
- other arrangements have been made.

If the ECO agrees to the emergency switch-off, the ECO will decide who will be regarded as the person in charge of electrical emergency (PICEE).

If you are a person passing on this information on behalf of someone else, you must stay in contact with the ECO until an assurance has been given that one of these arrangements has been put in place.

6.3 PICEE managing the emergency switch-off

If you are appointed by the ECO as the PICEE, the ECO will tell you the limits of the emergency switch-off.

You must identify yourself to anyone arriving on site.

If the emergency services arrive on site, you must tell the officer in charge from each emergency service about the presence of the OLE and which parts have been switched off.

The ECO will tell you before shortening the area of the emergency switch-off. You must tell everyone at the site about the new limits.

If passengers are to get out of a train which is not at a platform, you must make sure that all passengers are kept clear of the OLE.

If you hand over the responsibility of the emergency switch-off to someone else, you must tell the ECO immediately. You must give the name, job title and employer of the new PICEE taking over.

If you are the new PICEE, you must immediately confirm the emergency switch-off arrangements with the ECO.

As soon as the emergency is over and the affected section can be re-energised, you must warn everyone involved that the electricity is about to be switched on and make sure they are clear of the OLE.

You must then tell the ECO that the emergency is over and wait for further instructions.

If the emergency will go on for a long time or it will be necessary to issue an overhead line permit, the nominated person (NP) will contact you when arriving on site.

You and the NP must both contact the ECO so that responsibility for the emergency switch-off can be transferred from you to the NP.

7 Rescuing a person from the OLE

You must make sure the electricity is switched off before you approach a person who:

- is above the live OLE, or
- is within 2.75 metres (9 feet) of the live OLE.

If you become involved in rescuing a person after an emergency switch-off has been taken, you may have to come into contact with the OLE, or the person touching the OLE.

In either case, you must make sure your hands are covered with something dry which will not conduct electricity. This is because a residual voltage may be present even though the electricity has been switched off.

8 Isolation of the OLE

Note: An isolation of the OLE does not mean that train running has been stopped.

When a section or sub-section of OLE has been isolated, you must continue to treat it as being live until:

- an overhead line permit has been issued, or
- where local isolation instructions allow this, the OLE has been isolated and earthed and an assurance received as shown in the local instructions.

9 Overhead line permits

9.1 Issuing an overhead line permit

When the NP has made sure that the OLE has been isolated and earthed, the NP will hand the COSS or SWL an overhead line permit. The COSS or SWL must understand:

- the working limits on the overhead line permit
- where live equipment is adjacent to, or crosses over earthed equipment, which equipment is live and which is earthed
- the issue of the overhead line permit does not mean that train movements have been stopped.

The COSS or SWL must sign the overhead line permit to show they understand the conditions.

The COSS or SWL must then make sure everyone in the group fully understands the conditions shown on the overhead line permit, before work is allowed to start.

9.2 During the work

The COSS or SWL must keep the overhead line permit until:

- work is completed and the COSS or SWL and the group the COSS or SWL is responsible for is clear of the line, or
- the COSS or SWL is relieved by another COSS or SWL, in which case the overhead line permit must be handed to the new COSS or SWL and both people must sign it.

The new COSS or SWL must make sure they understand about the conditions shown in section 9.1 of this handbook.

The new COSS or SWL must tell the NP (either directly or through the ECO) that they have taken over the duties of the COSS or SWL.

The COSS or SWL must immediately tell the NP if the overhead line permit is lost. The NP will arrange to issue another overhead line permit endorsed 'Duplicate'.

9.3 Changes of personnel within the work group

The COSS or SWL must make sure that each person coming onto the site of work after the overhead line permit has been issued fully understands the conditions shown below before being allowed to start work.

- The working limits on the overhead line permit.
- Where live equipment is adjacent to, or crosses over earthed equipment, which equipment is live and which is earthed.

9.4 When the work is suspended or completed

When the work is suspended or completed, the COSS or SWL must make sure all personnel and materials are removed from, and are no closer than 2.75 metres (9 feet) from, the OLE.

The COSS or SWL must then:

- instruct each person in the workgroup to treat the OLE as live and dangerous to life
- complete the overhead line permit
- give the overhead line permit to the NP who will countersign it.

If you have lost your OLE permit, you must tell the NP. You must carry out a visual inspection with the NP to make sure that all persons and materials are clear of the OLE.

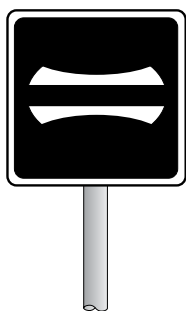
10 Arranging coasting under the OLE

If you are the responsible person, when you arrive on site, you must establish whether the object or defect to the OLE means that trains, including trains with pantographs lowered, can run or continue to run safely through the affected area.

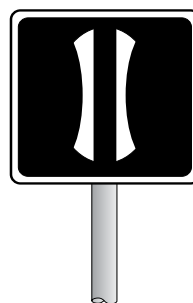
If trains can run or continue to run but electric trains must coast with the pantographs lowered, you must decide whether the driver can easily identify the location. You must take account of the weather conditions and any other factor that may make this difficult.

If you believe it will be difficult for the driver of each train to easily identify the exact location, you must make sure that the following boards are erected.

20 mph (30 km/h) coasting signs



**Lower
pantograph**



**Raise
pantograph**

**Corporate member of
Plain English Campaign
Committed to clearer
communication**

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