

RFLI QuickGuide

Track Visitor Permits (TVP) Key Safety Information

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General safety

You are about to set foot on the railway, possibly for the first time. It's an unusual place with many dangers but throughout your visit, you'll be accompanied by a qualified Engineering Supervisor (ES) or another suitably experienced person (appointed by the ES), or Controller of Site Safety (COSS) whose job it is to provide a safe environment for you to work in. The ES/COSS will identify themselves to you at the start. The ES is identified by wearing a yellow armlet with 'ES' written in blue letters. The COSS is identified by wearing a blue armlet with 'COSS' written in white letters. They will tell you the arrangements put in place for your safety, specific names for areas of the track where you can and cannot go, what you can and cannot do and the hazards you're likely to encounter. Follow the instructions given by the ES/COSS. If you are in any doubt about the safe system then tell the ES/COSS straight away. You must follow the instructions of the ES/COSS at all times.

Medical fitness / drugs and alcohol

It is important that you are medically fit, in line with your self-certification on the TVP Personal Data Form, and you must tell your employer if your medical fitness has changed since you last completed this. You must not go on or near the line after taking illegal drugs, any medication or consuming alcohol in line with RFLI Testing for Drugs & Alcohol Standard (RFLI-GEN-HS-PRO-0029), as this could affect your safety. It is also important that you are able to see clearly when you are working on the railway, so if you need glasses or contact lenses - make sure you wear them. Always have a spare pair of glasses with you if you wear contact lens.

Personal Protective Equipment (PPE)

Before going on or near any line, you'll be provided with the necessary Personal Protective Equipment (PPE) for your visit. As a minimum, this will be:

- ✓ a high-visibility vest and trousers
- ✓ a blue safety helmet
- ✓ safety boots with ankle support (not rigger boots or Wellingtons)

Other types of PPE such as eye protection, ear protection and gloves may also be required at some sites. You will need to wear the required PPE at all times when you are on or near the line.

Work that can be undertaken by a TVP holder:

Walking in a Group

This may be undertaken under the supervision of the ES within a possession or a COSS in a Line Blockage. The ES/COSS shall make arrangements such that sufficient experienced staff are available to enable close supervision of all TVP holders whilst they are on or near the line.

Specialist or Minor work in Possessions (working safeguarded, fenced, separated or with a Line Blockage)

Specialist or minor work shall only be undertaken in a Possession. Where the safe system of work is Separated, the ES shall make sure that sufficient Site Wardens are appointed to enable continuous close supervision of all TVP holders whilst they are on or near the line.

Track layout and terminology

A number of terms are used to describe the different parts of the railway – it's important that you get familiar with them before your track visit.

Below is a description of what each term means, but be aware that these are just terms and not actual measurements.

The Cess	The space alongside the railway line(s)
The Four Foot	The space between the running rails of one line
The Six Foot	The space between a pair of lines
The Ten Foot	The space between one pair of lines and another



Approaching trains

Be aware of approaching trains or machines, they can approach without being heard. Stay alert. If the driver of an approaching train or machine sounds the horn, raise your arm to prove you've heard it and move clear to a position of safety. The ES or COSS will tell you during their safety briefing where to go to reach a position of safety. If a train approaches and for some reason you can't get to position of safety, lie face down but not in the four foot. Gather all loose clothing under you.

Positions of safety

You are in a position of safety if you are at least 1.25 metres (4 feet) from the nearest line on which a train can approach and there is a safe method of protection is being used.

Electrified lines

Some lines are electrified, either using overhead cables or rails running alongside the track. The ES will tell you whether the electricity has been switched off or not. If the overhead line equipment is live, coming into contact with this equipment could kill you as the voltage is a hundred times greater than your supply at home. Don't go within 2.75 metres (9 feet) of the overhead line equipment. Note: TVPs cannot be used for minor work on or near live 3rd / 4th Rail DC electrified lines.

The 'Safe System of Work'

In a Possession

In a possession the line(s) are blocked and generally there are no trains running, except possibly engineering trains or on-track plant. When working within a Possession the ES will tell you the type and limits of the protection. Sometimes a fence is erected to keep you in the Safe System of work, at other times a Site Warden is appointed to make sure that you stay within the limits of the safe system of work and well away from the nearest open line. The Site Warden is appointed by the ES and they are identified by wearing a white armband with 'Site Warden' written in blue letters. They will shout a warning if you stray too close to an open line. If they do shout a warning you must step back into the safe area and acknowledge their warning. Never talk to a Site Warden in case you distract them from doing their job properly.

Line Blockage

When working in a Line blockage, the line(s) are blocked and generally there are no trains running. . When working within a Line Blockage the COSS will tell you the type and limits of the protection. Sometimes a fence is erected to keep you in the Safe System of work, at other times a Site Warden is appointed to make sure that you stay within the limits of the safe system of work and well away from the nearest open line. The Site Warden is appointed by the COSS and they are identified by wearing a white armband with 'Site Warden' written in blue letters. They will shout a warning if you stray too close to an open line. If they do shout a warning you must step back into the safe area and acknowledge their warning. Never talk to a Site Warden in case you distract them from doing their job properly.

Remember the basics

Don't go on or near a railway line unless you are clear about the dangers and safe system of work at your location. Always remember these five basic rules:

- ✓ Stay with the ES/COSS at all times.
- ✓ Do what the ES/COSS tells you.
- ✓ Wear the required PPE.
- ✓ Keep alert.
- ✓ Safety is your responsibility as well.

Have you understood this safety guidance? If not, please ask your ES/COSS for clarification.