

GE/RT8000/HB18  
Rule Book

**Handbook 18**

# **Handbook 18**

## **Duties of a level crossing attendant**

**Issue 4**  
**September 2015**  
**Comes into force**  
**05 December 2015**

**Crystal  
Mark  
19921**



Clarity approved by  
**Plain English Campaign**

**Published by:  
RSSB**

**The authoritative version of this document is  
available at [www.rssb.co.uk/rgsonline](http://www.rssb.co.uk/rgsonline)**

**Contents approved by Traffic Operation  
and Management Standards Committee.**

**Enquiries on this document can be forwarded to:  
[enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk)**

**First issued December 2011  
Issue 4, September 2015  
Comes into force 05 December 2015**

**© Copyright 2015  
Rail Safety and Standards Board Limited**

|   | <b>Page</b> |
|---|-------------|
| <b>1</b> Arriving at the crossing   | <b>2</b>    |
| <b>2</b> Automatic half-barrier crossing (AHBC)                           | <b>2</b>    |
| <b>3</b> Closed-circuit television (CCTV) or remote control (RC) crossing | <b>4</b>    |
| <b>4</b> Obstacle detection (OD) crossing                                 | <b>6</b>    |
| <b>5</b> When the crossing is to be restored to normal working            | <b>8</b>    |

## **1 Arriving at the crossing**

When you arrive at the crossing you must report to the signaller and wait for further instructions.

You must not open the door to the local control unit or crossing clear unit until the signaller tells you to take local control.

## **2 Automatic half-barrier crossing (AHBC)**

### **2.1 Taking local control**

You must put the crossing on local control only when told to do so by the signaller.

### **2.2 After local control has been taken**

While the barriers are raised, you must make sure a red flag, or red light during darkness or poor visibility, is displayed at each side of the crossing so that it is clearly visible to the driver of any train that may approach.

When you are told that a train is approaching, you must lower the barriers in time to avoid delaying the train.

If you are lowering the barriers by hand, you must first lower one barrier just enough to activate the red road signals and then lower both barriers fully.

When it is safe for a train to pass over the crossing, you must remove the red flag or light and show a green handsignal to the driver. You must take care that road users do not mistake this handsignal for permission to cross.

If the protecting signal or block marker can be seen from the crossing, you must make sure that the train has passed the signal or block marker or that the driver has been authorised to pass the signal or block marker before showing the green handsignal.

When a train has passed over the crossing, you may raise the barriers as long as no other train is approaching.

### **2.3 Local control for a line blockage or possession**

The signaller will tell you which lines are affected and when a movement needs to be made over the crossing on any open line.

**Line blockage:** the COSS, PC or SWL will tell you when a movement needs to be made over the crossing.

**Possession:** the ES, PICOP or SWL will tell you when a movement needs to be made over the crossing.

When you have been told or you become aware that a movement is to pass over the crossing, you must lower the barriers.

### **2.4 Local control in other circumstances**

The signaller will tell you about the circumstances and what you must do.

## **3 Closed-circuit television (CCTV) or remote control (RC) crossing**

### **3.1 When the crossing is not on local control**

If the signaller cannot get a satisfactory picture of the crossing, you will be told when the barriers are about to be lowered. While the barriers are being lowered, you must tell the signaller if it becomes necessary to stop the lowering process.

You must tell the signaller when the barriers are lowered and the crossing is clear.

If the movement is in a direction for which there is no signalled route, the signaller will tell you to display a green handsignal to the driver.

If you have agreed with the signaller that the barriers will be kept lowered until a road user wants to cross, you must immediately tell the signaller about any road user wanting to use the crossing.

### **3.2 Taking local control**

You must put the crossing on local control only when told to do so by the signaller.

If the barriers are already lowered, you must not raise them until the signaller tells you to do so.

### 3.3 When the crossing is on local control

If you are lowering the barriers by hand, you must first lower one barrier just enough to activate the red road signals. You must then lower the barriers fully.

You must lower nearside barriers first.

If a barrier does not rise in response to the button, you must immediately stop the raising sequence. You must lower any barriers that have started to rise as soon as it is safe to do so. The defective barrier must then be operated by hand. The other barriers can then be raised using the button.

### 3.4 Local control for a line blockage or possession

The signaller will tell you which lines are affected and when a movement needs to be made over the crossing on any open line.

**Line blockage:** the COSS, PC or SWL will tell you when a movement needs to be made over the crossing.

**Possession:** the ES, PICOP or SWL will tell you when a movement needs to be made over the crossing.

When you have been told or you become aware that a movement is to pass over the crossing, you must lower the barriers and display a green handsignal to the driver.

When the train has passed over the crossing, you must raise the barriers.

### **3.5 After local control has been taken in other circumstances**

The signaller will tell you about each approaching train. You must lower the barriers and tell the signaller when the barriers are fully lowered and the crossing is clear.

If the movement is in a direction for which there is no signalled route, the signaller will tell you to display a green handsignal to the driver.

When the train has passed over the crossing, you must ask the signaller for permission to raise the barriers.

## **4 Obstacle detection (OD) crossing**

### **4.1 Operating the crossing-clear unit (CCU)**

You must put the crossing in CCU mode only when told to do so by the signaller.

The barriers will lower automatically. When the barriers are fully lowered and the crossing is clear, you must press the 'crossing clear' buttons.

If the movement is in a direction for which there is no signalled route, the signaller will tell you to display a green handsignal to the driver.

If the crossing becomes obstructed, you must immediately operate the 'all signals on' control and tell the signaller.



## 4.2 Operating the local-control unit (LCU)

You must put the crossing on local control only when told to do so by the signaller.

If the barriers are already lowered, you must not raise them until the signaller tells you to do so.

## 4.3 When the crossing is on local control

If you are lowering the barriers by hand, you must first lower one barrier just enough to activate the red road signals. You must then lower the barriers fully.

You must lower nearside barriers first.

If a barrier does not rise in response to the controls, you must immediately stop the raising sequence. You must lower any barriers that have started to rise as soon as it is safe to do so. The defective barrier must then be operated by hand. The other barriers can then be raised using the controls.

## 4.4 Local control for a line blockage or possession

The signaller will tell you which lines are affected and when a movement needs to be made over the crossing on any open line.

**Line blockage:** the COSS, PC or SWL will tell you when a movement needs to be made over the crossing.

**Possession:** the ES, PICOP or SWL will tell you when a movement needs to be made over the crossing.

When you have been told, or you become aware, that a movement is to pass over the crossing, you must lower the barriers and display a green handsignal to the driver.

When the train has passed over the crossing, you must raise the barriers.

#### **4.5 After local control has been taken in other circumstances**

The signaller will tell you about each approaching train. You must lower the barriers and tell the signaller when the barriers are fully lowered and the crossing is clear.

If the movement is in a direction for which there is no signalled route, the signaller will tell you to display a green handsignal to the driver.

When the train has passed over the crossing, you must ask the signaller for permission to raise the barriers.

### **5 When the crossing is to be restored to normal working**

The signaller will tell you when the crossing can be restored to normal working.

You must not leave the crossing until the signaller gives permission.



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

**172**

