

Duties of the COSS and
person in charge when
using a hand trolley

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1 General

Unless it says otherwise in company instructions, the instructions in this handbook apply when using hand-controlled trolleys and other manually propelled equipment mounted on rail wheels or runners. All these items are referred to as trolleys in this handbook.

A competent person must always be appointed to be in charge of the trolley while it is in use. This person is referred to in this Handbook as the person in charge of the trolley.

A COSS must make sure the line is blocked before the trolley is placed on the line. The COSS can be the person in charge of the trolley.

Each trolley must be fitted with an operational fail-safe braking system. The correct brake handle must be used when operating the trolley.

A trolley must not pass over an axle counter head, or stop within 2 metres of it, unless reset arrangements have been agreed.

2 Duties of the COSS

2.1 Making sure the line is blocked

If you are the COSS, before you allow the trolley to be placed on the line you must make sure:

- the line is blocked as shown in handbook 8, 9 or handbook 9 ERTMS
- the necessary arrangements for the trolley have been made.

2.2 On a running line not under possession

You must agree with the signaller the position any points must be in. You must not allow the trolley to pass any signal at danger or a block marker without the signaller's authority.

2.3 On a running line in a possession

If you are a COSS working within a possession, you must agree with the ES when you can allow the trolley to be placed on the line.

2.4 Within a siding

If working within a siding, you must not allow the trolley to be placed on the line until the necessary protection arrangements have been made.

2.5 Level crossings

You must not allow the trolley to:

- pass over a manually-controlled level crossing unless the barriers are lowered or the gates are closed to road traffic and you are sure it is safe to do so
- come within the controls of an ABCL or AOCL
- come within the controls of an AHBC unless it is under local control
- pass over an AHBC unless it is under local control and the attendant displays a green handsignal
- pass over a level crossing which has red and green warning lights unless you have made sure it is safe to do so
- pass over a CCTV, OD or RC crossing without the signaller's authority.

3 Duties of the person in charge of the trolley

The person in charge of the trolley must make sure that:

- the trolley's braking system has been tested and is in good order
- the COSS has given permission before the trolley is placed on the line
- the trolley is not placed on or used on a line which has a gradient greater than 1 in 50, unless specially authorised in local instructions
- the trolley is correctly loaded
- the trolley is not overloaded
- no-one rides on the trolley
- the trolley, or its load, does not foul any other line
- the trolley has at least two people with it when moving and one of them must be in charge of the brake
- a red light is displayed on the trolley - which must be visible in both directions
- when not being used, the trolley is placed well clear of the line and if left unattended, the trolley must be secured so it cannot be moved.

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