

Rule Book Handbook 3
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Duties of the lookout and site warden

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**For information regarding the Rule Book, contact:
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1 Competence

To act as a lookout or a site warden you must have with you a valid lookout certificate of competence issued by your employer.

2 Identification

When you are acting as a lookout, you must wear a white armlet or badge with the word 'LOOKOUT' in red letters. When you are acting as a site warden, you must wear a white armlet or badge with the words 'SITE WARDEN' in blue letters.

You must wear the armlet on your left arm or if it is a badge, wear it on the upper chest.

You must not wear these armlets or badges at any other time.

3 Site-warden duties

The COSS will tell you who to watch and the boundary of the safe area as well as where you must stand.

You must not leave your post until the COSS tells you that you are no longer needed to act as site warden or you are relieved by another site warden.

The COSS will make sure you understand the limits of the safe area.

You must watch the group and make sure that no one moves beyond the safe limits laid down by the COSS.

You must warn anyone who attempts to move beyond the safe limits by shouting '**get back**'. If they do not immediately move back into the safe area, you must give a series of short sharp blasts on the whistle or horn until they do move back into the safe area.

While you are acting as a site warden you must:

- make sure your mobile phone is switched off
- stay alert and carefully watch the group.

You must not:

- take part in the actual work
- carry out any other duties, unless you are also the COSS
- allow yourself to be distracted.

You must immediately let the COSS know if you do not believe you can continue to give an adequate warning or you cannot continue your duties as a site warden.

4 Lookout duties - general

The COSS will tell you:

- where to stand
- from which direction trains will approach
- on which lines trains will approach
- who you are to give the warning to
- how you are to give the warning
- where the position of safety is.

You must stay at your post until the COSS tells you that you are no longer needed to act as lookout or you are relieved by another lookout.

You must not act as a lookout if you cannot stay alert.

While you are acting as a lookout you must:

- make sure your mobile phone is switched off
- stay alert and carefully watch for approaching trains
- give the warning and then tell the COSS if you can no longer give an adequate warning or your view becomes obscured.

You must not:

- take part in the actual work
- carry out any other duties
- allow yourself to be distracted.

Note: Site lookouts are not allowed during darkness, poor visibility or in or near a tunnel.

5 Site-lookout duties

When you see a train approaching on the lines concerned, you must immediately give the warning.

You must give the warning using one of the following methods as instructed by the COSS:

- whistle
- horn
- touch.

If necessary, you must also shout.

If anyone does not immediately acknowledge your warning and move to the position of safety, you must give a series of short sharp blasts on the whistle or horn or repeat the touch warning until they do move to the position of safety.

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Contact: <https://customer-portal.rssb.co.uk>
Tel: +44 (0) 20 3142 5300
Web: www.rssb.co.uk

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