



Royal St David's Golf Club

LEVEL CROSSING POLICY:	Health & Safety at Work Act 1974
Created:	06.06.11
To be reviewed:	Annually from the 1st of April 2012, or following any significant change or event
Policy is maintained by	The Secretary/Manager

Section 1: Introduction

- In the past nine years, 22 people have been killed while using level crossings in North Wales. Royal St David's Golf Club is responsible for assessing the risks and making sure that safety at the user-worked crossing on its property is properly managed in so far as they are able to do so. There is also a duty on users to obey signs at the crossing and any instructions from the signalman. Where the user is "at work" this is a statutory responsibility under the above Act.
- Level crossings contribute more than a third of the risk of a major train accident on Network Rail infrastructure. Misuse by road vehicle drivers accounts for over 95% of that contribution. Out of a total of around 7600 crossings on the Network Rail system around 4000 are classified as 'User Worked Crossings' (UWC). These are often located on private roads such as the one at this Club. Their safe operation is dependant on, and the responsibility of, the user, and they carry a disproportionate share of the train accident risk.
- Research by the safety regulator has found that some users were not aware of, or failed to understand the correct rules and procedures for using level crossings or that they were susceptible to other factors such as noise and activities in the vicinity, which caused distraction
- The research also found that people perceive risks differently. This is defined by their personality and social influences on their behaviour (e.g. through approval or disapproval by others). The level of perceived risk can change dependant on the user's situation. Risk-taking behaviour at level crossings may be higher during certain times of day and certain times of the year e.g. during the holidays. Familiarity with using the crossing and complacency also play a part in perceived risk particularly where rail traffic is light.
- The purpose/objectives of this document is as follows;
 - i. *To explain to staff, members, visitors and suppliers who is authorised to use the level crossing and when.*
 - ii. *To explain the procedures required when using the crossing.*
 - iii. *To ensure that the crossing is used safely at all times*



Section 2: Who may use the crossing

- Vehicles driven by the following can use the crossing;
 - i. *Suppliers and contractors, where deliveries or contracts could not otherwise be made or undertaken without the use of a vehicle e.g. fuel deliveries, refuse collections, and building contracts.*
 - ii. *Disabled members and visitors who are using the Club facilities.*
 - iii. *Users of the Dormy in order to offload luggage and clubs, but only with the express prior approval of the Secretary or Stewardess.*

- Vehicles driven by the following cannot use the crossing;
 - i. *Staff, unless with the prior approval of the Secretary.*
 - ii. *Members and Visitors generally.*

Section 3: What to do

Crossings with telephones, such as the one at this Club, have specific procedures which every vehicle user must comply with. These are:-

- *Before crossing, use the telephone to contact the signaller for permission to cross.*
- *Follow the instructions given by the signaller.*
- *If the signaller tells you there's a train approaching, wait for the train to pass and ring the signaller again. Don't assume that it's safe because a train has passed.*
- *If the signaller tells you it's safe to cross, open both gates and make sure that the exit is clear.*
- *Cross quickly and safely.*
- *Make sure that you close both gates once you have crossed, even if you're coming back again in a short time, or if someone is following you a few minutes later.*
- *If you're asked to do so, telephone the signaller again to say that you're clear of the crossing.*
- *It is especially important to call back, otherwise the signaller will assume that you're still on the crossing, which may cause delays to the train.*

Most of these requirements should not normally apply to those on foot. However Members should check in both directions to make sure that a train is not approaching before starting to cross.

Disciplinary action up to and including dismissal will be taken under the Club's Disciplinary Procedure, against any employee or member who is found to be abusing these procedures.

Suppliers or Contractors who are found to be abusing these procedures will be reported to Network Rail and the Police. Failure to comply with the correct procedures can result in prosecution and a fine of £1,000.

