



Operations Manual

In a lot of societies this would be referred to as the RULE BOOK.

The Operations Manual contains all matters relating to operations track side.

Preface

This Operations Manual for Mizens Railway provides a set of rules and procedures to ensure safe operation of the railway for members and visitors. It will be used as basis for formal training, especially for those engaged in safety-critical roles.

This latest May 2024 version takes into account comments received following the issue of the first version in July last year and is now the definitive version. It is the intention to review the Manual annually.

Mike Goddard
Chairman, WMRS Ltd

1.INTRODUCTION

1.1. EQUALITY & DIVERSITY POLICY

See Woking Miniature Railway Society Ltd Equality and Diversity Policy.

1.2. SAFEGUARDING (Summary – for details see separate policy)

1.2.1. Woking Miniature Railway Society is committed to Best Safeguarding Practice.

1.2.1.1. As part of our best practice we will follow an agreed Safeguarding Policy. This policy will include:

The appointment of a Designated Responsible Person.

ALL members over the age of 16 may have to undergo DBS (Disclosure and Barring Service) check

Safeguarding will be on the agenda of all General Meetings of the Society, Directors Meetings, Committee Meetings, Health and Safety Meetings to ensure that the area is always there even if there is nothing to discuss.

1.3. AIMS & OBJECTIVES

See Memorandum and Articles of Association – Available for all Members to see on request from the Secretary

1.4. HEALTH & SAFETY

1.4.1. Woking Miniature Railway will endeavour to ensure that all relevant legislation and regulations are complied with.

1.4.2. Members are deemed to have read and accepted these rules and any amendments made thereto and agree to be bound by them.

1.4.3. First Aid Equipment will be maintained at all times and located as indicated by displayed signs. Locations may change clear signage should be provided.

1.4.4. There is to be no smoking in any building as is required by law, including engine sheds area as fuel is often present. Smoking is not permitted in any area where No Smoking signs are displayed and where refuelling takes place. Members are requested not to smoke behind the station building or adjacent to any open windows or the doorways to any building in the station area.

1.5. DISREPUTE & CRIMINAL ACTIVITIES

1.5.1. No person who is apparently under the influence of drink, or illegal substances, or whose behaviour gives cause for concern shall be allowed on the site.

1.5.2. No member shall in any way disfigure, damage or spoil any amenities of the railway or commit any act which detracts from the general appearance of the site as a railway undertaking, other than for such necessary operations as agreed by committee that are required for engineering, landscaping, or similar activities to enhance the undertaking.

1.5.3. Members of the public deliberately causing damage will, if circumstances warrant, be reported to the police.

1.6. GENERAL

1.6.1. Junior Members must be made aware of the dangers present on an operational site and accept, without question, instructions from Officers.

1.6.2. Any animal brought onto the site shall be under full control at all times and not allowed to enter food service areas.

1.6.3. During Public running society members and visitors shall not remain on the platforms when they are on breaks etc. to prevent the platforms becoming overcrowded.

1.6.4. Members must not park personal vehicles other than in designated parking areas. Adequate access to the site must be maintained for the arrival and departure of emergency service vehicles. Members of the public must also park their vehicles in a similar manner.

1.6.5. No inexperienced member shall undertake any work on the railway unless under the supervision of a member with suitable experience.

1.6.6. The Operations Manual may only be changed with the approval of the Operations Manager (Superintendent), Society Health and Safety Officer and 2 other committee members and confirmed at next committee meeting.

1.6.7 Temporary operations changes may be made on a specific day or part thereof by means of a Traffic Notice - see 7.5

1.6.8. Up to date (Controlled) copies of the Society Operations and Health Manuals will be kept in the Station Building, and Ticket Office and available to members online.

1.6.9. Members will be issued with a copy of the abridged Operations Manual that will include any appropriate appendices including Signalling instructions and "Signalling a Drivers Guide" (Appendix S).

1.6.10. All changes to the Operations Manual will be announced via email, with hard copies made available as required, to all members by the Society Safety Officer.

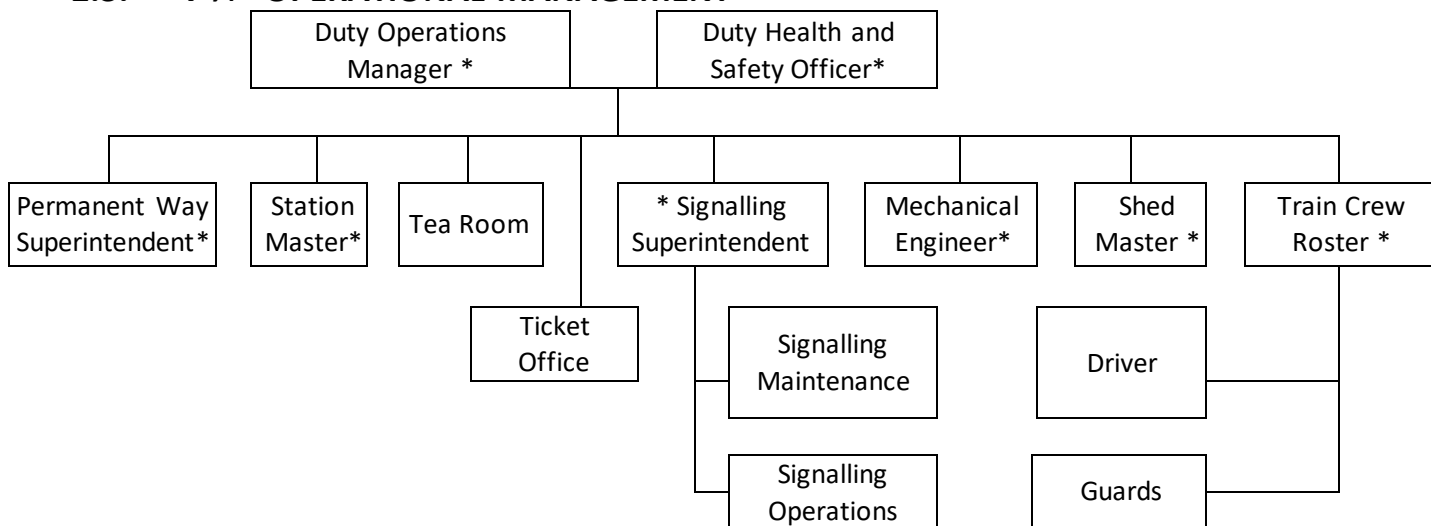
2. MANAGEMENT OF THE SOCIETY

2.1. As set out in the MEMORANDUM & ARTICLES of ASSOCIATION

2.2. MANAGEMENT COMMITTEE

Consists of the SECRETARY, TREASURER, CHAIRMAN and such Officers as the AGM may appoint to the Committee and any persons who the Committee may co-opt.

2.3. 7 ¼" OPERATIONAL MANAGEMENT



* Officers are expected to arrange a Deputy in and inform the Operations Manager if they will not be on site on a running day

2.4. HEALTH AND SAFETY COMMITTEE

2.4.1. The Health and Safety Committee is a sub-committee of the main Woking Miniature Railway Society committee. The roll of the sub-committee is to ensure that the Society meets both its legal and moral responsibility under all Health and Safety Legislation.

2.4.2. The Terms of reference will be regularly reviewed and the current version will be agreed by the Committee and recorded in both the Committee Minutes and in the Health and Safety Policy.

2.4.3. The members of the Health and Safety Sub-committee shall include the following officers of the Society

- The Director designated responsible for Health and Safety
- The Society (Health and) Safety Officer (as Chair)
- The Operations Manager (Superintendent)
- The Permanent Way Superintendent
- The Chief Mechanical Engineer
- The Signalling Superintendent
- The Sub-committee can co-opt those with special knowledge

Others can be added at any time by the Society Committee and so recorded in the Minutes and the Health and Safety Sub-committee policy.

3. TRAINING AND COMPETENCE OF STAFF

- 3.1. A Training Record shall be maintained for All Members as laid out in the Health and Safety Manual
- 3.2. All persons who are to work on the railway must satisfy the appropriate officers that they have an adequate knowledge of, and the ability to perform the necessary tasks. Once these conditions have been met the Training Record will be updated indicating the tasks the Member has been authorised to undertake. This does not apply to people carrying out their own trade subject to qualifications and experience, but they must comply with any requests of the Safety Team.

3.3. DUTIES, RESPONSIBILITIES OF THE: -

3.3.1. OPERATING SUPERINTENDENT

3.3.1.1. All operational matters.

3.3.1.2. He may delegate responsibilities for individual areas to recognised officers, who may be appointed or serve on an acting basis for a particular event.

3.3.1.2. PRE-OPERATING CHECKS

The Operations Duty Officer shall ensure that the following checks are carried out by the appropriate Officers:

3.3.1.2.1. The Operations Duty Officer must ensure that all drivers (including visitors) have been formally approved and have adequate knowledge of the Society Operations Manual, track, rolling stock capability and confirm that they have read: "Signalling: A Drivers Guide".

3.3.1.3. In consultation with all the Duty Officers agreeing the routes to be run on the day dependent on the weather, available operational staff, suitable signalling staff and rolling stock.

3.3.2. DUTY OPERATIONS OFFICER

3.3.2.1. All operational matters on the Day.

3.3.3. HEALTH AND SAFETY OFFICER

3.3.3.1. Ensuring all statutory regulations are complied with and setting up, in conjunction with relevant section officers, safe working procedures, and ensuring that risk assessments have been carried out to cover all activities.

3.3.3.2. Ensuring necessary investigations are carried out and the required reports are produced following operational incidents.

3.3.3.3. Ensuring the maintenance of First Aid Equipment.

3.3.3.4. Ensuring the maintenance of all Safety Equipment.

3.3.4. DUTY SAFETY OFFICER

3.3.4.1. All health and safety matters on the Day.

3.3.5 SHED MASTER

3.3.5.1. All matters in the yard areas.

3.3.5.2. Allocation of steaming bays etc.

3.3.5.3. Liaison with the signalman when trains are ready to leave or return to the yard.

3.3.5.4. Ensuring water and coal are available both in the yard and at platform ends as locally agreed.

3.3.5.5. The making up of train rakes and checking couplings and braking where fitted.

3.3.5.6. Positioning movements within the Yard.

3.3.5.7 The allocation of locos to shed roads

3.3.5.8 Ensuring loco owns comply with the Shed Rules.

3.3.6 DUTY STATION MASTER

3.3.6.1. Overseeing all activities in the general Station concourse area and for loading and unloading trains.

3.3.6.2 Ensuring that safety briefings are given to passengers before trains depart.

3.3.7 PERMANENT WAY SUPERINTENDENT

3.3.7.1. Provision, construction & maintenance of track work & associated structures. Checking or arranging for checks to be carried out over all tracks before any public running session.

3.3.7.2. Setting and removing speed restrictions and trackside signs both permanent and temporary, in consultation with the Duty Operations or Safety Officer

3.3.7.3. Unless needed in an emergency to enable running to continue, no modification or repairs shall be carried out to track during running sessions. When this does have to take place drivers must be informed and speed restrictions & PW signs displayed.

3.3.7.4. The Permanent Way Duty Officer shall ensure that the track is checked for defects or obstructions and all track clearances are maintained and

not prejudiced due to landslip, trees, vegetation or other trackside structures or events.

3.3.8 SIGNALLING SUPERINTENDENT

- 3.3.8.1. Signalling Duty Officer shall ensure all signals and points are operational before running starts. He shall take appropriate action in the event of a failure.
- 3.3.8.2. Developing and maintaining adequate signalling provision directed towards ensuring safe operations. Where possible these shall be of a fail-safe type.
- 3.3.8.3. Training of signalmen & maintenance team.
- 3.3.8.4. Signalmen shall be trained and authorised in accordance with insurance and other regulatory bodies' requirements in conjunction with the signalling instructions (Appendix S & S1)
- 3.3.8.5. No unauthorised person may operate the signals or points during public operating sessions unless under the constant supervision of an authorised signalmen.
- 3.3.8.6. For non-public sessions, probationers may operate the signal box if authorised by the Signalling Superintendent, or Duty Operations Officer.

3.3.9 MECHANICAL ENGINEER

- 3.3.9.1. The Mechanical Engineer Duty Officer / Yard Master shall ensure that all steam locomotive boiler certificates are current, rolling stock maintenance records.
- 3.3.9.2. The Mechanical Engineer Duty Officer or authorised substitute shall insure that the measurements of all visiting locomotives and rolling stock are within the loading gauge and steam locomotives have valid boiler certificates.

3.3.10. NON-STEAM DRIVERS TRAINING,

- 3.3.10.1. All drivers must be over the age of 16 and then be passed as a non-steam locomotive driver and must satisfy an appointed examiner that they have practiced the necessary skills outside of public running times before being presented for formal testing by the examiner. The following areas shall be tested and remain their responsibility when driving.
- 3.3.10.2. Drivers shall demonstrate the ability to carry out the following in a safe and proper manner:
 - 3.3.10.2.1. Preparation of their locomotive for work.

- 3.3.10.2.1.1. Fuelling and re-fuelling
 - 3.3.10.2.1.2. Lubrication of locos
 - 3.3.10.2.1.3. Testing the brakes.
 - 3.3.10.2.1.4. Checking the presence and condition of safety equipment including fire extinguishers
 - 3.3.10.2.1.5. Checking the security of the links and pins
 - 3.3.10.2.1.6. When leaving the locomotive turning off and applying the parking brake.
 - 3.3.10.2.1.7. Understanding and following all signals having signed as have read “Signalling: A Drivers Guide”, latest Issue. (Appendix S, S1)
 - 3.3.10.2.1.8. Taking action when there is an obstruction the track.
 - 3.3.10.2.1.9. Taking correct action at the end of running.
- 3.3.10.3.1. Undertaking a driving assessment to the satisfaction of the examiner before being classified Probationer Driver of Non-Steam Locomotives and can then drive on public sessions with qualified driver supervision at all times as laid out in appendix T.
- 3.3.10.3.2. Ongoing assessment will continue until the examiner is happy to sign off as a fully passed driver for a specific type of loco.
- 3.3.11. STEAM DRIVERS AND TRAINING, All Steam Drivers must:**
- 3.3.11.1. Satisfy an appointed examiner that they have practised the necessary skills outside of public running times before being presented for formal testing by the examiner in the following areas that are their responsibility when driving.
 - 3.3.11.2. Demonstrate the following being carried out in a safe and proper manner:
 - 3.3.11.2.1. Preparation of a locomotive for work including:
 - 3.3.11.2.2. Putting water in boiler and tanks to the correct levels.
 - 3.3.11.2.3. Lighting the fire and bringing the locomotive to a state fit to haul a train.
 - 3.3.11.2.4. Lubrication, before and during operation.
 - 3.3.11.2.5. Checking the presence and condition of safety equipment.

- 3.3.11.2.6. The ability to react appropriately and safely in any abnormal or emergency situation.
- 3.3.11.2.7. The ability to couple to a train, start smoothly and continue at a properly controlled speed in all conditions and be able to bring the train to a stand safely.
- 3.3.11.2.8. Ensuring that the brakes on the train are functioning.
- 3.3.11.2.9. When the Driver needs to leave his locomotive he is responsible for:
 - 3.3.11.2.9.1. leaving the train under the care of a suitably qualified person.
 - 3.3.11.2.9.2. leaving steam locomotives in mid gear, regulator closed, and brakes applied.
- 3.3.11.2.10. The ability to understand and follow all signals having signed as having read "Signalling: A Driver's Guide", latest issue. (Appendix S, S1)
- 3.3.11.2.11. The actions required at the end of running session
- 3.3.11.2.12. Undertaking a driving assessment (to include the ability to maintaining correct water levels, steam pressure and fire and stop appropriately in the event of an unexpected obstruction on the track) to the satisfaction of the examiner before being classified Probationer Driver of Steam Locomotives and can then drive on public sessions with qualified driver supervision at all times as laid out in appendix T
- 3.3.11.2.13. Ongoing assessment will continue until the examiner is content to sign off as a full passed driver for a specific type of loco.

3.3.12. GUARDS

- 3.3.12.1. Guards will be provided on all trains unless non-steam locomotive and train is made up of a loco (driving truck) and no more than 2 passenger coaches.
- 3.3.12.2. Guards will be responsible, together with platform staff, for ensuring passengers board and alight from the vehicles safely at stations and indicating to the platform supervisor that the train is ready to depart.
- 3.3.12.3. They will ensure passengers behave properly while the train is in motion or stopped during the journey, and inform and

look after passengers in the event of an incident such as a loco failure or derailment.

- 3.3.12.4. Should an incident occur the guard is responsible for ensuring that the driver is aware of a problem by blowing a series of repeated LONG BLASTS.
- 3.3.12.5. Where trains are fitted with continuous braking which is operable from the rear of the train, the guard shall be responsible for testing of the braking system and use of the brake in emergency situations.
- 3.3.12.6. Guards shall be trained and authorised before being allowed to officiate in accordance with the requirements of the insurance company, relevant regulatory bodies and any locally approved rules.
- 3.3.12.7. Guards must not leave their train without handing over to a relief and notifying the Station Master and their driver.
- 3.3.12.8. Guards must carry a red flag and a whistle.

4. **STRUCTURAL CONSTRUCTION** – Appendix C

4.1. **STRUCTURAL CLEARANCES**

- 4.1.1. The various tracks/structures on the running lines or where there is access by the public should conform to the measurements laid down in Appendix C.
- 4.1.2. On single lines the track centre line to structure distances should be at least 1242mm on each side (i.e. a 2685mm total between two structures with tracks at the centre). Exceptions are made for signals and other related equipment.
- 4.1.3. On double lines, the distance between track centres should be not less than 2484mm (i.e. a minimum structural width of 4369mm). Exceptions are made for signals and other related equipment.
- 4.1.4. On curves, either on double lines or between running lines and a siding, the distance between the track centres must be increased to take account of the curvature and overhang of the vehicles.
- 4.1.5. In sidings it is permissible to reduce the clearance BUT a minimum distance of 1500mm MUST be maintained between any running line and adjacent sidings. These should be fenced off from the public access.
- 4.1.6. **Over-Bridges and Embankments:-**
Where the line is constructed on an embankment or uses over bridges, an adequate walkway should be provided each side of the track to allow the detrainment of passengers in the event of a failure or incident and emergency maintenance.
- 4.1.7. **Under Bridges, Tunnels and other overhead structures:-**
In these, a standing headroom of 2m must be provided for the convenience and safety of passengers and staff working on the line.
- 4.1.8. **PLATFORMS:-**
- 4.1.8.1. Some Platforms are above rail height so clearance for vehicles is limited and care must be taken to prevent injury to the feet of passengers and staff.
 - 4.1.8.2. Platforms shall have a non-slip surface and should have vertical edges marked with a 2" horizontal white line.

4.1.9 **LEVEL CROSSINGS/TRACK ACCESS GATES:-**

4.1.9.1. Level crossings which need to be operated during running sessions must be fully manned and must be secured in the closed position (i.e. open to trains) before a train may pass.

4.1.9.2. All unmanned level crossings and Track Access Gates must be secured in the closed position during operations (i.e. open to trains).

4.2. **FENCING**

4.2.1. Fencing should be provided to regulate the number of people in operational areas and to prevent the Public from straying onto the tracks.

4.2.2. Stranded wire fences should be not less than 1.25m high and consist of 5 wires. Wooden fences should be not less than 1M high.

4.2.3. When displays or other activities are taking place the area involved should be fenced or roped off as necessary to keep the spectators at a safe distance..

4.3. **TRACKWORK**

4.3.1. All track-work should conform to the basic measurements shown in APPENDIX C.

4.3.2. Connections into running lines should wherever possible be in the trailing direction and provided with either Trap Points or a Dead End.

4.3.3. Where, at stations or junctions, facing points are necessary it is desirable that they be provided with an effective form of locking and be interlocked with the relevant signalling.

4.3.4. Where facing points are installed without any form of locking they should be of the sprung type and severe speed restrictions must be enforced for trains travelling over them in the facing direction.

4.4. **STOCK**

4.4.1. **LOCOMOTIVES**

4.4.1.1. Only locomotives of not more than 685mm total width may be used on the track without special dispensation from the Chief Mechanical Engineer, Safety Officer and Operational Superintendent.

4.4.1.2. All steam locomotives must have a valid boiler certificate to agreed standards as per the Southern Federation's Model Engineering guidance notes or any other approved body. The boiler certificate must always be available for inspection.

4.4.1.2.1. **BOILER TESTING**

The Committee will appoint one or more members with relevant Mechanical Engineering experience and be able to demonstrate a good knowledge of the published guidelines for testing boilers as approved by The Southern Federation of Model Engineers. Only Members of Woking Miniature Railway Society can obtain boiler certificates from the Society.

During operations the Boiler Tester is responsible for checking Boiler Certificates of visitors.

4.4.1.3. All Locomotives must conform to the Construction Gauge (see Appendix C). When visiting locomotives are running these must also conform to these measurements.

4.4.1.4. When any locomotive is driven from another vehicle (including tender / driving truck directly behind the loco), the person in this position must be the person in sole charge of the locomotive. Where possible there should be a bar or other approved coupling (see 4.4.4.) along with safety chains between the locomotive and tender / driving truck of adequate strength to pull the train should the coupling become disconnected.

4.4.1.5. All locomotives must be provided with a whistle/horn or other approved audible warning device, which must be in working order of adequate loudness and tested before the start of running. If this fails during running the locomotive must be withdrawn until the fault is fixed or alternative is provided.

4.4.1.6. Non-steam locomotives may only be refuelled and/or have the batteries changed in the yard area or an area away from members of the public or other locomotives.

- 4.4.1.7. All Internal Combustion/Electric Locomotives must carry a working fire extinguisher suitable for the type of fire likely to occur (i.e. Petrol or Electric) fitted to the loco or driving truck.
- 4.4.1.8. All locomotives should be provided with a hand brake and whenever possible Vacuum operated automatic brakes. The former is a minimum requirement and must be in working order at all times.
- 4.4.1.9. Where possible precautions should be taken to ensure damage or personal injury is not caused by spark emissions from steam locomotives.

4.4.2. VISITING LOCOMOTIVES

- 4.4.2.1. Before any Visiting Locomotive can run the Society Chief Mechanical Engineer and the Society Boiler Inspector (if steam) must satisfy Operations Superintendent that all paperwork is in order and to the specification of the society.

4.4.3. PASSENGER CARRYING VEHICLES

- 4.4.3.1. Only vehicles of not more than 685mm total width may be used on the track without special dispensation from the Chief Mechanical Engineer, Safety Officer and Operational Superintendent.
- 4.4.3.2. Where a vehicle is specifically adapted for use at the rear of a train, a reserved position should be made for a guard. When fitted, the operative hand brake and test valve for the automatic brake should be available to the guard from this position. The guard should not normally have to apply the brake except when a train is stationary eg in platforms for loading and unloading. The use of a brake by a guard should be in emergency situations only.
- 4.4.3.3. Unless of an approved commercial design sit-astride vehicles may be used provided adequate footrests are provided to prevent feet from straying out of gauge during normal travel and should be wide enough to provide secure support for passengers' feet, ensuring this does not exceed specified loading size. Attention should be drawn to the danger of passengers standing on the foot boards when boarding or alighting.

4.4.3.4. Where possible, passenger vehicles and pick-up/set-down points should be so designed as to minimise tipping tendencies.

4.4.4. **BUFFERS, COUPLINGS ETC.**

4.4.4.1. Buffers and Coupling should be in accordance with the guidelines in “The Model Steam Locomotive” by Martin Evans. i.e. Buffer Heights should be 132mm (5 3/16 inch), above rail height. Buffer separation should be 215mm (8½ inches)

4.4.4.2. Where buffers are “active”, provision shall be made to ensure that “buffer locking” cannot occur even under most extreme conditions.

4.4.4.3. Couplings normally shall be of the rigid bar type, thereby preventing buffer-lock. Attachment points should be uniform throughout the fleet (at 132mm, (5 3/16 inches) above rail height) and pins while needing to be secure should not require undue effort to remove when coaches have to be detached.

4.4.4.4. Couplings may be of the Narrow Gauge “Chopper” type, or the common hook and link type when suitable buffers are required with large enough heads to avoid buffer locking with one another on all track formations. Reverse curves are often worse than sharp curves.

4.4.4.5. All couplings used in the train should be of adequate strength. Scale screw couplings should not be used unless the links are of welded and annealed construction. All connections should be checked before being put into use by both the person putting the coaches together and then the driver as they connect up.

4.5. BRAKING

4.5.1. There should be an operating braking system in operational condition and this must be checked before operations start.

4.5.2. No braking system which acts directly on the rail shall be fitted to any vehicle.

4.5.2. Vehicles should ideally be fitted with automatic vacuum braking which should be operative on every occasion a locomotive is used which can operate it.

- 4.5.3. All trains should be provided with quick acting brakes, under the control of the driver, of adequate power and efficiency to control the maximum permitted train load under normal operating conditions. Where continuous brakes (a brake system linked through all units and normally operating brakes on all units) are employed, the locomotive itself need not be continuously braked provided that it is capable of working the train brake and is fitted with independent brakes. It is recommended that driving trucks be fitted with continuous braking where the engine is thus supplied.
- 4.5.4. Access to the Highlander route will not be allowed until the quality of braking has been proven satisfactorily.
- 4.5.5. When hand braking only, controlled by the driver, is used an initial run carrying only Society members should be made during which the driver and the guard must satisfy themselves that sufficient hand brake power is available to stop the train at all times with a full load. If necessary a coach or coaches may need to be removed.
- 4.5.6. In all cases the locomotive MUST be capable of stopping the heaviest train on the severest gradient in operation under normal line speed and within signal sighting distances and under current weather conditions.
- 4.5.7. When automatic braking is in use the guard and driver must complete a simple Brake Test every time there is any change to the train make-up to ensure that the brakes are functioning properly.
- 4.5.8. If any fault develops during operation with braking on a train it MUST be removed from service until this is rectified.

4.6. MAINTENANCE OF RECORDS OF LOCOMOTIVES AND ROLLING STOCK

Each Locomotive should have a Maintenance Record

- 4.6.1. Records should include
 - Date
 - Time
 - Where work was carried out
 - Who carried out the work
 - What work was undertaken incl. parts fitted

4.7. VISITING LOCOMOTIVES

- 4.7.1. All visiting locos must be signed in by the Mechanical Engineer
- 4.7.2. Owners must produce their current Boiler Certificate (for Steam)

5. SIGNALS

5.1. SEMAPHORE TYPE-FIXED SIGNALS

5.1.1. STOP SIGNALS

Should be of the Upper Quadrant type. The front face of the signal shall be painted red with a white vertical stripe a quarter of the total length from the outer end with spectacle cases for display of red (STOP) and green (PROCEED) lights at all times. The rear shall be painted white with a black stripe in a similar manner.

5.1.2. DISTANT SIGNALS

When provided Distant signals shall be as described above except painted yellow with a fish tail at the outer end and the stripe being black and of chevron form with yellow and green spectacles.

5.2. COLOUR LIGHT TYPE-FIXED SIGNALS

5.2.1. TWO ASPECT

Two aspect colour light signals shall be capable of displaying red and green aspects. The green aspect shall be placed above the red.

5.2.2. THREE ASPECT

Three aspect colour light signals shall be capable of displaying red, yellow and green aspects. The red aspect shall be at the bottom followed by yellow then green.

5.2.3. All aspects shall be bright enough to be visible in bright sunlight from 25 metres.

5.3. SIGNAL BOXES

5.3.1. Where signalling is controlled from more than one signal-box, communication must be provided between them, preferably by block instruments.

5.4. CONTROL BY FIXED SIGNALS

5.4.1. When fixed signals are used they shall be provided for the following situations:-

- i) Starting from a station
- ii) Access to a station
- iii) To protect ANY junction in all directions involving access to running lines used for the conveyance of passengers.
- iv) Entrance to/exit from a single line
- v) Protection of other trains.

5.4.2. All signals should be interlocked (mechanically or by electrical circuit) to ensure that any points leading to or from the Running

Lines over which their clearance provides authority are in the correct position.

- 5.4.3. When any automatic signal is cleared it shall only be possible for ONE train to enter the section protected by that signal. No signal may be cleared to any section whilst a train is standing at the next signal, unless under specific authority of the signalman.
- 5.4.4. Running lines are to be signalled continuously, the spacing of such signals must ensure that on sighting a signal at Danger there is the sufficient braking distance for a train to come to a stand at that signal and drivers must adjust the speed of their train accordingly.
- 5.4.5. Where Distant signals are provided, they must be interlocked to ensure that relevant fixed signals for the route have been cleared before it is possible to operate the distant signal.
- 5.4.6. When three-aspect colour light signalling is provided the aspects displayed in the direction of travel shall be green, yellow and then red. These signals should be so positioned that on passing a yellow aspect there is always sufficient braking distance to the signal displaying the red aspect signal and drivers must adjust the speed of their train accordingly.
- 5.5. **“RULE 55” (Detained at fixed signal)**
 - 5.5.1. If detained other than at a station by a fixed signal for more than 2 minutes the driver is to contact the signal box by radio for instructions.
- 5.6. **SANTA SPECIALS**
Traffic Notice with special arrangements will be put in place on a year-by-year basis for operation in the Santa’s Halt Area.
- 5.7. **INTERMEDIATE SIDINGS**
 - 5.7.1. Sidings joining running lines but not under the control of a signal-box shall be classed as Intermediate Sidings.
 - 5.7.2. Any train needing to proceed into or out of any location termed an Intermediate Siding must not do so until authorised to proceed by the Signalman in order to ensure that no conflict of movements takes place.
- 5.8. **HAND & WHISTLE SIGNALS**
 - 5.8.1. Hand & Lamp Signals – See Appendix H
 - 5.8.2. Whistle Signals (Used by Volunteers)

5.8.2.1. EMERGENCY SIGNAL – A series of repeated LONG whistle or HORN blasts shall be the emergency signal. When this is heard all Trains Stop at once.

5.8.3. Passengers must be requested to refrain from sounding whistles during travel as this could cause confusion

5.9. **INDICATOR BOARDS**

Indicator Board Descriptions can be found in APPENDIX I

5.10. **OPERATIONAL SIGNALLING INSTRUCTIONS**

Operational signalling instructions will be issued from time to time by the signalling officer and will appear as Appendix S, S1

5.11. **RECORDS**

5.11.1. Running Log – The signal box will keep a record of all train movements including the following information:

Loco
Driver
Consist
Platform
Time of departure
Route
Confirm Guards Present
Total Passengers on route

5.12. **TRIAL RUNS**

5.12.1. All trains must, before entering passenger service, complete satisfactory trial runs of any routes that they may run on the day.

5.12.2. The Operations Duty Officer must ensure that all drivers (including visitors) have adequate knowledge of the Society Operational Manual, track, rolling stock capability and to say that they have read: "Signalling: A Drivers Guide". Appendix S, S1

5.13. **SHUNTING OPERATIONS**

5.13.1. Shunting operations within the operational track areas, including the movement of vehicle propelled by hand, shall be under the direct control of the Signal Box.

5.13.2. Shunting operations within the yard track areas shall be under the delegated authority of the Signal Box, to the yard supervisor/shed master

5.13.3. Drivers requiring to withdraw from operations for any reason shall inform the signal box at the earliest opportunity, if possible before start of the run, so that the necessary arrangements can be made with the signalman. All subsequent movements to be carried out under the control of the signalman.

5.14. **SIGNALLING OPERATIONS**

5.14.1. Minimum age for signalman is 16

5.14.2. All signalmen must undergo specialist training and ongoing assessment to ensure that they are fully competent for this important role

5.14.3. When more than 1 train is in operation signalling must be in place unless a special traffic notice has been issued, even for private events.

6. OPERATIONS

6.1. PUBLIC RUNNING

6.1.1. STAFFING – PUBLIC RUNNING DURING THE DAY

Duty Officers:	Operation Positions to fill:
Operations / Day Manager	Signalman (Suburban min 2*)
Safety	(Highlander/Miler min 4*)
Signalling	Shedmaster
Permanent Way	Drivers (2 per Train*)
Mechanical Engineer	Guards (2 Per Train*)
First aid	Station Staff 4 *
Station Master	Ticket Office 2 *

This makes no allowance for Tea Room etc.

*Dependent of length of operation

6.1.2. LARGE PUBLIC EVENTS

The requirement for such events should be reviewed at least 2 months ahead by the Operations Department as some additional external permissions and notifications may be required.

Additional staffing requirements:

- Car Parking team
- Site Team
- Staff Catering
- Additional First Aid coverage
- General increase in staffing levels

6.2. SOCIETY AND PRIVATE RUNNING

Staffing needs for Society & Private running events should be assessed alongside trackside demands on the following basis:

- Number of people present
- Are they all familiar with the site?
- How many trains will be run?
- Which routes?
- Will alcohol be available on site?

7. RECORDS

- 7.1. Running Log – The signal box will keep a record of all train movements except those from Bonsey Lane to Twitchen Manor.
- 7.2. The Shed Master shall record the make-up of each train include Coach Reference Number on form OP1 and pass this to the signal box for their records. This record should be updated with any changes during running.
- 7.3. The Operations Duty Officer shall ensure that the Locomotives, train crews & Duty Officers Board is completed. The Duty Station Master is to ensure that this is kept up to date during the running session. This will then be written up by the Operations Officer at the end of the day.
- 7.4. The Operations Duty Officer shall ensure that all trackside visitors and visiting locomotives are signed in and locomotive details, boiler certificates etc. checked.
- 7.5. **TRAFFIC NOTICES**
 - 7.5.1. **Advance Traffic Notices** are prepared by Duty Operations Officer, Duty Safety Officer, Duty Permanent Way Officer or Duty Signalling officer. However this **MUST** be approved by the Duty Operations Officer before being issued, preferably in advance by email with hard copies available on the day.
 - 7.5.2. **Special Event Traffic Notices** will be issued to cover any changes to normal operations due to special events.
 - 7.5.3. **Traffic Notices** will be displayed by the signing in book until ½ hour before running starts and then at the Locomotive and Train Crews and Duty Officers board at the end of Platform 1 – Members are to sign to say that they have read and understood the notice.
 - 7.5.4. **During Operation Traffic Notices** should be used to make changes to operations on the day due to track failure etc. This is to be issued after consultation between Duty Operations Officer, Duty Safety Officer, Duty Permanent Way Officer or Duty Signalling officer. This may in the first instance be given verbally but must be written up on an emergency Traffic Notice Form and shown to all operational volunteers and a copy passed to the signal box for the Records.
 - 7.5.5. Blank template Traffic Notice forms will be held in the Signal box.
 - 7.5.6. Normally Mizens shop will be prepared to run off the required number of copies

8. MANAGEMENT OF PASSENGERS

- 8.1. Passengers should be greeted at both the Ticket Office and the Entry Gate to the Platform Area.
- 8.2. Under 12 months old and children in body harnesses or held in arms
 - 8.2.1. The ticket office staff should ask whether any children are under 12 months of age. Should there be any, the person booking tickets shall be advised that the child cannot travel even if held within a body harness this is due to Insurance and Safety restrictions.
 - 8.2.2. The use of body harnesses for older children, or the holding of children above the height of the seats, should be strongly discouraged as it can cause instability of coaches. It is also dangerous in case a coach lurches unexpectedly. The child may be thrown off.
 - 8.2.3. If children are unable to sit astride a coach they should be offered the chance to travel in a sit in coach if there is one running.
- 8.3. Loading Passengers
 - 8.3.1. Passengers should be assembled in the queueing area.
 - 8.3.2. Notices should be displayed stating the following:

All passengers travel at their own risk
Children under 12 months cannot be
carried and all passengers must sit within
the coach facing forward except in coaches
with rear facing seats.

Once passengers pass through the platform gate smoking is not permitted.

Umbrellas and selfie-sticks must not be used while on any train.

- 8.3.3. The Gate to platform 2 and 3 must only be opened when the start signal at Bonsey Lane is at danger. This should be done by interlocking.
- 8.3.4. Once a Train is in the platform the gate/ticket attendant should call forward the number of people to go on the train.
- 8.3.5. Tickets should be taken from the passengers punched and returned to the passenger. If there are any issues with the tickets that cannot be resolved by the attendant the Station Master should be called over.

- 8.3.6. Once passengers are through the platform gate they must be supervised at all times.
- 8.4.7. Where coaches are sit-astride passengers should be asked to step over the coach when boarding and not stand on footrests to board.
- 8.4.8. Once all passengers are seated they should be told "Please sit up straight and do not lean over or reach out to touch or pick up things."
- 8.4.9. Check that all Passengers are sitting astride or within the coach as applicable; no-one is smoking and no umbrellas or selfie sticks are in use.
- 8.5. Un-Loading Passengers
 - 8.5.1. Once a Train is in the platform the passengers should be welcomed.
 - 8.5.2. Passengers should be asked to put feet on the platform and not the coach running boards before standing.
- 8.6. Visitors around site.

No visitors are allowed track-side without permission from the Duty Operations Officer or Signalling Duty Officer.

 - 8.6.1. Visitors who are given approval to go track side MUST sign in as visitor in the Members Sign-in in book.
 - 8.6.2. Visitors may only go trackside when accompanied by a senior Society Member.
 - 8.6.3. All visitors must wear Society Hi-Viz Jackets or similar when track side, other than visiting the South Signalbox. These are kept in the ticket office.

9. **TEMPORARY / OFF SITE RUNNING**

- 9.1. Temporary track runs should be of suitable length, determined in consultation with:
 - 9.1.1. the driver, to ensure axle pumps to work adequately
 - 9.1.2. Rolling stock being run
 - 9.1.3. Gradients of the site – limitations as for on-site operations
- 9.2. Temporary tracks should be laid and used on a suitably level site requiring the minimal amount of packing to achieve stability and should avoid downward slopes at the ends.
- 9.3. Fencing / barriers (natural or otherwise) must be provided on both sides of the track to keep the public from wandering into the running area.
- 9.4. The Loading and unloading areas should be laid out to prevent public from wandering up the tracks in front of moving trains.
- 9.5. Drivers must familiarise themselves with the track before carrying passengers.

10. **INCIDENTS**

10.1. Incidents are events that happen that either did or could have led to an accident or dangerous occurrence whether or not this is notifiable under RIDDOR (**R**eporting of **I**njuries **D**isease or **D**angerous **O**ccurrences **R**egulations)

10.1.1. Injuries are defined as physical harm or damage to someone's body caused by an accident or an attack: See Appendix E

10.1.2. Disease is defined by HSE as:

10.1.2.1. diagnosed reportable diseases which are linked with occupational exposure to specified hazards.

10.1.2.2. Notifiable Diseases as listed in appendix E

10.1.3. A Dangerous Occurrence is defined as:

10.1.3.1. person, animal, thing, or activity could harm you

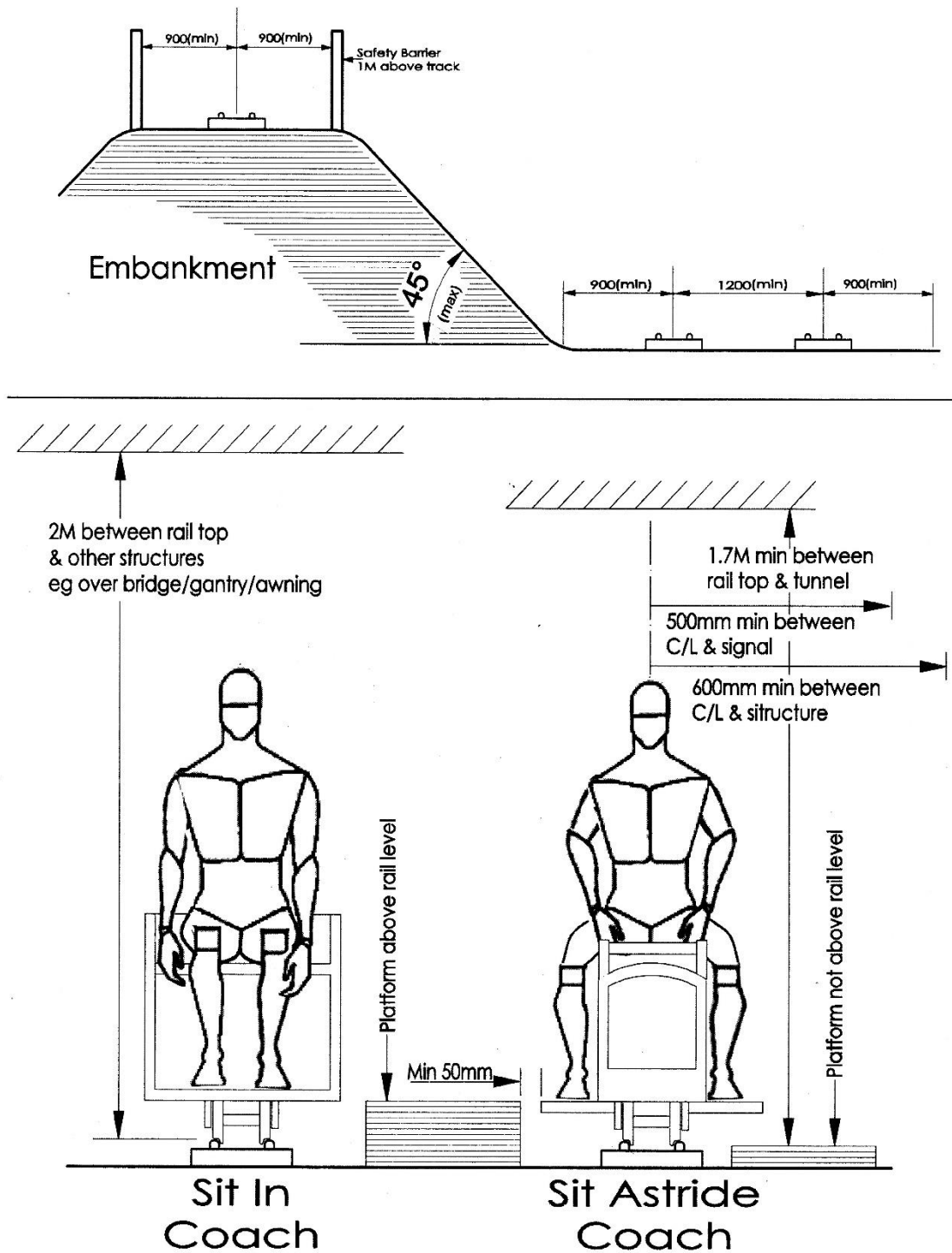
10.1.3.2. something that happens

10.1.3.3. Notifiable Dangerous Occurrences are list in Appendix E

10.2. Any incident should be reported within the Society even if doesn't need to be reported to the Authorities. The procedure in Appendix D should be followed

IF IN DOUBT REPORT IT!

Appendix C Structural Clearances Dimensions in mm



APPENDIX E

Injuries

Fractures, other than to fingers, thumbs and toes

Bone fractures include a break, crack or chip. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP 'fit note'. In some cases, there may be no definitive evidence of a fracture (eg if an X-ray is not taken), but the injury will still be reportable if a doctor considers it is likely that there is a fracture. Self-diagnosed 'suspected fractures' are not reportable.

Amputation of an arm, hand, finger, thumb, leg, foot or toe

Amputation includes both a traumatic amputation injury at the time of an accident, and surgical amputation following an accident, as a consequence of the injuries sustained.

Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes

Any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent.

Any crush injury to the head or torso, causing damage to the brain or internal organs

Injuries to the brain or internal organs in the chest or abdomen are reportable, when caused by crushing as result of an accident.

Any burn injury (including scalding)

Which:

- covers more than 10% of the whole body's total surface area or
- causes significant damage to the eyes, respiratory system or other vital organs
-

Burns which meet the above criteria are reportable, irrespective of the nature of the agent involved, and so include burns caused by direct heat, chemical burns and radiological burns.

Medical staff may indicate the approximate proportion of skin suffering burn damage, and charts are often available in hospital burns units. In adults of working age, the *Rule of Nines* can help estimate the body surface area (BSA) affected:

- skin covering the head and neck: 9%
- skin covering each upper limb: 9%
- skin covering the front of the torso: 18%
- skin covering the rear of the torso: 18%
- skin covering each lower limb: 18%
-

If the BSA of a burn exceeds 15% in an adult, they are likely to require hospitalisation for intravenous fluid resuscitation.

Where the eyes, respiratory system or other vital organs are significantly harmed as a consequence of a burn, this is a reportable injury irrespective of the surface area covered by that burn. Damage caused by smoke inhalation is not included in this definition.

Any degree of scalping requiring hospital treatment

Scalping is the traumatic separation or peeling of the skin from the head due to an accident, eg hair becoming entangled in machinery. Lacerations, where the skin is not separated from the head, are not included, nor are surgical procedures where skin removal is deliberate.

Any loss of consciousness caused by head injury or asphyxia

Loss of consciousness means that the injured person enters a state where there is a lack of response, either vocal or physical, to people trying to communicate with them. The length of time a person remains unconscious is not significant in terms of whether an accident is reportable.

Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, eg carbon monoxide.

Any other injury arising from working in an enclosed space

Which:

- leads to hypothermia or heat-induced illness or
- requires resuscitation or admittance to hospital for more than 24 hours

An enclosed space includes any space wholly or partly enclosed, to the extent that there is a significantly increased risk to the health and safety of a person in that space by virtue of its enclosed nature. This includes any confined space as defined by the Confined Spaces Regulations 1997, and additionally similar spaces where there is a foreseeable risk of hypothermia (eg a cold store).

NB: Hypothermia is not a specified risk in the Confined Spaces Regulations.

Hypothermia and heat-induced illness includes situations where a person has an adverse reaction (the physical injury) to intense heat or cold acting on the body, so they need help from someone else.

What to do when the extent of an injury is unclear

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, eg when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, there is no requirement to make precautionary reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than seven days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

Reportable diseases

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements

Carpal Tunnel Syndrome

Carpal Tunnel Syndrome is caused by compression of the median nerve, which controls sensation and movement in the hand. It is not always caused by work-related factors. Typically, workplace risks are associated with the use of hand-held vibrating power tools, such as sanders, grinders, chainsaws etc.

Cramp of the hand or forearm

Where cramp is so severe as to lead to a clinical diagnosis, it can be severely debilitating, and impair a person's ability to carry out their normal work. This condition is reportable when it is chronic, and is associated with repetitive work movements. The condition is usually characterised by a person being unable to carry out a sequence of what were previously well co-ordinated movements.

An acute incident of cramp which may take place in the course of work is not reportable.

Occupational dermatitis

Dermatitis is reportable when associated with work-related exposure to any chemical or biological irritant or sensitising agent. In particular, this includes any chemical with the warning 'may cause sensitisation by skin contact', or 'irritating to the skin'. Epoxy resins, latex, rubber chemicals, soaps and cleaners, metalworking fluids, cement, wet work, enzymes and wood can all cause dermatitis. Corrosive and irritating chemicals also lead to dermatitis. Construction work, health service work, rubber making, printing, paint spraying, agriculture, horticulture, electroplating, cleaning, catering, hairdressing and florists are all associated with dermatitis.

Dermatitis can be caused by exposure to a range of common agents found outside the workplace. If there is good evidence that the condition has been caused solely by such exposure rather than by exposure to an agent at work, it is not reportable.

Hand Arm Vibration Syndrome

Workers whose hands are regularly exposed to high vibration, eg in industries where vibratory tools and machines are used, may suffer from impaired blood circulation and

damage to the nerves in the hand and arm; the disease is known as 'hand-arm vibration syndrome'. Other names used in industry include vibration white finger, dead finger, dead hand and white finger. Typically, workplace risks are associated with the use of hand-held vibrating power tools, such as percussive drills and hammers, rotary grinders and sanders, chainsaws etc. Risks are also associated with holding materials which vibrate while being processed by powered machinery such as pedestal grinders, riveting machines, rotary polishers etc.

Occupational asthma

Asthma is reportable when associated with work-related exposure to any respiratory sensitiser. In particular, this will include any chemical with the warning 'may cause sensitisation by inhalation'. Known respiratory sensitisers include epoxy resin fumes, solder fume, grain dusts, wood dusts and other substances. Asthma is a common condition in the general population.

If there is good evidence that the condition was pre-existing, and was neither exacerbated nor triggered by exposure at work, the condition is not reportable.

Tendonitis and tenosynovitis

Tendonitis and tenosynovitis are types of tendon injury. Tendonitis means inflammation of a tendon, and tenosynovitis means inflammation of the sheath (synovium) that surrounds a tendon. Workers who undertake physically demanding, repetitive work are at increased risk of developing these conditions. Physically demanding work includes (but is not restricted to) tasks involving repeated lifting and manipulation of objects (eg block-laying and assembly line work), and activities involving constrained postures or extremes of movement in the hand or wrist.

Diagnosis by a doctor

A reportable disease must be diagnosed by a doctor. Diagnosis includes identifying any new symptoms, or any significant worsening of existing symptoms. For employees, they need to provide the diagnosis in writing to their employer. Doctors are encouraged to use standard wording when describing reportable diseases on written statements they make out for their patients.

The self-employed

Self-employed people do not normally obtain written statements from their doctors when off work through illness. To take account of this, for a self-employed person, the doctor's verbal diagnosis of a reportable disease is sufficient for it to require reporting to the enforcing authority. As with employees, this only applies if their current job involves exposure to the associated hazard

Dangerous occurrences

General (incidents occurring at any workplace)

These dangerous occurrences apply to all workplaces and include incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing

apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works.

Lifting equipment

- **The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.**

The definition covers the collapse or overturning of any lifting equipment, or the failure of any load-bearing part, whether it is used for lifting goods, materials or people. It does not cover the failure of ancillary equipment, such as electric operating buttons or radius indicators, or failures of lifting accessories, such as chains and slings.

Failure in this context refers to components which suffer mechanical breakdown during the normal operation of the lifting equipment, as opposed to accidental or deliberate damage. Incidents involving cranes must be reported irrespective of the nature of the work being done, and reports must not be restricted to those involving lifting and lowering. For example, a collapse or overturning when a machine is being used for demolition activities must be included.

Lifting equipment includes machinery such as bored piling rigs and percussion piling rigs.

Pressure systems

- **The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.**

The definition covers the failure of a pressure system (other than a pipeline) with the potential to cause the death of any person. It applies to any such vessel whatever its contents.

Incidents requiring notification due to having ‘the potential to cause the death of any person’. This includes scaldings or burns arising from contact with steam, hot water, other hot liquids, liquors, hot products or hot substances, and immersion in liquids or splashing with toxic chemicals.

Other examples of incidents which might be notifiable as having ‘potential to cause death’ would be those where a person was either struck by, or could have been struck by, a projectile emitted from the failure of a closed vessel or pipeline under pressure. In the event of an explosion, this might be a fixture or component, the vessel or pipeline itself, or a secondary projectile arising from the destruction of structures close to the vessel, for example falling debris such as masonry or window glass, or shrapnel from buildings or other structures.

Overhead electric lines

Any plant or equipment unintentionally coming into:

- a. contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
- b. close proximity with such an electric line, such that it causes an electrical discharge.

Electrical incidents causing explosion or fire

Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:

- a. results in the stoppage of the plant involved for more than 24 hours; or
- b. causes a significant risk of death.

Where the failure of an item of electrical equipment (including as a result of accidental damage) results in a fire or explosion, the failure is reportable as a dangerous occurrence if the equipment concerned is rendered unusable for over 24 hours, or if the occurrence was one with the potential to cause the death of any person. The incident is reportable even if the system in which the damaged equipment was installed is put back into service using new equipment within 24 hours. In such a case an assessment should be made of how long a repair to the damaged equipment would have taken had it been attempted.

Repair time does not include incidental time delays such as those associated with travelling to repair plant in remote locations, or with sourcing parts.

Explosives

Any unintentional:

- a. fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or
- b. explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to)
- c. (except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition).
- d. The misfire of explosives (other than at a mine or quarry, inside a well or involving a weapon) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the misfire.

Any explosion, discharge or intentional fire or ignition which causes any injury to a person requiring first-aid or medical treatment, other than at a mine or quarry.

The projection of material beyond the boundary of the site on which the explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.

In this paragraph, 'danger zone' means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.

The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition operation.

These dangerous occurrences refer to specific incidents arising in work situations from the use of explosives, and unintentional events at premises where explosives are manufactured or stored. HSE Explosives Inspectors can give you more advice on this.

Biological agents

Radiation generators and radiography

Breathing apparatus

Diving operations

See HSE Website

Collapse of scaffolding

The complete or partial collapse (including falling, buckling or overturning) of:

- a. a substantial part of any scaffold more than 5 metres in height;
- b. any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- c. any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

The incidents covered here are those involving any 'scaffold'. This includes any tower, trestle, slung or suspended scaffold.

The figure of 5 metres used in relation to the height of scaffolding refers to the height of the scaffolding itself from its base and not necessarily to the distance between the top of the scaffold and the ground.

Incidents involving the failure of the suspension arrangements of slung or suspended scaffolds are covered if the failure causes a working platform or cradle to fall. Reportable failures of suspension arrangements would include failures of outriggers, roof rigs or suspension ropes or winches.

Train collisions

The collision of a train with any other train or vehicle, other than a collision reportable under Part 5 of this Schedule, which could have caused the death, or specified injury, of any person.

This dangerous occurrence applies to railways which are not 'relevant transport systems.' It therefore applies to collisions between rail-mounted locomotives or trains and other vehicles within factory or dock premises. Incidents on relevant transport systems are covered by Schedule 2, Part 5 and further guidance is available from the Office of Rail and Road.

Wells In relation to a well (other than a well sunk for the purpose of the abstraction of water) See HSE Website.

Pipelines or pipeline works See HSE Website

FULL DETAILS CAN BE FOUND AT:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

APPENDIX E



INTERNAL INCIDENT REPORT FORM

This is not to apportion responsibility just to record the facts

DATE OF INCIDENT: _____ **TIME OF INCIDENT:** _____

LOCATION ON SITE: _____

HOW WAS INVOLVED:

MEMBERS NON-MEMBER VOLUNTEERS* PUBLIC*

(Delete as appropriate)

* List Contact details for any non-members / Public

BRIEF DESCRIPTION OF WHAT HAPPENED: _____

WHAT HAPPENED BEFORE: _____

WHAT HAPPENED (Not the cause): _____

FIRST AID AT THE SCENE: _____

OTHER MEDICAL TREATMENT: _____

IDENTIFIED CAUSE: _____

REPORT COMPLETED BY: _____

Signed _____ Date _____

Completed reports should be returned to
the Operations Manager or Health and Safety Officer as soon as possible

REPORT RECEIVED BY: _____

Signed _____ Date _____

ADDITIONAL ACTION REQUIRED: _____

Additional Paperwork Completed:

FIRST AID ACCIDENT FORM

F2508 FORM

RAISED AT H&S COMMITTEE ON _____

APPENDIC G**DUTIES AND RESPONSIBILITES OF TRAIN GUARDS (Brief)****Equipment:**

- Guards should have a whistle and Red Flag.

Loading:

- Assist Station staff Loading and unloading the Train
- Part filled Train guards should ensure that passengers are spread along the carriage or seated in the middle when a single passenger or staff member is on a carriage.

Departure:

- Station Staff (dispatcher) will blow a whistle to signify that the train may depart.

During the journey the guard **MUST**

- ensure passengers remain seated and upright
- that feet are inside the coach or on the footrest (where applicable)
- Should the above not be obeyed initially a **POLITE** request should be made to the defaulting passenger, failing which a signal should be made to the driver to stop the train. This should be by a pre-arranged signal, so that the matter can be resolved. If necessary the assistance of the driver should be requested.

Train Movements:

- Moving to Platform 3: indicate when clear of points as necessary.
- Moving to the yard: ensure yard tracks are clear and the relevant points are correctly set.

Derailments / other incidents:**DO NOT MAKE INAPPROPRIATE COMMENTS OR PANIC**

- Ensure that driver is aware by the agreed stop signal
- Once train has stopped ensure all passengers are ok as you move to the front of the train
- agree with the driver the course of action to be taken.
- Ensure a message is sent to the signal box that you have stopped (this will normally be done by radio by the driver).
- The information should include:
 - Nature of problem
 - Location of train
 - Condition of Passengers
 - Equipment or member assistant needed

BUT DO NOT PANIC

- Ensure previous signal is red and warn drivers on adjacent tracks
- Following most incidents the train crew will be required to complete a short report (Template form available)

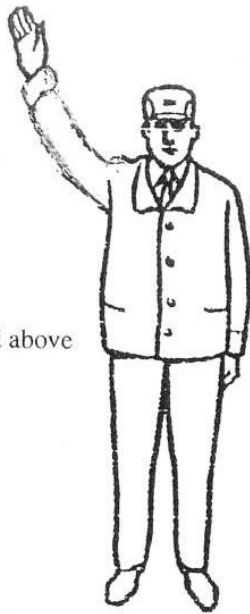
NOTE

- When a steam loco is involved the driver will need to ensure the safety of the loco before assisting otherwise.
- Lifting of Rolling stock should only be carried out by Society Members and help should be requested.

APPENDIX H Hand and Lamp Signals

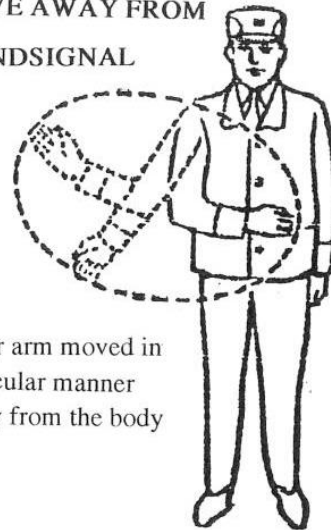
PROCEED

Either arm held above
held at 45°



MOVE AWAY FROM HANDSIGNAL

Either arm moved in
a circular manner
away from the body



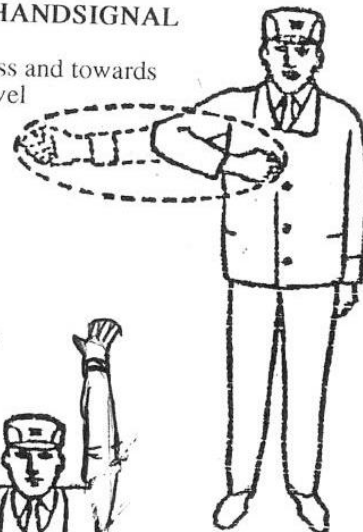
CREATE VACUUM

Arm moved vertically up and down
above shoulder level



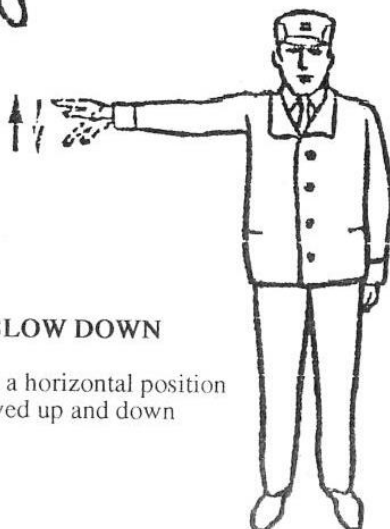
MOVE TOWARDS HANDSIGNAL

Either arm moved across and towards
the body at shoulder level



CAUTION OR SLOW DOWN

Either arm held in a horizontal position
with the hand moved up and down










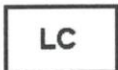


DANGER OR STOP

Both arms raised above the head
(NOT 45°)



APPENDIX I

DESCRIPTION OF INDICATOR BOARDS

	SPEED RESTRICTION BOARDS	A square Black board with yellow/orange reflective numerals indicating the maximum speed
	TEMPORARY RESTRICTIONS	A round reflective Yellow board with black numerals indicating the maximum speed temporarily.
	COMMENCEMENT BOARD	A round Black board with a yellow/orange reflective letter 'C' indicating the commencement of a Temporary Speed Restriction.
	TERMINATION OF RESTRICTION	An inverted Black triangular board with a yellow/orange reflective letter 'T' indicating the termination of both Permanent and Temporary speed restrictions.
	WHISTLE BOARD	A rectangular black board with white letters 'SW' indicating the need to sound the whistle at this point.
	STOP BOARD	A Diamond shaped Red board with the word STOP in black letters indicating the point at which any train must stop until given authority to proceed by the signalman.
	SIGNAL OUT OF USE INDICATOR	A White cross placed over the signal concerned to indicate either an uncommissioned new signal or that the signal is defective and cannot be used.
	LEVEL CROSSING AHEAD	A rectangular white board with black letters 'LC' situated on the approach side of a Level Crossing in both directions of travel
	STAFF WORKING ON/NEAR LINE INDICATOR	A round yellow/orange reflective board with a black 'PW' indicating that there are Service Dept Personnel at work on/near to the line in advance and trains should sound a warning signal (whistle) and proceed cautiously prepared to stop short of any obstruction or hand signals. Normal speed shall not be resumed until the whole train has passed a proceed hand signal given or erected by the staff concerned.
	SECTION INDICATORS	White diamond on signal post adjacent to track circuiting break.

APPENDIX O
Operations Report Form

[To be added]

APPENDIX S &S1
Operational Signalling Instructions

[To be published separately]

APPENDIX T

Locomotive driving certifications procedure.**Testing**

1.0 Before a trainee driver can do their driving test the following criteria must be met:

- 1.1** Be over the age of 16.
- 1.2** Be a passed-out guard and have at least 6 months experience (experience from other railways can be accepted at the discretion of the tester).
- 1.3** Have had at least 6 months of driving practice (experience from other railways can be accepted at the discretion of the tester).
- 1.4** Have completed at least 2 shifts in the signal box (south box) observing and/or operating.
- 1.5** Steam drivers must be passed out as Petrol/electric driver for at least 6 months (experience from other railways can be accepted at the discretion of the tester)
- 1.6** Complete at least 1 shift in the South signal box during a running session when both the suburban and miler routes are in operation.

2.0 If the above criteria have been met then a test can take place by an approved tester. A driver test will consist of the following:

- 2.1** At least 2-3 hours of driving outside of a running session (throughout the tester will monitor).
- 2.2** An emergency stop.
- 2.3** A shunting manoeuvre.
- 2.4** Answering 5 questions from a list of pre decided questions.

3.0 If these have all been completed to a satisfactory level then the trainee can proceed to running with public under supervision of a trained driver. The trainee must complete 3-6 hours of under supervision, if during this time the supervising driver has any concerns the must contact a tester immediately. Once this time has been completed a tester will supervise and will and make sure that the trainee is satisfactory.

Following the above being completed the driver will have completed their test and will be a passed-out driver and will be on probation for the next year. In this time if there is any incidents then a driver may be put back under supervision or stopped from driving with the public, this will down to the discretion of the health and safety officer, the operations Manager and a tester, depending on the severity further dissections will

need to be made by the Health and safety committee (see driver disciplining for further information).

Highlander Training

- 4.0** Once a driver has completed they will be allowed to drive on the suburban route and the miler route, they will not be allowed to be drive on the highlander without further testing. To able to drive on the highlander a driver will need to have completed the following:
- 4.1** Complete 1 shift in the south signal box on a day when the highlander is running observing and/ or operating
 - 4.2** Complete 1 shift in the north signal box on a day when the highlander is running observing and/or operation.
 - 4.3** Spent 1 hour observing a passed out driver on the highlander.
 - 4.4** Spent 2 hours running “over the top” without passengers to start with but then passenger should be added when shown they are in control on the descent (passengers should not be members of the public).
 - 4.5** If these have been completed to a satisfactory level the driver can proceed to running under supervision of a trained driver, this must be done for at least 3-6 hours. Once this time has been completed a tester will supervise and will and make sure that the trainee is satisfactory.

Once all the above has been completed the driver will have completed their test and will be a passed out driver and will be on probation for the next year. In this time if there are any incidents then a driver may be put back under supervision or stopped from driving with the public, this will be down to the discretion of the health and safety officer, the operations superintendent and a tester. Depending on the severity, further discussions by the committee may be necessary (see driver disciplining for further information).

Driver monitoring.

- 5.0** Once a driver has completed their probation they will be monitored every 2 years this will consist of the following:
- 5.1** A driver tester will ride behind the driver and review them for at least 3-6 laps, on the suburban/miler route, and 3-6laps on the highlander (if driver is pasted out to)
 - 5.2** Answer 3 question from a list of pre-decided questions.
 - 5.3** If the tester has any concerns this should be raised with the operations superintendent and H&S officer and a decision should be made. If needed a

second tester should commence a review and this should be brought forward into the discussion.

- 5.4** Every 10 years there should be a complete refresher training course for all drivers starting from the year 2023. All drivers would have to take part in this no matter how long they have been qualified. The purpose of this is to make sure that everyone is understanding any new track works or signal works. Drivers would not be able to drive until this has been completed. This could be done one-to-one with a tester if a driver cannot make a main training day.

Driver disciplinary

6.0 if an incident should happen during public running an investigation should be carried out by the operation Manager (OM) assisted by other officers as needed, if is found that the driver is at fault then the OM will discuss with the H&S officer and at least 1 tester as to the action that should be taken.

- 6.1** Drivers are given an allowance of 6 warning points; points are given out when incidents have been deemed to be the fault of the driver. When a driver has accumulated 6 points or more, they will be suspended from driving until they have taken another driving test. If the driver is a steam driver then they will not be allowed to drive any type of loco until a test is done.

- 6.2** Incidents would be split into 3 categories Low, medium and high risk each category would have its own consequences.

Risk	Example	Consequence
Low – a technical break to operating procedure with low risk to damage of persons or property.	Over-running a danger signal by 4 feet or more.	1-2 warning points.
Medium – a break to operating procedure with a high risk to damage of persons or property without it happening.	A signal at danger ignored.	2-3 warning points or suspension depending on severity
High – a break in operation procedure resulting in damage to person or property.	Passing a signal at danger and colliding with another train.	Suspension and or a ban depending on severity.

if there are any high-risk incidents then the report should be sent to the committee along with the action that has been decided, in case the committee deem that further action should be take. An example of this could be that a passenger train has collided with another as the driver was under the influence of alcohol.