Telford

Steam Railway



Rule Book 2011

Commencing : 1st September 2011

Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rulebook No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This rulebook is issued by:

Telford Steam Railway

The Old Loco Shed

Bridge Road

Horsehay

Telford TF4 2NF

This book must be signed for and the user must make themselves fully acquainted with its contents.

This book remains the property of the Telford Steam Railway and must be returned on demand.

Staff must have their copy of the rule book and their grade card with them whilst on duty.

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## Glossary of Terms

|  |  |
| --- | --- |
| **Assistant Shunter**  **(AS)** | Person who is assisting the LS in relaying hand signals to the loco crew. |
| **Block Section** | The section of line from Spring Village platform to Lawley Outer Home signal in a northerly direction and from No.1 point to Horsehay and Dawley station in a southerly direction. |
| **Fireman** | Person qualified to fire a steam locomotive on the railway and act as assistant on diesel locomotives. |
| **Guard** | Person in charge of a passenger or engineering train. |
| **Head of Department**  **(HOD)** | A person appointed to take charge of a department on the railway. |
| **Job Brief** | A meeting called to fully plan a task. It will have a leader who will discuss with all staff involved with the task what is to happen. All staff must fully understand what is required before leaving the brief, making notes if necessary. |
| **Lead Shunter**  **(LS)** | Person in charge of a shunting movement taking place on the railway. |
| **Duty Operations Manager (DOM)** | The person in charge of the railway during operating days. |
| **Lineside** | The operational area inside the fence. (PTS trained staff only). |
| **Person in Charge (PIC)** | A person nominated by a HOD to take charge of a particular task and/or group of staff. |
| **Person in charge of possession (PICOP)** | A person who takes possession of a portion of running line and is responsible for all movements in that possession. |
| **Personal Protective Equipment (PPE)** | This includes steel toecap footwear, gloves, hi-visibility clothing, hard hats, overalls, goggles and any other equipment appropriate to the task being carried out. |
| **Personal Track Safety (PTS)** | PTS is mandatory for all staff whose duties require them to be Lineside. |
| **Public areas** | All areas outside the fence where it is safe for the public to be: car park, platforms, inside trains, etc. |
| **Incident Management Plan (IMP)** | The railway’s emergency document, copies are kept in the main office, mess room and DOM information folder. |
| **Safety Critical Work (SCW)** | Many aspects of work on the railway are classed as safety critical. This includes: DOM, Signaller, Driver, Firemen, Guard, P-way, Shunter, crane operator PICOP, platform staff and numerous others. The H&S Director can supply a complete list. Your HOD will tell you if your role is Safety Critical. |
| **Secondman** | An assistant to the Driver of a diesel locomotive or DMU. |
| **Signaller** | Person qualified to act as hand signaller and operate the groundframe on the railway. |
| **Staff** | Volunteer and paid persons operating the railway. |
| **Station Limits** | The portion of line between the stopblock on Spring Village Station and the signal controlling the No.1 point. |
| **Three point contact** | When a person requires to climb above ground level they must keep at least three points of the body in contact object being climbed at all times. Items must not be carried. |
| **Train** | Light engine, loco and vehicles, self propelled vehicle, Diesel Multiple Unit (DMU) or trolley. |
| **Traincrew** | The loco crew plus the Guard, and Ticket Inspector if provided |
| **Trainee** | Person learning duties under direct supervision of a qualified member of staff. Trainees are not to be left unattended at any task. |
| **Train Driver** | Person qualified to drive a train on the railway. |
| **Trainstaff** | Issued to the train Driver to permit entry the block section. |

# Section 1

## Volunteers on the Telford Steam Railway

* 1. Management of the Telford Steam Railway is vested in the Board of Directors. On operating days the line is controlled by the Duty Operations Manager (DOM).
  2. The DOM will be rostered in advance. He is the Board’s representative on the day and will be in complete charge of the railway during an operating day. The DOM will be a Board member or other senior person, rules qualified, who has been briefed on the duties of the role.
  3. Rules and Regulations apply equally to all members of staff.
  4. A copy of these rules must be supplied to all staff on the railway. Its issue must be acknowledged by signing the document receipt book. Staff must have their copy of the rulebook, and their grade card, with them whilst on duty.
  5. All staff MUST fully familiarize themselves with the contents of this Rule Book and they must not at any time act outside any rule contained within it.
  6. Heads of Departments may issue supplementary instructions which should be read alongside this document and applied equally.
  7. Fixed notices must be made out on the official notice board and must bear the name and title of the person posting it, brief clear instructions, and include a posting date and removal date. The notice must be numbered and a note of this made in the registration book kept for this purpose.
  8. Staff must not sign on for duty under the influence of, or consume whilst on duty, any alcohol or illegal drugs and must be physically fit for the work to be undertaken. When you sign on you are complying with this rule and are confirming you are fit for duty. Anyone signing on, i.e. declaring them self fit for work whilst under the influence of illegal drugs or alcohol, will be suspended and dealt with under the railway’s disciplinary procedures, see Appendix 13.
  9. ALL STAFF must sign on in the official book kept for this purpose in the Loco shed stating their name and time of arrival. This must be done before undertaking any task. At the end of the working day ALL STAFF must sign off by entering a leaving time in the same book.
  10. After signing on ALL Staff must read the notice boards for special instructions which may affect the day’s workings. After reading their notices, Operational staff must enter ‘all fixed notices read’ or each notice number after their names in the book.
  11. Operating a safe railway is a priority for all staff and any infringement of these rules and special instructions should be reported immediately to the DOM. Staff must obey the instructions of Directors, the DOM, and HOD. Staff in breach of this rule may be subject to disciplinary procedure.
  12. If there is an accident or incident during the day the DOM must be informed immediately and their instructions and those contained in the Railway Incident Plan followed. Written reports must be submitted to the DOM by all staff involved **before they sign off** that day.
  13. Staff will find themselves suspended from the railway if they are in breach of any items listed below:

1. Use of foul or unacceptable language or behaviour;
2. Endangering any person on the premises;
3. Removing from the premises any Railway item without DOM, HOD or Director’s permission.
4. Being under the influence of alcohol or illegal drugs;
5. Wilfully breaching operating rules and instructions
   1. If a staff member requires glasses, contact lenses or a hearing aid, then these must be worn. Staff who take prescribed drugs must make their doctor aware of their duties on the railway and make sure that the drugs will not affect that role. If the above is not possible the staff member must let their HOD know that they are not able to attend the railway.
   2. Staff may be required to provide medical evidence of their fitness to undertake specific tasks on the railway, or may be required to undergo medical, eyesight or practical examination to ensure their abilities to undertake their tasks. Any examinations will be carried out by persons authorised by the Board of Directors.
   3. All Staff must provide their addresses and contact details to the Company, they must also provide, via the appropriate form, details of their next of kin in case of incident. **THIS MUST BE KEPT UP TO DATE** and will be kept by the Company Secretary with a copy at Horsehay for emergency use. Any member under 18 years of age must also have a signed declaration from a parent or guardian authorising them to attend the railway, this will be part of the above form.
   4. No member of staff may undertake any Safety Critical Duty or operate any machinery on their own until passed out as fully competent in that duty. Any certificate of competence issued is an important document and must be retained by the staff member in a safe place.
   5. Staff must not:
6. Be absent from or exchange duty without notification to the DOM or roster clerk.
7. Mis-appropriate any property of the Company or waste or destroy any reusable property.
   1. Minimum age restrictions apply to the following tasks:

|  |  |  |
| --- | --- | --- |
| Duty: | Trainee from | Passed competent |
| Fireman | 16 | 18 |
| Driver | 18 | 21 |
| Signalman | 16 | 18 |
| Guard | 16 | 18 |
| Shunter | 16 | 18 |
| Lookout | 18 | 18 |
| PIC/PICOP/DOM | 18 | 21 |
| Independent crane operator | 18 | 21 |
| Personal Track Safety (PTS) | 14 | 14 |

* 1. Staff must report at the agreed time and stay for the duration of their agreed turn. If a staff member is unable to attend they must give their HOD as much advance notice as possible. If on the day they are unwell and unable to attend they must notify the DOM at least 30mins before their scheduled start time. Rosters will be posted in the mess room at Horsehay and be available to each member of staff. Whilst on duty safety must be the first concern of all staff, and all staff should be polite and courteous to members of the public. The Telford Steam Railway is a heritage steam railway and it would be appropriate for each member of staff who has one to wear a period uniform whilst on duty. At the discretion of the Railway they may be required to make good any item provided by the Railway. On leaving the railway’s service, staff should return any articles belonging to the Railway.
  2. Lost property must be handed to the DOM as soon as possible and will be kept in the main office.
  3. In the event of a personal accident first aid must be rendered by a competent person and details reported to the DOM who must record details in the Accident Book. The DOM must also inform the Company Secretary. Staff should not hesitate to call the appropriate emergency service should this be necessary. First aid boxes are located in the: crew room, passenger train brake van, Toad Guard’s van, tool van, loco cabs, Furnaces Tearooms and the Gift Shop on Spring Village platform.
  4. In line with Government legislation all buildings, trains, driving cabs, workshops, toilets and covered public areas are non-smoking.
  5. The Board requests that all staff help in the cleaning up of our railway and leave all areas clean and tidy for visitors and colleagues.

# Section 2

## Duties of Staff on or near the running line

* 1. No person shall be Lineside unless they are trained and certified in Personal Track Safety (PTS), this includes contractors. Members aged under 16 may only be Lineside in a **Possession** under adult supervision**.**
  2. All persons Lineside must wear PPE appropriate to the task in hand. High-visibility clothing need not be worn in loco cabs, brake vans, platforms and public areas. High-visibility clothing must be in clean condition. Loco crew are not required to put on hi-visibility clothing when leaving the footplate temporarily as part of their duties (Changing No.1 point, oiling round, etc.). In times of poor visibility and after dusk all persons Lineside must carry a lamp showing a white aspect.
  3. When Lineside staff must treat the lines as live at all times and expect the passing of trains or trolleys even on non-running days. When working remember to be observant, look up and around frequently.
  4. Staff must not step on any sleepers, rails, point rodding, cables etc., they must walk on the ballast. Staff must use public crossings or authorised walking routes where provided and must keep a close lookout for approaching trains. If no special walkway is available staff should walk in the ‘cess’ and not in the ‘four foot’. Walk facing oncoming trains if possible and groups must walk in single file. Never cross in front of an approaching train.
  5. All staff must stay well away from any shunting movements taking place at a location, unless they are part of the shunting team and were part of the initial job brief.
  6. Staff seeing or hearing a train approach, must go to a place of safety **as far as possible from** the running line, place any tools and equipment being carried on the ground clear of the running line and acknowledge the locomotive whistle by raising an arm above the head.

|  |  |
| --- | --- |
| * 1. You must be aware of Lineside features (bridges, cuttings, embankments etc.) and be able to get to a position of safety if a train approaches. The warning signs to the right are used to warn staff of the lack of ‘a position of safety’. Staff must be extra careful when in these areas. | clearance |

* 1. If a staff member requires to cross over a line on which vehicles are stood, they must leave at least 30ft (10m) between themselves and the vehicles as a safety barrier against sudden movement. It is only permitted to cross closer than this if it is known **absolutely** that there is no likelihood of movement occurring. If there is any doubt find a safer position to cross the line.
  2. The use of personal radios, i-pods, mobile phones, palmtops, etc., is prohibited Lineside unless used in a position of safety. They must not be used while actually driving a train.
  3. If Lineside work is undertaken involving noisy equipment, portable ladders, or a restricted view, then a competent person MUST be appointed to act as a Lookout. Portable ladders or scaffolding are not to be used within 6ft (2 meters) of the running line unless it is within a possession. Loco crew are permitted to use a portable ladder to access the water tank at Horsehay & Dawley, but they must ensure it is taken down and placed well clear of the running line before departing.
  4. No work is to be carried out Lineside that would endanger the safety of passing trains. If in any doubt speak to the DOM to discuss plans before any work takes place.
  5. If members of the public are found walking the line, they MUST be warned of the dangers of trespass and accompanied to the nearest public access point. Should they refuse to leave the DOM must be informed as soon as possible. Every effort must be made to warn any approaching train of the presence and location of the trespasser, this includes giving the stop hand signal to the train driver.
  6. Any visitor or contractor requiring temporary access and not PTS certified must seek permission from the DOM/PICOP in advance, must notify the DOM/PICOP before going Lineside and must be accompanied by a PTS certified member of staff.
  7. Lineside photographic permits are granted by the Board. Persons issued with these permits must be PTS certified.
  8. If a staff member sees that something is wrong with a train as it approaches and passes they should try and stop the train by shouting STOP to the Driver or Guard, holding both arms straight up above their head, or wave a red flag/light or any flag/light violently. Failing this they must contact the DOM immediately.
  9. Any act of vandalism should be reported to the DOM as soon as possible and it must be investigated as fully as possible.
  10. Lineside fires must be immediately reported to the DOM. If it is safe to do so, try and extinguish the fire with water, fire beaters, shovels, etc. Do not hesitate to call for the Fire Brigade if needed. If the fire is fully extinguished the fire brigade should be informed to save them a wasted journey.
  11. Terms used Lineside:

Cess – space between fence and running line.

Four foot – space between running rails.

Six foot – space between two running lines.

PWay – short for permanent way.

# Section 3

## Signals

### Semaphore Signals

* + 1. Semaphore signals can be moveable i.e. they can show both ‘CLEAR’ and ‘DANGER’ aspects, they can also be fixed i.e. are not changeable and only show one aspect. All semaphore signals at are fixed at ‘DANGER’.
    2. Signals indicate to Drivers whether or not they may proceed and under what conditions. In some cases give an indication of route.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * + 1. A semaphore stop signal has a red arm with a white vertical stripe. It shows a red or green light by night. It is in the ‘ON’ ‘DANGER’ position when horizontal (red light by night). All stop signals are fixed at 'DANGER'. | | sem_stop | | |
| * + 1. A semaphore distant signal has a yellow fishtail arm with a black chevron. It shows a yellow or green light by night. It is at ‘CAUTION’ when horizontal (yellow light by night). The only distant signal on the railway is fixed at 'CAUTION'. | | | sem_distant | |
| * + 1. A bracket signal has an additional signal attached to the main post on the side of a diverging route or passenger loop ahead. There is one bracket signal on the railway, protecting southerly movements over No.1 point. These are fixed at ‘DANGER’ | sem_bracket | | | |
| * + 1. A white cross fixed to the signal arm means that this signal is not in use. Alternatively a bag with a white cross may be fitted over a signal. Drivers must disregard a signal which is fitted with a white cross or is bagged over. | | | | sem_niu |

### Ground Signals

* 1. Two-aspect ground signals are used to indicate that trains may leave Horsehay Yard into the Block Section, or pass Stop signals at 'DANGER' within the Block Section. The correct 'PROCEED' aspect indicates that No.1 point is set and locked correctly for the movement the train is about to make.

The ground signals in use, and their 'STOP' and 'PROCEED' aspects, are as follows:

|  |  |
| --- | --- |
| yard-1  Spring Village Yard Stop Aspect | yard-2  Spring Village Yard Proceed Aspect |

* 1. Ground signals with three lamps, as used in Spring Village yard, failure conditions:

1. No lights, Red Only lit, Lower White Only lit – STOP
2. Upper White only lit – Pass under Caution

|  |  |
| --- | --- |
| sig-1  Horsehay & Dawley Platform Exit Stop Aspect - No lamps lit | sig-2  Horsehay & Dawley Platform Exit Proceed Aspect - Two white lamps lit |
| sig-3  Bracket Signal for Southerly Movements Over No1 Point Set for Spring Village  Two lamps lit on right hand side | sig-4  Bracket Signal for Southerly Movements Over No1 Point Set for Horsehay & Dawley  Two lamps lit on left hand side |

* 1. Ground signals with two lamps, as attached to semaphore signals, failure conditions:

One White only lit – Pass under Caution

### Stop Boards

|  |  |
| --- | --- |
| * + 1. There is a Stop Board on the bridge over H&D platform for movements in a southerly direction. Trains must not pass this board without the permission of the DOM, unless it is to draw forward sufficiently for water to be taken from the tank just south of the bridge. | stop |

### Signalling Irregularity

* + 1. Any signalling irregularity must be immediately reported to the DOM.

### Passing signals at danger.

* + 1. Stop signals may only be passed at danger when the associated ground signal shows a 'PROCEED' aspect.

|  |  |
| --- | --- |
| * + 1. Drivers may only pass the Lawley home signal at danger with the permission of the DOM. | sig-5 |
| * + 1. Drivers may only pass the Stop signal protecting the level crossing to the Old Loco Shed when all protections are in place and they are signalled to do so, as defined in these rules. | sig-6 |

* + 1. Whenever a Driver has authority to pass a signal at danger, the Driver must sound the loco’s horn or whistle, then proceed cautiously checking all points on the route concerned, passing over them at no more than 5mph (8kph).
    2. Any member off staff that sees any portion of a train pass a signal at ‘DANGER’ **must** report the incident to the DOM. The DOM must ascertain from the person reporting the incident the time and location of the incident. If the movement was authorised no further action need be taken. If the incident was **not** authorised the DOM must investigate further and require written reports from both the Driver and Guard.

### Signalling Equipment.

* + 1. Signalling on the railway is limited to the operation of the ground frame controlling No.3 point, approximately 135yds (120m) from the platform at Spring Village Station and the keybox controlling No.1 point where the routes to Spring Village and H&D diverge.
    2. The Driver or LS must ensure that the power to the signalling system is switched on by moving the two switches in the Location Cabinet close to the end of Spring Village loading dock before any movements are made that will pass over No.1 point. The cabinet is opened by a key on the trainstaff. If the power to the signals does not come on then no movements over No.1 point must be made and the fault must be reported to the DOM as soon as possible.
    3. The distance from the ground signal controlling the exit from Spring Village to No.1 point is approximately 70yds (65m). There is a fixed semaphore signal, the Lawley Home signal, which signifies the limit of passenger train running in a northerly direction situated about 70yds (65m) from the southern portal of the tunnel. On leaving Horsehay and Dawley in a northerly direction there is a Stop Signal fixed at 'DANGER' with an associated ground signal, to indicate the points are set and locked correctly for a departure from H&D.
    4. In the southerly direction there is a bracket semaphore signal controlling No.1 point approximately 440yds (400m) from the Lawley Outer Home signal. The two semaphore arms are fixed at 'DANGER', each having an associated ground signal to indicate the direction is correctly set and locked by the keybox at the foot of the signal.
    5. There is one further stop signal fixed at 'DANGER' controlling the road crossing to the shed. All points in the yard are hand operated.
    6. The Ground frame controlling No.3 point is unlocked with a key on the trainstaff, and has an audible warning when the Facing Point Lock (FPL)is released. The audible warning continues until the FPL is fully engaged. If the point cannot be correctly locked for facing moves into Spring Village platform the point must be locked with the supplied clamp for each such movement.
    7. No.1 point is controlled by a keybox at the foot of the bracket signal protecting it. The box can only be opened by the key attached to the trainstaff. If the keybox fails to operate No.1 points they must be assumed to have failed and the points operated by the manual backup system. The points must be locked in place with the clamp provided for each facing move until the fault can be rectified. The problem must be reported to the DOM and the S& T manager as soon as possible.

# Section 4

## Working of trains

### Duties of footplate crews.

* + 1. A Driver and Fireman are required to prepare and operate a steam locomotive. A diesel locomotive must be provided with a Secondman who is suitably trained. A Secondman may be rostered in any case for training purposes.
    2. Drivers and Firemen must book on duty in sufficient time to prepare the locomotive for the day’s work. The Driver must ensure the loco is available to attach to the train so that a brake test can be performed and any required shunting carried out. The train must be in the platform ready for service at least 30 minutes prior to the scheduled departure time of the first train. The loco crew must have with them all equipment as laid down in departmental instructions and wear PPE where necessary. Any tools and oilcans must be obtained from the stores before departure and must be returned back to stores after the locomotive is disposed of. Crews should check the loco's first aid kit is present in the cab before departure.
    3. The Fireman and any trainee must work to the instructions of the Driver who is in charge of the locomotive. If no LS is provided the Fireman is responsible for coupling and uncoupling the locomotive to the train.
    4. The driver of the train is responsible for the operation of the locomotive and MUST complete a ‘Fitness to Run’ (FTR) exam (Diesel or Steam) BEFORE any train movements are made.
    5. The Driver is responsible for the observance of all fixed signals, he may be aided by the Fireman when duties allow. Before any movement out of Spring Village the Driver must ensure that the power to the signalling system is switched on and that the signal controlling the exit from the yard is showing a proceed aspect. When propelling the LS or Guard at the front of the movement will be responsible for observance of signals and the Driver will act on their instructions or hand signals.
    6. If there is a ‘tail lamp’ or ‘Not to be Moved’ board on a vehicle, the locomotive must be stopped short of that vehicle and not proceed any further until an authorised person removes the tail lamp or 'not to be moved' board and authorises the movement onto the vehicle.
    7. When a member of staff requires to ‘go between’ vehicles, they must seek permission either verbally or via the correct hand signal from the Driver. The Driver must have the loco brakes firmly applied and the loco in ‘neutral’ or ‘mid-gear’ **before** authorising the staff member to proceed. Locomotive controls must not be touched while a staff member is underneath or between vehicles.
    8. The Driver is in charge of the brake at all times and must ensure that a **Full brake test** is carried out before departure of the first passenger train of the day. If the train is shunted or ‘run around’ only a **Continuity Test** is required. If the formation is changed by adding in a new vehicle a **Full brake test** must also be carried out on that vehicle. If a different loco is added it is necessary to carry out a **Continuity Check** and to check that the loco can release the train brakes.
    9. Before starting a passenger train from a platform the loco crew must check that the Guard has given the ‘right of way’ by means of a green hand signal.
    10. The automatic vacuum brake must be used to control the speed of, and bring to a stand, a passenger carrying train. The loco and train brake must be used to hold a train whilst it is stationary.
    11. The Driver **must** be in possession of the correct trainstaff. The trainstaff must be kept in the locomotive cab unless required to operate the groundframe or keybox.
    12. The footplate crew must keep a sharp lookout during the journey to make sure the train is running safely and that there are no obstructions on the line ahead.
    13. If a person is sighted Lineside ahead the locomotive horn or whistle must be sounded. The person must be observed to move to a place of safety and to acknowledge the warning by raising an arm above their head. If they do not, the Driver must sound the horn or whistle again and be prepared to stop.
    14. The locomotive whistle/horn must be sounded on approach to signs marked ‘SW’ or ‘WHISTLE’. The loco crew and Guard must keep a sharp lookout for people crossing the line.
    15. The maximum speed of a passenger or empty stock train is 10mph (16kph) and a engineering train 5mph (8kph). When propelling in section a maximum of 10mph (16kph) is allowed but walking pace must be maintained in station limits and whilst shunting. During the journey the Driver must obey all temporary and permanent speed restrictions and have the train under control to enable him to stop smoothly at stations.
    16. If a passenger train is stopped partly in a platform or the platform is partly over run, the train must not be re-started until the Guard has checked all doors are closed and that it is safe to do so. The Guard will show a green hand signal to re-start the train.
    17. When driving a loose coupled train, extra care must be exercised and smooth acceleration and braking used. If the Driver requires the Guard to apply his handbrake 3 blasts must be given on the loco whistle or horn. The train must be brought to a stand at the summit. The Driver and Guard must confer as to how many brakes are required to be pinned down to safely hold the train down the gradient. When the train is ready to leave the Guard must exhibit a green hand signal to the Driver who will acknowledge by sounding the locomotive horn or whistle. The train must be driven carefully down the gradient. If the Driver needs the Guard to apply the brakevan handbrake the whistle or horn must be sounded 3 times. The movement must stop at the bottom of the gradient and all wagon handbrakes must be released. The Guard will show a green hand signal to re-start.
    18. When involved in propelling a train, not a shunting move, it is not practical for the Guard to keep a green flag in the Driver’s sight at all times and still stand by the brake setter. The Driver and Fireman must keep a good lookout in the direction of travel, and be prepared to stop the train as quickly as possible if alerted by the Guard's signal, application of the continuous brake, or other means.
    19. When shunting by hand signals, the Driver must have the LS, AS or Guard in sight **at all times**, if sighting is lost the movement must be immediately stopped and not restarted until the correct hand signal is given. If there is any uncertainty about any hand signal, the movement must be immediately stopped and not restarted until a correct hand signal is given.
    20. When leaving a locomotive unattended the Driver is responsible for making sure that the handbrake is firmly applied and the loco is in mid-gear or neutral.
    21. If the train fails in section the train must be secured. The Traincrew must carry out a job brief and any loco specific duties should be carried out i.e. throw out the fire, isolate the diesel loco/DMU final drive etc.
    22. If assistance is required the Fireman / Secondman, in possession of the trainstaff, must return to Spring Village station and alert the DOM immediately. Once the Fireman / Secondman has been dispatched the train **must not** be moved. The DOM will arrange the means by which the failed train is to be rescued. Before an assisting loco is dispatched the Driver of the assisting loco must have the trainstaff, the DOM and the failed train’s Fireman / Secondman on board and have the personal permission of the DOM to pass the section signal at danger and to proceed to assist.
    23. The assisting Driver must be told of the exact location of the failure and be prepared to stop at least 100yds (90m) short of the train. The Guard will be 100yds (90m) from the failed train exhibiting a red hand signal. The loco must then be hand signalled forward onto the train. Once coupled a brake continuity test must be carried out. The DOM must give permission to return to Spring Village.
    24. No person under the age of 16 is allowed to be in the cab of a moving steam locomotive unless accompanied by the Operations Manager, DOM or Footplate Inspector.
    25. The Driver must complete all the documentation required by the loco department before first moving off at the start of the day and after disposal at the end of the day. These forms must be returned to the tray located by the signing on point.

### Duties of Guards

* + 1. The Guard is in charge of the train and is responsible for the safe working of the train and for giving the Driver any necessary instructions regarding the working of the train. The safe working of the train is his first priority. The Guard is also the railway’s point of contact with our passengers and should be a good advocate to this end. Uniform or neat clothing should be worn. The Guard must complete a log sheet throughout the day noting such items as vehicles in use, arrival and departure times, and unusual events.
    2. The Guard must complete and documentation required by the C&W department when inspecting the train prior to first departure and at the end of the day. These forms must be returned to the tray located by the signing on point.
    3. Any vehicle defects must be promptly reported to the C&W Dept.
    4. The following equipment must be carried when working a train:

Guard’s Log, Timetable, Whistle, Watch, Hand lamp, Red and Green flags, Radio, Train keys and appropriate PPE.

#### Working an unfitted Engineering Train

* + - 1. The Guard must ensure a full job brief is carried out between all staff involved in the working of this type of train.
      2. The Guard must make sure that the train has a Guard’s van at the rear, in which they must ride during the journey. A check must be made to ensure that all intermediate handbrakes are released, the train is correctly coupled together and no ‘Not to Go’ cards or boards are on the vehicles.
      3. (moved to 4.3).
      4. When ready to start the Guard must check that all is in order and then exhibit a green hand signal to the Driver.
      5. The Guard must be vigilant during the journey and if he requires the train to be stopped must wind on the handbrake to gain the Drivers attention and exhibit a red hand signal to the Driver. To re-start the journey a green hand signal must be given to the Driver. If the Driver requires extra help in braking they will sound 3 blasts on the horn or whistle, the Guard must then apply the brakevan handbrake.
      6. On approach to the summit the train will be brought to a stand. The train crew will confer and decide how many handbrakes must be applied to work the train safely to bottom of the gradient The Guard must apply these brakes and once back on board the brakevan give a green hand signal to the Driver to re-start the train. The Guard’s handbrake must be kept in reserve and only used if necessary. The train will be brought to a stand at the bottom of the incline and the handbrakes should then be released.
      7. When an engineering train is required to be propelled on the running line it must have a brakevan on the front in which the Shunter or Guard must ride. A white light on the front must be provided during the hours of darkness. The max speed is 5mph (8kph) or walking pace in station limits. A full job brief must be carried out between all staff involved in the movement before it takes place. A green hand signal must be shown to the Driver to start the train. During propelling the Guard must maintain a sharp lookout for any obstruction or adverse signal indication, and be prepared to wind down his handbrake and signal the loco crew if the train is to be brought to a stand. A red hand signal must be used to stop movement.
      8. The Guard must apply the van handbrake if at any time they require to leave the train and this must be released before giving ‘right away’ to Driver.

#### Working a passenger train

* + 1. The train should be checked in line with laid down instructions to make sure it is in a safe condition to enter service. The train must have at least one Guard’s brake vehicle on which the handbrake must be in fully working condition.
    2. When ready and from a position of safety the Guard should hand signal the locomotive onto the train. The Guard must make sure it is correctly coupled and then carry out a job brief with the footplate crew and carry out a **full brake test** before the first train departs and again if the train is split or added to as specified in 4.1.8.
    3. (Moved to 4.3).
    4. It is important that trains are ready to depart on time and Guards should be mindful of this.
    5. The Guard must make sure that the handbrake is released, all doors are closed and any fixed signal is cleared before giving a green hand signal to the Driver to start the train away from a platform. A whistle may be used to call the attention of the Driver however it is the green hand signal that signifies the train is ready to depart.
    6. If the train is commencing a propelling movement the Guard **must** move promptly to the front of the train after giving the green hand signal. The Guard must keep a sharp lookout for any obstruction or adverse signal indication and be ready to apply the continuous brake and signal the loco crew if the train must be stopped.
    7. If a train is stopped by a red hand signal, a green hand signal must be used to re-start the train.
    8. If the train is brought to a stand out of course, the Guard must find the cause immediately and carry out a job brief with the Driver. If the passenger communication cord has been used this must be reset and the problem dealt with before re-starting the train with a green hand signal.
    9. If a passenger train does not stop fully in a platform it must not be re-started until a check has been made to ensure passengers are safe and all doors are closed.
    10. The Guard (or Ticket Inspector if one is provided) is responsible for examining and issuing tickets on the train and to provide passengers with assistance and information. Any lost property found during the day should be returned to the main office via the shop. They should also assist passengers by opening doors at stations (note: appendix instructions with regards to helping passengers) and ensure that passengers do not leave the train when doors are not in the platform
    11. The Guard, or Ticket Inspector if one is provided, is responsible for ensuring that the passenger areas of his train are clean and tidy. He must book on duty in sufficient time to ensure the carriages are swept through before the first service. Between services he must patrol the train, clear any mess and check for lost property.

### Headlamps and Tail Lamps

* + 1. The railway operates a ‘Push Pull’ service. **Headlamps** must show a white aspect and **‘Tail lamps’** must show a red aspect. To aid vision in poor light modified lamps using bright LED type lights must be used. These must be obtained from and returned to the DOM.
    2. During daylight lamps must be fitted, they need not be lit if visibility is good. Lamps must be lit after dusk or during inclement weather.
    3. The Driver is responsible for making sure that after dusk and in inclement weather a bright white headlamp is fitted to the front of the loco. When working light engine the Driver must also ensure a bright ‘tail lamp’ is fitted on the rear.
    4. The Guard is responsible for ‘tail lamps’ on the train. A bright ‘tail lamp’ must be fitted to the rear of the Guard’s van after dusk and in inclement weather. Tail lamps must not be fitted to intermediate vehicles within a train. If a service is working ‘top and tail’ the driver of the second loco is responsible for the tail lamp on their loco.

# Section 5

## Shunting

### Shunting – General Rules

* + 1. Shunting of vehicles is a dangerous task and must only be undertaken by suitably qualified staff.
    2. PPE is required and includes: High visibility clothing, gloves and safety footwear.
    3. (deleted).
    4. When coaching stock is being shunted and the vacuum brake is in working order this must be used.
    5. There are several recognised methods of shunting including Loose or Fly Shunting, Double Shunting, Pole Shunting, Chain Shunting, Gravitation Shunting and many others. **Placing by Locomotive is the only form of shunting permitted.**
    6. The ‘Lead Shunter’ (LS) is the person in charge of the whole task.
    7. The LS should work out a shunt plan.
    8. The LS must then carry out a ‘job brief’ to fully discuss the movement with all the other staff members involved. A decision to use radios or hand signals must be clearly taken at this briefing.
    9. In cases where a great deal of shunting is required the shunt must be broken up into smaller sections with a briefing for the start of each section.
    10. The LS should check all vehicles before the movement. A vehicle displaying a ‘Not to be Moved’ sign or ‘tail lamp’ must not be approached. Permission must be sought from the relevant department before removing any ‘Not to be Moved’ boards or ‘tail lamps’.
    11. All cables and pipes must be disconnected and safely stored, all mid‑train handbrakes and scotches should be released or removed.
    12. When ready to commence a movement, the LS must check that any fixed signal applicable to the movement is cleared and all persons are well clear of the running line to be used, only then can a clear hand signal be given to the Driver.
    13. The Driver will give a blow on the whistle or horn before commencing a movement to warn everyone that a movement is taking place.
    14. The LS **must** stand in a position of safety where they can clearly see the whole movement and keep in line of sight of the loco crew.
    15. When vehicles are being propelled, the LS must be in a position of safety at the leading end of the movement and the speed must not exceed 3mph (5kph - walking pace). The LS is responsible for checking and obeying any fixed signals in front of the movement.
    16. If at any time line of sight is lost between LS and Driver the movement **must stop immediately** and not restarted until a further hand signal is given.
    17. A movement must be carefully controlled and at a safe speed.
    18. When vehicles are approximately 30ft (10m) apart the hand signal should change to a slow down signal. When vehicles are approximately 6ft (2m) apart the final ease-up hand signal is given from a position of safety and the train gently joined together in a continuous smooth movement
    19. **Under no circumstances** should a member of staff be between vehicles when any movement is taking place.
    20. The LS **must** display a stop hand signal to the Driver and then obtain the permission of the Driver to go underneath the vehicles to couple or uncouple them. The brake pipe must be uncoupled first and connected last if fitted.
    21. The LS should then fully release any handbrakes from the movement.
    22. If there are hand operated points that need to be traversed they must be checked and set before any movement is made over them. Do not operate points while the train is being moved towards them.
    23. Vehicles that are to be detached must have handbrakes applied or scotches fitted under wheels before they are uncoupled.
    24. If a shunt requires to be eased up the LS must be in a position of safety and exhibit the correct hand signal to the Driver, **at no time can a member of staff be under a vehicle while this movement is carried out.**
    25. Staff must not ride on the outside of any vehicles, except the low level steps of a shunting loco specifically designed for the purpose.
    26. Staff must not get on or off moving vehicles. If it is necessary to cross in front of a train the movement must be brought to a halt first.
    27. If it is impossible to keep line of sight with the Driver during a shunt the services of an Assistant Shunter (AS) should be sought. They should be job briefed and the Driver informed of the change. The AS should relay the hand signals from the LS from a position of safety. If no AS is available a further job briefing should take place and radios must be used in place of hand signals.
    28. The loco crew must keep a good look out all around, and stop if any unauthorised person approaches the movement.
    29. If a change of either LS or AS is required to take place during the already planned movement then a new job brief must take place between all staff involved in the movement, before such change over occurs.

### Use of Radios for Shunting

* + 1. Radios suitable for the purpose may be used for shunting on the railway subject to the following instructions:
    2. The use must be contained in the job brief to all staff.
    3. The radios must be checked before use and a test broadcast made between the LS and Driver.
    4. It is important to agree whether hand signals **or** radios are being used so no confusion takes place during a movement. The mixing of both methods of communicating **must not** occur.
    5. The LS **must** be in a place of safety with a clear sight of the movement before transmitting and remain in such a position whilst using the radio.
    6. Correct protocol must be used and this is as follows:

1. ‘Lead Shunter to xxxx Driver’ (identify the loco, i.e. Pecket)
2. ‘xxxx to Lead Shunter (identify the loco, i.e. Pecket)
3. 'Move forwards'
4. 'Move backwards'
5. ‘Slow down’
6. ‘Stop stop’
7. ‘Ease up’ – join train together slowly.
8. ‘Stop stop, permission please to go between vehicles’
9. ‘Permission granted to go between vehicles’
10. 'I am finished and clear'
11. ‘Understood you are clear’
    * 1. All messages **must** be repeated before being acted upon.
      2. When a movement is taking place the LS must be in **constant** contact with the Driver. The Shunter must hold down the transmit button continuously and repeat the word ‘Continue’ every 5 seconds. If contact is lost the movement **must stop immediately and not be re-started until a clear new instruction is given and acknowledged.**
      3. If the Driver needs to speak to the LS whilst the LS is transmitting the movement must be stopped. The LS should release the transmit button and the Driver should use his handset to speak.
      4. If any instruction is not clearly understood then the movement must be stopped immediately and not restarted until authorised.
      5. The use of radios for shunting or special train work does not override the necessity to obey rules and regulations.

### Coupling and Uncoupling drop-buckeye couplers

* + 1. This is a very dangerous task and **all** movements must be at a standstill before staff go between vehicles to prepare them for coupling. A full job brief must take place between all staff involved in the task.

### Coupling together

* + 1. The vehicle must be prevented from moving by the vacuum brake or handbrake, by buffering up to a buffer stop or a braked vehicle. **Scotches must NOT be used.** The vehicles must be at least 50ft (15m) apart before starting the coupling procedure.
    2. The ‘French key’ must be removed before coupling in order to permit the corridor doors to be open from inside. The corridor doors must be locked when working into Spring Village station. This is because the sharp reverse curve is tighter than the permitted radius, 6ch, when carrying passengers.
    3. The ‘buffer saddles’ must be removed and stowed and both buffers pushed fully in (Be careful not to trap fingers on the vestibule rubbing plate).
    4. The buckeye securing pin should be removed and placed to rest in the hole.
    5. The buckeye should be raised and the pin slid fully into position and secured with the moveable ends. (**This Is A Two Person Task**).
    6. The buckeye should be opened by pulling the release chain (this will engage a hammer to lift a pin underneath buckeye).
    7. Step back and visually check that all items are in position before repeating items 2 to 6 on other vehicle.
    8. Stand in a position of safety and after a final check that both vehicles are ready to be coupled and it is safe to do so, give the instructions to the Driver to join the vehicles together.
    9. When the vehicles have closed check that the pins on both buckeye couplers have dropped. Then give the Driver the ‘move away’ hand signal to do a ‘pull away’ test. If the pins are down and the vehicles stay together during the pull away test coupling is complete.
    10. Instruct the Driver to remain stationary and obtain permission from the Driver to go underneath and join and pin together the vacuum brake pipes and if necessary the steam heating pipes.
    11. Inside the vehicles install the curtain on both sides of the vestibule.

### Uncoupling

* + 1. Remove the curtains inside vehicles. Close and BR1 lock each door.
    2. Instruct the Driver to remain stationary and request the Driver’s permission to go underneath and disconnect the vacuum and steam pipes.
    3. Make sure the vehicle to be uncoupled is secured by vacuum or handbrake.
    4. When ready, pull the release chain to split the buckeyes and give the Driver the ‘move away’ hand signal. Make sure that there is at least 50ft (15m) of space between the vehicles before giving the stop hand signal. Obtain permission from the Driver to go in between the vehicles.
    5. Fit scotches to the wheels of the vehicle if does not have a handbrake fitted.
    6. Slightly lift the buckeye, pull out the securing pin and drop the buckeye. Place the pin fully back through the hole to secure the buckeye in the lowered position. (**This Is A Two Person Task**).
    7. Pull out both buffers and fit a ‘saddle’ to each. (Be careful not to trap your fingers on the vestibule plate).
    8. Fit the French key to secure the end door.
    9. Hang up any pipes on the correct fitments.

### Use of Scotches

* + 1. Scotches are wedge shaped and made of wood; they will be yellow in colour to aid vision by staff. There is a metal type called a ‘sprag’ also in use, these are treated the same as the wooden type for rules purposes.
    2. Scotches are used to secure a stationary vehicle. They must be placed either side of one outer wheel at the vehicle's lowest end. They must NOT be placed on the rail nearest a platform edge. Scotches are NOT to be placed under the wheels of moving vehicles or used as a buffer to couple up vehicles.

# Section 6

## Hand Signals

* 1. Hand signals may be used to control the movement of trains in addition to fixed signals; they are used for shunting and for stopping trains in an emergency.
  2. Persons using hand signals to control train movements must be suitably qualified to do so.

### Stop – Danger

* + 1. Hand signals used to stop trains:

|  |  |
| --- | --- |
| hs_stop  Hand signal used to stop trains  by a person on the ground | hs-stop2  Hand signal used by a person on a moving vehicle to stop the movement |

* + 1. Any flag or hands waved violently at the Driver of a train will indicate danger and movement must stop.
    2. During hours of darkness or inclement weather a RED LIGHT must be used. If no red light is available ANY LIGHT waved violently at Driver will indicate danger and movement must stop.

|  |  |
| --- | --- |
| Move away  * + 1. Either arm moved away from the body whilst facing the Driver indicates to move away from the Shunter.     2. During the hours of darkness or inclement weather a white light moved up and down must be used, changing to green to slow movement down. | away |

* + 1. This hand signal can be given from the ground or on-board a vehicle.

|  |  |
| --- | --- |
| Move towards  * + 1. Either arm moved across the chest while facing the Driver requires movement towards the Shunter.     2. During the hours of darkness and during inclement weather a white light moved from side to side must be used, changing to green light to slow movement down. | toward |

* + 1. This hand signal can be given from the ground or on-board a vehicle.

|  |  |
| --- | --- |
| Slow down  * + 1. Either arm moved up and down indicates the movement being made must slow down.     2. During the hours of darkness and during inclement weather a green light must be used instead of a white light with the appropriate directional hand signal. | slow |

* + 1. This hand signal can be given from the ground or on-board a vehicle.

|  |  |
| --- | --- |
| Ease Up  * + 1. Clenched fists brought together at chest height indicate that the movement must proceed toward the Shunter **very slowly** tojoin vehicles together. | hs_ease |

### Request permission to go between vehicles

|  |  |
| --- | --- |
| * + 1. The Shunter will face the Driver and exhibit a stop hand signal. When the movement is at a stand the Shunter must point or scoop arm repeatedly towards the vehicle. | hs_between |

* + 1. After neutralising the loco and fully applying the loco brakes the Driver will give permission verbally or by raising their arm in the air outside of the cab. The Shunter must not go in between until the acknowledgement is given by the Driver.
    2. During hours of darkness or inclement weather a RED LIGHT must be placed by the Shunter in view of the Driver and only removed by the Shunter when they are finished and clear. The Shunter must speak, face to face or by radio, to the Driver both to get permission to go under and to let him know when they are clear.

|  |  |
| --- | --- |
| Create Vacuum  * + 1. The LS or Guard will raise an arm up and down between shoulder and head height. In the hours of darkness or during inclement weather the LS or Guard will repeatedly raise and lower a red light between shoulder and head height. | hs_create |

### Guard's Hand signals used for propelling in yards

|  |  |
| --- | --- |
| * + 1. A green hand signal is used to start the train and the green hand signal must be held in the loco crew’s sight throughout the propelling movement. | hs_green |
| * + 1. A red hand signal will normally be used to stop the movement. The movement must stop if the green hand signal is removed from the loco crew’s sight. | hs_red |

### Hand signals used by Lookout personnel

* + 1. A Lookout will be provided with a red flag to stop approaching trains if necessary and a whistle or horn to warn work gangs of approaching trains.
    2. On hearing the whistle or horn all staff must stop work, clear tools from running line, raise their hand to let the lookout know they have heard the warning and move to a position of safety. They must not return to work position until the train has passed well clear of the work site.

# Section 7

## Failure of train, Accident or Obstruction

### Train failure under normal operating arrangements.

* + 1. If a train comes to a stand on the running line through locomotive failure or passenger action the Driver and Guard must walk towards each other on the Driver's side to confer and decide what action is required. If the problem can be corrected in a short period, then this should be done. If the problem cannot be corrected then the DOM must be contacted and assistance arranged.
    2. Once assistance is sent for the failed train **must not be moved.**
    3. If assistance is required the Fireman / Secondman should proceed to the DOM, taking the trainstaff. The assisting engine must convey the failed train's Fireman / Secondman, the DOM and trainstaff. A full job brief must be carried out between the staff concerned.
    4. The assisting Driver will be instructed by the DOM to proceed under the instructions of the failed loco’s Fireman / Secondman to a point 100yds (90m) from the failed train, where it must come to a stand. Care must be taken to ensure all points are reset for the assisting engine as necessary.
    5. The Guard will stand 100yds (90m) from the failed train in the direction from which the assisting locomotive will approach, exhibiting a red hand signal. They will, after the assisting locomotive comes to a stand, conduct it by hand signals onto the failed train.
    6. The assisting loco should be coupled up and the train brake tested.
    7. When ready to continue contact must be made with the DOM. A job brief must be carried out and the DOM's permission received before proceeding.
    8. The remaining failed loco crew member must attend to any loco specific duties while the other is arranging assistance, i.e., isolating final drive, throwing out loco fire, isolating diesel/DMU drive etc. The Guard must keep the passengers fully informed and reassured when not carrying out actions required in order to comply with these rules.

### Failure of train under line occupation.

* + 1. If the engineering train locomotive fails on the running line while the line is under signed occupation of a PIC, then the PIC will be in charge of all movements and must arrange any required assisting locomotive. They must accompany the assisting loco to the site of failure and the whole train back to its destination

### Train Derailments and Accidents.

* + 1. If a passenger train is involved in a derailment, accident or other incident it must be stopped immediately and secured.
    2. The Driver and Guard must confer immediately to assess the situation and check if anyone is hurt. If necessary it is the Guard’s responsibility to call the emergency services at once stating:

This is an accident at Telford Steam Railway;  
Your name and job title;  
The nature of the emergency;  
The location of the incident (state the Grid reference if possible, refer to the railway’s IMP.);  
The nearest road access;  
What emergency services you require.

* + 1. Immediate contact must also be made with the DOM to report the situation. The DOM must arrange for all running operations to be cancelled and the Incident Management Plan (IMP) to be implemented.
    2. If no person is injured and the emergency services are not required then contact must be made with the DOM who will arrange for all movements to be stopped and the IMP to be implemented to rescue our passengers.
    3. Passengers must be reassured and kept informed as to what is happening and arrangements made to de-train them as soon as possible and return them safely to Spring Village station.
    4. If a steam engine is involved then an immediate decision must be made as to whether the fire should be dropped.
    5. If the train is an engineering service operated under occupation the PIC must arrange for the above actions to be arranged for persons injured. The PIC must then arrange for the line to be cleared by informing Heads of Departments.
    6. In the event of an incident involving injury to a member of the public or to a member of staff the DOM must contact the ORR(HMRI) or RAIB or both in line with standing instructions. DOMs must familiarise themselves with these instructions. Also if the event of an incident involving a train carrying passengers, even if there are no injuries the DOM must contact the ORR.

### Train on Fire

* + 1. If a fire is discovered on a passenger train the train must be stopped and secured as soon as possible in a safe position where passengers can be evacuated. Where possible the train should proceed to the next station.
    2. Passengers and staff must move as far away from the fire as is possible and any intervening vestibule doors must be closed. All doors must be closed after evacuation. Ladders are kept in the passenger brake vans to help with evacuation.
    3. If possible the train should be split to isolate the affected vehicle.
    4. If the fire is of a small nature and can be safely tackled by on-train staff then this should be attempted, **BUT YOU SHOULD MAKE SURE ALL ELECTRICAL SUPPLIES ARE SWITCHED OFF FIRST and you MUST ALWAYS KEEP AN EXIT WAY CLEAR TO ESCAPE.** If in any doubt leave well alone. Make sure the Emergency Services are called and the Duty Operations Manager informed. The IMP must be put into action.

### Divided Train.

* + 1. If a passenger train or fitted engineering train becomes divided it will come to a stand automatically. If an unfitted engineering train becomes divided the Guard must apply his handbrake to bring the rear portion to a halt. The traincrew must immediately secure each portion and after conferring search the line and train for casualties. If any passenger is injured the DOM and Emergency Services must be contacted immediately.
    2. If no person is injured the train may be re- coupled by a spare screw coupling, the buckeye must not be used.
    3. Passengers must be moved to the vehicles next to the loco for return to Spring Village station, where the train will be taken out of service.
    4. If there is any doubt as to the safety of the train, it should not be used and arrangements must be made to return passengers safely to Spring Village station.
    5. If an engineering train under occupation working is involved in a train divided incident and no person is injured it will be up to the PIC of the movement as to the safe working of the train forward.

### Obstruction of the line

* + 1. If the line becomes obstructed train services must cease until the line is made safe.
    2. If a passenger train comes upon an obstruction it must stop and be secured. The traincrew must decide if the obstruction can be removed immediately or not. If not the Duty Operations Manager must arrange for the obstruction to be dealt with.
    3. The DOM must arrange for the train to be returned to Spring Village station under rule 7.1. If this is not possible arrangements must be made to return passengers safely to Spring Village station.
    4. The Guard must reassure our passengers and keep them informed.
    5. If an engineering train is involved the PIC must decide what is required and arrange for the train to be rescued and the line cleared.

# Section 8

## Lookout protection

* 1. Only essential work should be carried out on or near the running line when trains are running.

### Duties of a Lookout:

* + 1. The Lookout at a place of work is provided to give adequate warning to staff of an approaching train. The Lookout must not take part in any work task that distracts them from observing the approach of trains. The Lookout should be in place until work is completed. A full job brief must take place between all staff in the work party.
    2. The Lookout will carry a red flag and a whistle, horn or air horn and wear a ‘Lookout’ armband. All lookout equipment is kept in the Loc cabinet by the shop and must be returned there after use.
    3. The Lookout must be in a position of safety on the train approach side of the worksite and be able to see both directions clearly and have the work party in plain sight at all times.
    4. The Lookout will sound their horn or whistle and wave their arm when a train approaches the worksite. Upon noticing the warning staff must alert any colleagues who have not noticed the warning, stop work and move to a place of safety and acknowledge the warning by raising an arm above their heads. Failure of staff to do this will mean a red hand signal being given to the Driver by the Lookout.
    5. When a Lookout is protecting someone working with noisy equipment and wearing earplugs or ear defenders the Lookout must stand close to the worker and issue the warning by tapping the worker gently. The safety instructions for some types of power tools have minimum safety distances which must not be encroached or indicate that it would be unsafe to tap the operator to gain their attention. In these cases such equipment may only be operated in a **Possession**. The lookout must stand where they have a clear line of site for approaching trains **and** for the equipment operator. The equipment operator must look at the Lookout frequently.

### When to appoint a Lookout:

* + 1. When trains are running and more than one person is to work on or near the running line.
    2. When power tools are being used on or near the running line.
    3. When ladders (excluding fixed signal ladders) are being used near the running line.
    4. When there is restricted sighting of approaching trains.

### Who to appoint:

* + 1. The PIC in charge of the work can appoint any person aged 18 and above who is qualified in rules and regulations of the railway to be a Lookout.

### Lone Workers:

* + 1. Lone working is only permitted during the hours of daylight when there is good visibility. A lone worker must pack up and leave the Lineside at dusk or if visibility deteriorates. Lone working is not permitted in areas where there are poor sight lines. Only if it is absolutely essential may a lone worker go out in poor visibility or to areas with poor sight lines, in these cases a Lookout must accompany the lone worker.
    2. Must be PTS trained and must inform the DOM where they will be working on running days. The DOM will inform the loco crew.
    3. Will be responsible for their own protection when working on or near the running line. They must be vigilant at all times for the approach of trains and must move to a place of safety when warned by the train whistle or horn and acknowledge by raising an arm above their head.
    4. Lone workers must not operate power tools or noisy equipment Lineside.

# Section 9

## Use of Trolleys on Running Lines

* 1. Trolleys must not be used on running lines during normal operating days when passenger trains are in operation.
  2. Trolleys must only be used on a running line when occupation has been taken for that section of line by the PIC using the trolley.
  3. If the trolley is to be used in the Block Section, then the trainstaff for that section must be obtained.
  4. Trolleys must not be over loaded and must be pushed at a safe speed. They must be properly secured if left on a running line for any time.
  5. Staff must not ride on trolleys, unless the trolley is specifically designed to be ridden on, i.e. has a seat and power brake.
  6. Trolleys must not be left unattended on sidings unless they are secured by chains and locked with a padlock.

# Section 10

## Protection of the Running Line

* 1. If the running line is found to be in an unsafe condition trains must be brought to a stand by the most expeditious means.
  2. The DOM must be informed. If necessary the IMP should be implemented.
  3. The site of the problem must be protected by a red flag mounted trackside 50yds (45m) from the failure on both sides. An emergency notice must be posted on the Traffic Notice Board and the incident must be recorded by the DOM in their daily log.
  4. Protection must not be removed until the line is made safe and released back into service by the relevant HOD. This fact must be recorded by the DOM on their daily log.
  5. The DOM must arrange for any protection put in place to be collected at the end of the day and if necessary replaced in position at the start of the next day’s service.

# Section 11

## Engineering possessions

### Persons Involved.

* + 1. When engineering or other work requires the running of trains over a portion of line to be suspended that portion of line will be placed under the possession of the PICOP in charge of the work, and arrangements must be made to protect the worksite.
    2. A clear understanding must be reached between PICOP, the DOM and the HOD as to what is required and which portion of line is affected and this must be recorded on the DOM's daily log. Unless absolutely necessary these limits must not be altered during the possession. If they are required to be changed then a full and clear understanding must be reached by all concerned members of staff and the change must be recorded by the DOM on their daily log.
    3. The person in charge of the possession (PICOP) is responsible for arranging the protection of the possession and for liaising with the Duty Operations Manager with regards to the time at which the possession will be taken and given up. The PICOP is also responsible for all train and trolley movements within the possession.
    4. If a change of PICOP takes place during the day, it must be done with the agreement of the HOD. On a passenger working day the DOM must also be notified. In order to hand over the Possession both the departing PICOP and the replacement PICOP must countersign Possession notice.

### Protection Arrangements.

* + 1. The PIC must ask the DOM for permission to undertake work, this must be for essential work only. If granted the PIC will become the PICOP and will be in possession of the trainstaff for the duration of possession.
    2. The DOM must inform all operating staff on site that a possession has been given and where it is. A notice must be entered on the Traffic notice board in the Loco shed and this must be removed when possession is ended.
    3. If an engineering train is to enter the blocked section of line then the DOM and PICOP must confer and the PICOP must accompany the train. The DOM must give direct verbal permission for the train to pass the protecting signal at danger.
    4. The PICOP is responsible for all signals within the possession and will authorise the Driver to pass them at danger if necessary. The PICOP must check that all points are correctly set for the movement.
    5. If an engineering train fails on site then the PICOP must arrange assistance and must accompany the assisting loco into the possession.
    6. The PICOP must contact the DOM for permission to return a train towards station limits and the Driver must fully understand what signals are in use. The Driver must have authority from the DOM to pass any signals at danger.
    7. When work is finished the PICOP must return the trainstaff to the DOM and ensure the Notice of Possession is removed from the Traffic Notice board
    8. On a non running day, the PIC of work must advise all relevant staff of the work to be undertaken and its location and place a notice on the Traffic Notice board. He must take possession of the trainstaff.
    9. A red flag must be placed on the line at the protecting signal by the PICOP.
    10. The PIC will then become the PICOP and will be responsible for all movements over the possession. NO Movements may take place towards or into the affected portion of line without the direct permission of the controlling PICOP.

### Giving up Possession.

* + 1. When work is finished the PICOP must remove all protection put in place and return the trainstaff. The notice must be removed from the Traffic Notice board
    2. **IN ALL THE ABOVE POSSESSIONS NO VEHICLE OR TROLLEY MUST BE LEFT ON THE RUNNING LINE OR THE RUNNING LINE LEFT IN AN UNSAFE CONDITION WHEN THE POSSESSION IS GIVEN UP.**

# Section 12

## Speed restrictions

* 1. The maximum speed of a passenger, ECS or Light Loco movement on the railway is 10mph (16kph).
  2. The maximum speed of any engineering train on the railway is 5mph (8kph).
  3. Passenger movements in the yard are restricted to 5mph (8kph).
  4. Shunting movements in the yard are restricted to 3mph (5kph), walking speed.
  5. All movements south of Horsehay & Dawley bridge are restricted to 3mph (5kph).

Telford Railway Rule Book - Appendix

##### Regulations for One Train Working of Single Lines

###### Principle

* + 1. The term 'Block Section' refers to the portion of line from Spring Village platform to the Lawley Outer Home signal in a northerly direction and the road bridge over Horsehay and Dawley platform in a southerly direction.
    2. **Only ONE TRAIN** is allowed to be in the block section at any one time. The Train Driver must have the trainstaff for the block section and keep it in the cab (unless required to operate the groundframe or keybox in which case the train must not proceed further into section than is necessary to clear them). If working ‘top and tail’ the trainstaff must be shown to the front Driver and handed to the rear Driver. The DOM is the only person authorised to hand the trainstaff to the Driver.
    3. When the last train of the day arrives at Spring Village station the trainstaff must be handed to the DOM who is responsible for locking it away securely.
    4. If the trainstaff is lost and after a thorough search cannot be found an entry must be made in the DOM’s log and the DOM must give the Driver written instructions to proceed and give him the spare set of keys to operate the points, which the Driver must sign for. They must be returned to the DOM when the service has finished for the day. The Duty Operations Manager is responsible for all arrangements in this regulation.

###### Obstruction of line

* + 1. No train can be sent into section if it is known that the section is blocked. (Except as permitted in Appendices 1.3 & 1.4).
    2. If animals or minor obstructions are on the line, the Driver must be instructed to proceed cautiously. The Duty Operations Manager must be advised and make arrangements to clear the line.

###### Assistance to failed train

* + 1. If a train fails in the block section and requires assistance, the train must be secured and the Fireman must return to Spring Village with the trainstaff.
    2. When an assisting loco is ready the Fireman of the failed train must accompany it with the trainstaff and this must be shown to the assisting Driver.
    3. The DOM can then instruct the Assisting Driver to proceed at caution into the block section. The Fireman of the failed train must conduct the Driver to a point 100yds (90m) from the failed train from where the Guard will conduct the Driver on foot using hand signals onto the failed train.
    4. If vehicles are left in section, they must be properly secured, the DOM must be informed and the Driver must retain the trainstaff. Arrangements must be made to recover the vehicles before the end of the days running.

###### Working Of More Than One Train At Any Time

* + 1. Any movements into the block section in addition to that of the 'normal' service **must only take place with the permission of the Duty Operations Manager**, who will follow the procedures below. The DOM is the **only** person allowed to take possession of the trainstaff and follow these procedures.
    2. The 'normal' service must be at Spring Village or Horsehay & Dawley platforms and **must remain there** until the DOM returns the trainstaff and instructs the crew that normal working has been restored. If the normal service is standing at H&D platform **No.1 point must be set for Spring Village** and **no movement from No.1 point towards H&D platform must take place.**
    3. The DOM will take the trainstaff and proceed to the footplate of the extra service that is to run. Care must be taken to ensure that all points are set correctly for the extra move before it begins. The extra service **must not move until the DOM joins it.**
    4. The DOM will conduct the extra service from its point of departure through the block section to its destination, which **must be outside the block section**. Permissible places are the Lawley extension north of Heath Hill tunnel, Horsehay yard, or south of the bridge across Horsehay & Dawley platform.
    5. If the extra service will stop in Horsehay yard and make no further movements during the day. The DOM will ensure that all points are set correctly for the resumption of normal running, hand the trainstaff back to the crew of the normal service and confirm to them normal running has recommenced.
    6. If the extra service is to be 'locked in' at either the Lawley extension or south of the STOP board at Horsehay & Dawley to move again at a later time, the DOM **must ensure its crew are aware they must not make any further movement into the block section until the DOM joins them again.** Once the DOM is sure this is clear they will take the trainstaff back to the normal service by the quickest means, ensure all points are set correctly for the resumption of normal running, hand the trainstaff back to the crew of the normal service and inform them that normal running has resumed. Normal service will be suspended again when the extra service is ready to make another movement through the block section. When this is to take place the DOM will take possession of the trainstaff and follow the procedures as above.

##### Local Instructions

###### Access to and from the loco shed

* 1. The level crossing gates must normally be secured across the railway lines by means of latches. They must also be chained and padlocked. The DOM is responsible for removing the padlocks and opening the gates and the roller shutter door to the shed, and closing them after the movement
  2. Two people are required to supervise the movement dressed in appropriate High Visibility clothing and in possession of red flags to control road traffic.
  3. When the loco is exiting the shed the DOM will ensure that no person is under or on any of the other vehicles in the shed and all persons in the shed are aware of the forthcoming movement.
  4. He will then call the loco out of the shed to a point clear of the road.
  5. When he is satisfied that the road is clear and protected by red flags he will signal the Driver to cross the road into the yard. The gates will then be locked again and the roller shutter door closed.
  6. When stabling the train at the end of running the loco will halt at the ‘Stop Await Instruction’ sign on shed road.
  7. The DOM will open the gates and the loco shed roller shutter door, secure the road against traffic by the use of red flags and when satisfied that it is safe to do so call the loco across the road.
  8. He will stop the loco outside the shed when it is clear of the road. He will then enter the shed to ensure no persons are working on or under any vehicles and that all staff are aware that a loco is coming in.
  9. He will then call the loco forward making sure that it is clear of the roller shutter doors.

##### General

* 1. Staff are reminded that noise and smoke must be kept to an absolute minimum and consideration for the neighbours is paramount.

##### Other instructions

###### Full Brake Test

* + 1. A f**ull brake test** must be carried out at the start of each operating day. A f**ull brake test** must be carried out on any vehicles added to the train formation. The person in charge of the shunt must carry out a job brief with the Driver.
    2. Once the locomotive is coupled to the train the vacuum brake pipe must be coupled up and it must be coupled continuously throughout the train and be on the dummy lug at the rear.
    3. The Driver will then create 21” of vacuum (25” with most ex-GWR Steam Locos) and the Guard will watch this on the Guard’s van brake-gauge. The Guard will check that the brake blocks are clear of the wheels on each bogie.
    4. If the Guard’s van is the last vehicle on the train then the setter may be used to destroy the train brake to 0”. If the Guard’s van or compartment is not at the very end of the train then the vacuum pipe must be levered off the rear dummy lug and the large inrush of air heard. The Guard must then check each bogie on the train to see that the brake blocks have applied.
    5. If a brake is found to be ‘binding’ the vacuum release cord must be pulled and held until the cylinder has fully released. If an ex-GWR locomotive is removed from a vacuum braked train then the cords must be pulled on all cylinders to fully release them before another loco type is coupled up to the vacuum pipe.

###### Brake Continuity Check

* + 1. If the loco runs around or the train is shunted and there is otherwise no change to the formation it is only necessary to carry out a **Continuity Check**. This is achieved by pulling the brake hose from its dolly and listening for the inrush of air. If the Guard’s van is the last vehicle on the train then the brake setter may be used for this test.

###### Brake Check after Changing Loco

* + 1. If the loco is changed on a formation that has already had a full brake test it is only necessary to carry out a **Continuity Check** and to ensure that the loco can release the brakes, it may be necessary to ‘pull the strings’.

##### Coupling vehicles together

* 1. Coaching stock must be coupled together using buckeye couplers if they are provided. If the buckeye couplers become defective, or have parted, then the emergency screw coupler must be used. Both doors between these vehicles must be locked and passengers must not be allowed to pass through the connection. Vehicles with defective buckeyes must be taken out of service at the earliest possible time.
  2. Passenger vehicles not fitted with buckeyes may be joined together by the screw coupler fitted to that stock.
  3. Vehicles carrying passengers must not be coupled by link type couplings. If brake vans are used they must be fitted with screw type couplings.
  4. When coupling locomotives to passenger trains, the locomotive coupling must be used unless it is a link type coupling when a separate screw coupling must be used.
  5. When coupling locomotives to engineering trains the locomotive coupling must be used.
  6. Only one coupling must be in use on any coupling hook.
  7. Screw couplings must have equal threads on each side of the coupling, when tight there should be **three threads** on each side of the centre bar.
  8. On vehicles which are not fitted with the vacuum brake, or the vacuum brake is not in use, instanter couplings should be used and must be set in the short position. Three link loose couplings should only be used where there is no alternative available.

##### Photo, film charters and special events

* 1. These events will be arranged by the Operations Committee and a competent person will be appointed to take charge of the operation of any special train. Such a person to have authority to stop all operations in all cases of potentially dangerous activity.
  2. All movements will be specially authorised on the day by the Duty Operations Manager and or Loco Inspector. **ALL STAFF** involved must take part in a job brief and fully understand what is required before any movements take place.
  3. Movements may be controlled by radio, correct protocol being used.
  4. All persons Lineside must be in a position of safety before any movement takes place.
  5. All signals must be noted and obeyed as normal.
  6. The procedure for working these trains is then as for passenger or engineering trains.

##### Helping our customers

* 1. Staff **must not** give physical assistance to **any member of the public** without first asking them if they require it. Parents or Guardians must be asked **before** young persons are assisted. Neither of these provisions should stop members of staff acting to prevent injury or mishap.

##### First Aid

* 1. First aid boxes are at the following locations:

Crew room;  
Guard’s compartment on the DMU;   
the Toad;   
loco cabs;   
Furnaces Tearooms;   
Gift Shop on Spring Village platform.

* 1. If a staff member **is** **trained** in first aid they may use these boxes to help when needed.
  2. If a staff member **is not trained** in first aid then the boxes may only be offered to the casualty or their family to use themselves. The staff member must report the problem to the DOM as quickly as possible.
  3. First aid boxes will be sealed, do not break this seal or interfere with the contents of a first aid box unless it is required for first aid purposes. Details must be entered in the accident book if used.
  4. Once used a first aid box must be removed from use and returned to the H&S Director for checking and restocking.
  5. Eye wash sterile water bottles may be used for washing dust or grit from eyes or to cool down a burn. Once opened a bottle must be discarded. Use must be reported to the H&S Director for restocking.

##### Footplate rides

* 1. No member of the public may be carried on the footplate of any locomotive unless they are in possession of a footplate pass issued by the Operations Manager or the DOM.

##### Storage of dangerous gases, chemicals & batteries

* 1. The above items as well as cleaning products, oil and fuel products must not be stored in public areas anywhere on the railway.
  2. Heads of Departments (HOD’s) are responsible for keeping dangerous items under their control in a safe manner and in the correct storage area.
  3. It is important that chemicals of any sort are kept in their original containers and are clearly marked as to what they are. Under no circumstances must a chemical be put in a different container. If in any doubt remove the item to a safe place and contact the H&S Director.

##### Asbestos

* 1. Do not touch or disturb asbestos under any circumstances.
  2. You must not use asbestos or asbestos containing material on this railway.
  3. Do not carry out any work near asbestos without HOD and H&S Director’s permission.
  4. If you suspect you have found asbestos, leave it well alone and contact your HOD or H&S Director at once.
  5. Asbestos areas will be marked with yellow warning panels or warning tape.

##### Using the Rail Crane.

* 1. Appropriate PPE is required. This includes gloves, steel toecap footwear, hardhat and high-visibility clothing.
  2. Only fully certified operators or operators under direct supervision during training can use this crane.
  3. (removed).
  4. The HOD is responsible for ensuring that the chains are in good order and certified and the crane’s operational certificate is in date.
  5. When the crane is required to be used a PIC must be in charge. The PIC will make all necessary arrangements for movement of the crane and for setting up the crane to work.
  6. The PIC will be responsible for the necessary job brief of all staff to be involved in the task before any work commences.
  7. The PIC must make sure that all other persons are in a safe position well away from any crane movement before and during the task and that the worksite is operationally protected.
  8. The crane must operate to the instructions issued by the cranes HOD, and the PIC on site.

##### Telford Steam Railway Disciplinary Procedure.

###### Section A. - Incident.

* + 1. If an incident happens on the railway all members of staff involved must submit a written report to the Duty Operations Manager. On a non-operating day reports must be submitted to the Operations Director. The recipient will forward them along with their own written report to the Company Secretary (or Chairman if Secretary is not available). These reports must be submitted to the DOM before each member of staff signs off duty that day.
    2. The Operations or Safety Director may request in writing from a staff member a report into any incident that occurs on the railway that may have breached the Company’s Rules & Regulations.
    3. A Director not involved in the incident, or other suitable person, will be appointed to investigate it and compile a report for the Board. The investigation will use reports, interviews and may call upon the Heads of the relevant Departments for information. It will be carried out in a fair and open manner and any staff interviewed may call upon a colleague who was not involved to attend with them and who may speak on their behalf. A member of staff who refuses to supply a report or refuses to be interviewed will be in breach of the discipline procedure and will be dealt with as such.
    4. The report will go before the next Company Board Meeting, at which recommendations or instructions may be made to the Heads of Department for disciplinary actions to be taken. Recommendations or instructions may be made to the Operations or Engineering Committees for working practice and infrastructure changes. This may be in the form of an instruction. One Director will leave the meeting in order to be impartial in the event of an appeal hearing.
    5. If a member of staff is to be charged then they will be supplied with a copy of the Disciplinary Procedure Document, a copy of the above reports and a letter setting out the charges or disciplinary action to be brought. They may be suspended immediately pending in investigation or hearing.
    6. A staff member who is issued with a disciplinary charge may appeal in writing to the Company Secretary within 4 weeks. The appeal will be heard at that next Board Meeting following recipt of the appeal, or a special hearing (see 13.1.8) may be convened to deal with it and the staff member can request to be present at the meeting. The decision of that meeting or hearing will be final.
    7. The whole procedure should not normally take more than two months to conclude.
    8. A special hearing will compose of the impartial Director (acting as chairman) and at least two non-involved HOD’s. The staff member involved may bring their own independent person if they wish.

###### Section B. - Individual.

* + 1. All Officers, the Duty Operations Manager, Heads of Departments and Inspectors are charged with making sure that the railway is run in a safe manner. If they become aware of, or observe, breaches of rules or regulations then they must challenge the actions of the staff member concerned. They may issue a verbal warning to the staff member concerned if necessary. In addition they may report the individual to their own HOD for further action. If the staff member’s action is of a serious nature the member may be suspended from a particular duty or from site pending a disciplinary investigation or hearing.
    2. The staff member’s own HOD may speak to them or issue a letter seeking clarification of their actions. Based on the reply the HOD may end the matter, instigate retraining, issue a disciplinary charge or take the matter to the Board where it will be dealt with under Section A. 13.1.

###### Section C. - Personal grievance.

* + 1. A member of staff who feels that they have a problem with items or persons on the railway may take their concerns to their own HOD or another, if their own HOD is part of the problem. All reports must be treated in confidence. The HOD must endeavour to rectify the problem at this level to everyone’s satisfaction.
    2. If the matter cannot be rectified at HOD level it must be referred to a Director of the staff member’s choice, who will investigate. The Director may deal with the matter on their own or call for a hearing under Section B 13.2.2. The decision of this hearing is final.

###### Section D. - Disciplinary awards.

* + 1. The following disciplinary awards may be issued by a Head of Department or Disciplinary Hearing:

Verbal warning.;  
Written warning;  
Final written Warning;  
Reduction in Grade;  
Removal from particular department;  
Banned from Site.  
Suspension from a particular duty;  
Suspension from site;  
Retraining on rules or a particular activity.

Revision History

Rev B1 to Rev B2

4.2.6 – RULES 4.2.7-4.2.17 SHOULD BE renumbered as 4.6.2.1 – 4.6.2.16 – NOT DONE

7.2.1, 7.5.5, 7.6.5, 8.4.1, 9.2 change PIC to PICOP/DOM as appropriate – NOT DONE

Forming trains with loco on ‘downhill’ end – NOT DONE

Brake test procedure for air braked stock – NOT DONE

4.1.17 bring in line with 4.2.5.7 regarding not pinning down the guards van brakes – NOT DONE

4.1 No mention of sounding whistle when approaching pedestrian crossing or on entry/exit of tunnel or when crossing the road – NOT DONE

4.1There is no mention of sounding the whistle when starting off – NOT DONE

7.1.7 bring in line with 7.1.3 – DOM is on the relief engine. – NOT DONE

App 1.3.2 and 1.3.3 bring in line with 7.1.4 – the DOM accompanies the relief loco,

Notes

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