

STATFOLD BARN RAILWAY.

RULE BOOK.

2014 EDITION.

INTRODUCTION.

This is the rule book of the Statfold Barn Railway. This is the first edition, published in 2014. This rule book will be amended over time to reflect the growth and changes that take place at the SBR.

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Dated.

LAYOUT.

This rule book will be reviewed periodically, in accordance with ROGs legislation.

The SBR is a unique institution and this rule book is designed to take in to account normal railway operating procedures aswell as the factors that make the SBR unique.

Training will be given in the content and application of this rule book but all members of SBR staff, paid or otherwise, are expected to make themselves familiar with its contents and to sign a declaration to say that they have received their personal copy of this rule book and that they have read and understood it.

This rule book is laid out in a logical way and it follows well established heritage railway practices so any member of staff familiar with other railway rule books will soon recognise this one and its contents.

Some sections and pages are left blank intentionally to allow for future changes and amendments.

The SBR rule book is laid out in such a way that it can easily and quickly be referred to in case of an emergency. The layout is usual railway practice, ie section H is always working of trains, section K is always train detained at a signal and so forth.

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SECTION A.

GENERAL RULES FOR EVERYONE.

1. This is the rule book of the Statfold Barn Railway, (hereinafter referred to as the SBR).
2. An "Officer" is a manager, head of department or other appointed person, responsible to the Owner of the SBR.
3. "Staff" refers to anyone who is issued with this rule book whether they are paid or otherwise. These rules apply to all staff whilst they are carrying out their duties at the SBR.
4. All SBR staff should present themselves for duty in a manner that is a credit to the SBR, ie, appropriate uniforms should be worn plus correct safety wear.
5. Safety first must be everyone's primary concern, ie the safety of yourself, your colleagues, the visitors, trains, equipment and the infrastructure of the SBR.
6. You must not put yourself in a position of danger and you must endeavour to prevent a dangerous occurrence taking place. All dangerous occurrences or near misses must be reported to the Duty Officer. (DO).
7. Any member of staff, paid or otherwise, disregarding or breaking these rules, or any other operating instructions issued by the SBR, may be subject to disciplinary procedures.
8. The SBR has a zero tolerance policy regarding drugs and alcohol so staff should not report for duty under the influence of either, nor should they consume such whilst on duty.

9. All SBR staff working on or near the line must be medically fit to carry out their duties. For SC staff this means LGV /PSV / NR PTS standard plus a colour blindness test.

10. All operating staff must sign in as they report for duty and must sign out as they leave site at the end of their duties. Signing on for duty means members of staff are declaring that;

- a) They have booked on at the correct time
- b) They are fit for duty
- c) They have had enough rest since their last safety critical duty (SC)

11. All operating staff must, in addition to the above, read all relevant operating notices, sign the loco log book and sign for all tools issued and returned to the stores.

12. Personal Protective Equipment (PPE) will be issued where required. It is the duty of staff to look after the PPE issued to them and to use it in the correct way.

13. ALL SBR staff must be aware of Personal Track safety (PTS) - see section B, and no one is allowed to walk alongside or near to the running lines unless their duties require them to do so.

14. When on duty all SBR SC staff should have their copy of the rule book with them.

15. In the event of an emergency only officers of the SBR may make statements to the press or outside parties. The emergency plan contains clear instructions on how to deal with an emergency situation, summoning of the emergency services etc.

16. There are specific minimum ages for all operational staff at the SBR. These are as follows;

Driver, steam or diesel - 21
Fireman - 18
Diesel Second Man - 18
Guard - 21
Shunter - 18
Signalman - 21
Duty officer - 21

17. When the SBR is open to the public a Duty Officer (DO) will be appointed to supervise all operations and to safeguard the interests of the SBR. All staff should follow the instructions given by the DO.

18. No more than four persons can be carried on any locomotive footplate at any time. The minimum age for a footplate passenger on the SBR is 16. All footplate passengers carried will be at the final discretion of the locomotive driver.

19. Diesel locomotives fitted with an operational DSD can be single manned. Diesel locomotives without an operational DSD should, where practicable, be double manned. In the event of a driver being taken ill the second man must assume control of the locomotive and train.

SECTION B.

PERSONAL TRACK SAFETY.

1. Safety first - this is the highest priority for everyone and at all times whilst on duty at the SBR.

2. Anyone going on or near the line must have received basic instruction in PTS. A record should be kept of all such training that is given. The term "on or near the line" means any place within the boundary fence of the SBR except

- a) On a train
- b) On a station platform
- c) Inside a building
- d) A place that has been fenced off from the operational railway

3. The term "position of safety" means a place not less than 6'6" or 2 metres away from the running edge of any line.

4. For permanent way workers this means that all tools should be removed to a position of safety as well as the workers when a train approaches.

5. At the SBR staff must pay particular attention to the numerous converging points in the track layout.

6. No person should be on or about the line unless their duties require them to do so. Whilst on or near the line staff are expected to wear the correct hi viz clothing and ppe.

7. Anyone working on or about the line is responsible for ascertaining if trains are running and if so, at what frequency and in what direction. Members of staff need to be aware that SBR train movements can be arranged at short notice. No one is allowed to work alone on the track or line side unless he is in a position to keep a good lookout for any approaching trains. If

there is a gang working trackside, a lookout man must be appointed to warn the others of an approaching train.

8. Any contractors working trackside on the SBR MUST report to the DO and sign in. They must also advise of where they are working and when they will start and finish their work. The DO must advise the contractors of any possible train movements that may affect them.

9. Any person on or about the line must, if a train approaches, move to a position of safety and face the on coming train. He must acknowledge the driver's whistle or horn by raising one arm above his head and he must remain in this position until the train has completely passed.

10. Staff at the SBR need to be aware that both lines are bi directional and a train can be expected from either direction, on either line and at any time. Staff must make sure they are not trapped between the two running lines.

11. Tail and head lamps MUST be lit at night, in fog, falling snow or other adverse weather conditions.

12. The locomotive whistle codes in use on the SBR are as follows;

1. Warning
2. Guard to assist with braking or
3. Light engine clear of points
4. All STOP

13. Road vehicles may not operate alongside the operational railway lines when trains are running. Parked road vehicles must be at least 6'6" away from the nearest running line. A road vehicle may be moved to or from a position not alongside the operational lines but only with the express permission of the DO

and then carried out with the signalman to protect the movement.

14. Any person can stop a train on the SBR, staff or other wise, in the case of an emergency. This may be done by raising both arms in the air, by using a red flag or red colour light or any light signal waved violently.

15. "Not to be moved" boards are in use at the workshop. Only SBR workshop staff can move locomotives in the workshop. The person who puts a "Not to be moved" board on a loco is also responsible for its removal. If a locomotive or item of rolling stock is to be moved drivers should stop short and make sure it is safe to couple on. Do not assume that it is safe to do so.

16. Emergency evacuation - in the case of a very serious incident on site the SBR "Emergency plan" would come into effect and the site would be evacuated. The emergency services would also be summoned. In this situation it is vital to conduct an orderly evacuation and to avoid a panic. The safety and comfort of the visitors takes precedence and all competent members of SBR staff not involved in operations or on emergency duties will be required to assist.

17. The permanent way will be checked every day before use to make sure that it is in a safe condition. Any person observing an obstruction of any kind on the line must do the following things immediately;

- a) Stop any approaching train
- b) Contact the DO by whatever means possible and say..."This is an emergency call". Details of the location and nature of the obstruction should then be relayed
- c) Make arrangements for the obstruction to be removed.

SECTION C.

FIXED SIGNALS.

1. The principle of fixed signals is to control the passage of trains, to give an indication of route, to prevent conflicting moves and to give drivers an indication of the state of the line ahead.
2. If a fixed signal is at danger the only person who can authorise a driver to pass it is the signalman.
3. The following types of signals are in use on the SBR;
 - a) STOP signals
 - b) Shunting signals
 - c) STOP boards
 - d) Limit of shunt boards
4. A STOP signal consists of a red arm with a vertical white stripe - a HOME arm. It can be upper or lower quadrant but in its horizontal position it means STOP. A STOP signal can also be a colour light signal showing a red aspect.
5. A shunting signal consists of a miniature red or yellow stop signal arm or a disc. These are usually sited at ground level. A yellow arm, or a disc with a yellow stripe, may be passed in the "on" position for access to a route to which the signal does not apply, eg a head shunt.
6. STOP signals may give an indication of route in one of the following ways;
 - a) On a bracket signal gantry. These should be read from LEFT TO RIGHT

b) On a vertical post. These should be read from TOP TO BOTTOM ie refer to left to right roads.

7. STOP boards ARE a fixed signal at danger and MUST be obeyed as such. The board will contain instructions which must also be obeyed. The commencement of the token sections is also marked by the use of boards. This can only be passed once the driver is in possession of the correct token and he has been given authority to proceed in to that section.

8. A LIMIT OF SHUNT boards also constitute a fixed signal at danger and, again, they must NOT be passed without authority.

9. Any signal that has no aspect showing or with no arm, must be treated as being at danger.

10. If a train passes a signal without authority (SPAD) the driver must;

- a) Stop the train at once
- b) Tell the signalman
- c) Answer the questions asked by the signalman
- d) Follow his instructions

11. The train can now NOT be moved until the signalman gives permission for this to happen. A phone will be provided at the outer home signal for the use of locomotive crews to ring the signal man for instructions.

12. Where two trains or a train and a light engine, are in one of the platform roads, the clearance of the exit signal MUST be taken to apply to the first train only. The driver of the second train or the light engine, must not pass this signal until he has seen it return to danger behind the first train and it is then cleared for his own train to move.

SECTION D.

DEGRADED WORKING.

1. The phrase "degraded working" applies to a situation where some of the equipment has failed and has been disconnected. Operating staff can now only operate trains in such a way as to guarantee the safety of the passengers by the use of hand signalling, cautioning trains or by the provision of temporary equipment.
2. The DO **MUST** be advised when it becomes necessary to operate passenger trains by these methods.
3. The DO and the signalman must liaise in these conditions and agree how to proceed. If the signalman decides that it can not be done safely he may, in liaison with the S & T technician, ask the DO to suspend traffic until normal working can be restored.
4. If a STOP signal can not be made to show a proper danger aspect it must be treated as being faulty and a hand signalman should be appointed to stand by the signal and to flag trains past it in liaison with the Signalman.
5. If a STOP signal can not be cleared, trains must be brought to a stand at it. They can then be signalled by the following means;
 - a) In daylight the signalman can display a green flag from the signal box. This authorises the driver to proceed as far as the signal box for instructions.
 - b) A hand signalman can be appointed and, working to the signalman's instructions, will verbally instruct the driver to proceed at caution and, where appropriate, which route has been set. Once a clear understanding has been reached the hand signalman will show a green hand signal.

6. When shunting signals can not be cleared the signal man may apply rule 5a) providing he first obtains an assurance that the points ahead of the signal are facing correctly for the passage of the train and the Facing Point Locks (FPL's) are engaged.

7. The pedestrian crossing at Oak Tree must be approached at caution by all trains and a 3mph speed restriction is in place here. Drivers must whistle either side of the crossing and only proceed over it once they are satisfied that it is safe to do so.

8. If the signaller is aware that a signal box indicator can not give him an assurance of the state of the signalling equipment he must treat the signalling equipment as being defective until;

a) S & T assure him that the equipment can be relied on

b) A hand signaller has been appointed to report back to the signaller the state of the equipment or

c) He is in a position to satisfy himself that the equipment is working correctly

SECTION E.

NOT USED.

SECTION F.

SPECIAL WORKING DURING EXTREME WEATHER CONDITIONS.

1. In extreme weather conditions it will be necessary to put extra precautions in place and to employ greater vigilance to ensure the SBR continues to operate safely. If the DO is in any doubt that trains can be operated safely he must suspend services.
2. In all cases where visibility is reduced due to extreme weather conditions eg, falling snow, fog etc, drivers must reduce speed and proceed at caution. The locomotive whistle or horn should be used more and especially at places where the driver is in doubt if persons on or about the line would be aware of his approach.
3. In the case of thick fog - if visibility falls to less than 200 yards trains must proceed at caution only. That is, at a maximum speed of 5 mph over the entire SBR. Trains **MUST** stop at signals, whistling before proceeding if those signals are cleared. At Oak Tree level crossing, if no steward is provided, the fireman should go ahead on foot and signal to the driver that it is safe to proceed using a hand lamp.
4. In the case of falling snow - rule 2 above must be complied with. In addition - snow can affect the working of signals - in extreme situations it might be necessary to place a hand signalman at the signal and exhibit a red light to bring trains to a stand. The driver must stop then whistle and proceed when the signal is cleared and the hand signaller shows a green light signal.
5. In these conditions the permanent way will need to be checked and the points will need to be cleared if they have become blocked with snow and ice.

6. In the case of heavy rainfall - flooding becomes a risk and it may be necessary for the entire railway to be examined before passenger trains can be operated. It might be necessary to run a none passenger train first to ensure that all is well and also to impose speed restrictions on some or all of the railway for a time.

7. If flood waters are above track level passenger trains must be suspended. Where trains are moving through flooding steam locomotives must go at walking pace and must make sure that the ash pan is above water level. Diesel mechanical or diesel hydraulic locomotives can proceed at walking pace but diesel electric locomotives must not be used, started or moved, in these conditions.

8. Where locomotives and rolling stock have been used in such conditions they must not be used again until they have had a full FTR examination and been declared fit to run again.

9. In the case of high winds - all SBR staff must be vigilant for objects being blown across the running lines eg trees, telegraph poles etc. Any obstruction should be reported immediately to the DO. If signalling equipment becomes unstable the DO and the signal man should be advised immediately.

SECTION G.

REVENUE PROTECTION AND DEALING WITH THE PUBLIC.

1. All SBR staff, paid or otherwise, involved in revenue protection or public relations must deal with the public so as to serve the best interests of the SBR at all times.
2. Any members of SBR staff who are involved in revenue protection and ticket issuing are responsible to the SBR for all monies and equipment in their charge.
3. No member of staff may mix SBR monies with their own. If a float is required this should be obtained from the SBR at the start of the operating day.
4. Suitable uniform should be worn by all SBR staff involved in revenue protection.
5. Complimentary tickets will be issued by the SBR and not at the discretion of the revenue protection staff.

SECTION H.

WORKING OF TRAINS.

1. All SBR passenger trains will be worked in accordance with the rules in this section.
2. The person in overall charge of the operation of trains is the Duty Officer (DO). The other responsible persons listed below are responsible to the DO. The DO will not, however, over rule them when they make decisions on the grounds of safety and in accordance with these rules.
3. The Driver is in charge of the safe working of the locomotive. The fireman is responsible to and works for, the driver.
4. The Guard is in charge of the safe working of the train, whether this is a passenger, a freight train, or a works train. The Guard is responsible to the DO for the safe and punctual operation of the train.
5. All SBR Drivers, firemen and Guards must have a thorough knowledge of the route over which the train is to be worked.
6. The Signaller is responsible for the operation of all signalling equipment on the SBR. He is responsible to the DO and will advise him if he feels that the equipment is faulty in some way or if the operating of trains is becoming unsafe.
7. Permitted speeds on the SBR are as follows;

Line speed is 15 mph

In sidings and the shed yard – 5 mph

The garden railway - 5 mph

Over Oak Tree crossing – 3 mph

Round the balloon loop - 10 mph

When approaching a train to attach – 3 mph

8. The Guard is responsible for ensuring that a red tail lamp is carried on the last vehicle of the train (on light engines this is the driver's responsibility). Drivers must ensure that a head lamp is on the front of his locomotive. A tail lamp should also be carried on the locomotive for LE use. Drivers must not buffer up to a train when the tail lamp is in place – Guards must remove the tail lamp before calling on the locomotive.

9. The Guard must report for duty at least one hour before the booked departure of his train. He must have with him, whilst on duty, the following items;

A reliable watch

A whistle

A red flag

A green flag

A working radio

10. The Guard, having signed on for duty and read his operating notices for the day and having attended the team briefing, must make a visual inspection of his train and make sure that the vehicles are correctly coupled, that the train is clean and has been swept out and that the doors and windows open and close correctly. He must also ensure that a tail lamp is attached to the rear of the train.

11. A brake continuity test must be carried out when the locomotive is attached to the train to establish continuity of the air brake system throughout the entire train. A brake running test must be conducted on the first outbound train of the day on each set of stock.

12. Throughout the journey the Guard must keep a good lookout to make sure that the train is in order and that all the fixed signals are being obeyed. The Guard must travel in the rearmost brake van on any train and he must make sure that he can get to the hand and air brakes at all times. To do this it will be

necessary to restrict the number of passengers in the Guard's compartment. Guards should also ride in the van and not on the running boards outside.

13. At the end of the day Guards must ensure that their stock is cleaned out, that it is safely stabled clear of any adjacent lines or fouling points and that the hand brake is firmly on and that scotches are also used if required. All windows and doors should be closed and the tail lamp should be extinguished.

14. The Driver is responsible for the safe working of the locomotive. He is also responsible for ensuring that it is fully equipped and prepared for work, that is to say that ;

- a) It must be properly oiled up and prepared for duty
- b) The fire irons must be on board and must be safely stowed
- c) It must have sufficient water in the tender and / or tank
- d) It must have sufficient coal on board for the days work
- e) It must have been thoroughly cleaned
- f) It must have on board a head and a tail lamp
- g) It must have on board the correct tools and full oil bottles

15. The driver must ensure that the fireman is competent to bring the train to a stand in an emergency.

16. The Driver and fireman must sign on at the start of their duty, read all operating notices and attend the team briefing before going off shed.

17. The driver will obey all fixed signals and hand signals and the fireman will assist the driver by keeping a good look out. Both driver and fireman must, where practicable, look out at frequent intervals to ensure that the train is following in good order.

18. Drivers must sound their whistle or horn as follows ;

- a) At W boards
- b) When moving off
- c) When there are members of staff on or about the line
- d) As a warning

19. If the fireman or a shunter is required to couple the locomotive to the train or to detach it from the train the following procedure must be used;

- a) Where practical, go down at the drivers side
- b) Signal that you are "going in" - by hand (daylight) and by a red lamp held steady (at night)
- c) Wait for the drivers "acknowledge" signal before going in between
- d) Attach the coupling bar first and the air brake pipes last. When uncoupling - reverse this part of the procedure.
- e) Come out and tell the driver you are clear.

20. No locomotive in steam can be left unattended by its crew at any time.

21. Drivers and firemen must stay with their rostered locomotive unless they arrange for relief and inform the DO or someone is taken ill and a relief man has to take over. Swapping of locomotives is not allowed unless specifically agreed by the DO.

22. If the driver arrives at a junction or turnout that is set incorrectly he must stop before it and contact the signalman.

23. If a train is stopped during the journey for a reason other than a fixed signal being at danger, the driver must NOT restart the train again unless and until the guard displays a green hand signal or raises one arm to give the "alright to proceed" hand signal. This procedure must also be used at the balloon loop.

24. Where a train has been stopped at a signal the driver must not restart again until the signal is cleared and he is satisfied that neither the firemen nor the guard have left the train.

25. The SBR will provide all drivers, firemen and guards with instructions on the use of the air brake system in use at the SBR. Drivers need to be aware of the arrangements for double heading of locomotives where the train engine is isolated. The leading locomotive is, therefore, responsible for the safe braking of the train.

26. All SBR trains will be provided with at least one brake van or brake compartment. Any SBR train that needs to be propelled must have a brake van at the opposite end of the train to the locomotive.

27. On all SBR trains which carry passengers the following emergency equipment must be provided;

- a) Fire extinguisher
- b) First aid box
- c) Red and green flags
- d) Spare air brake hoses

28. If the brake van stove has been used during the day the guard must ensure that it is fully extinguished at the end of the day.

29. Under NO circumstances can a locomotive hauled passenger train enter the loco shed or goods lines.

30. Signalmen must ensure that the line is clear before they authorise a loco or train movement.

SECTION I.

NOT USED.

SECTION J.

SHUNTING.

1. The SBR uses standard and universally recognised hand and colour light shunting signals. The hand signals are illustrated on the next page.

2. For clarity day time hand signals in use are as follows;

Come towards - one arm waved side to side across the body

Go away - one arm waved in a circular motion away from the body

Slow down - one arm waved up and down at the side of the body

STOP - both arms raised above the head

Create a brake - one arm pumped up and down at head height

Alright or clear - one arm raised in the air

3. For clarity the colour light signals in use in the dark or in conditions of poor visibility are as follows;

Come towards - a WHITE light waved from side to side

Come towards slowly - a GREEN light waved from side to side

Go away - a WHITE light waved up and down

Go away slowly - a GREEN light waved up and down

STOP - A RED light held steadily or ANY light waved violently

Create a brake - a RED light pumped up and down at head height

Going in between - a RED light stationary facing the driver

4. For clarity the audible signals used by Guards and Shunters on the SBR are as follows;

1. Go ahead
2. Set back
3. STOP
4. Ease couplings

5. If, during a shunting operation, the driver loses sight of the shunter he must stop until he can once more see the shunter and a hand signal is in view.

6. If a driver receives any signal from a person other than his shunter, or second shunter acting as a relay, he must stop at once.

7. For clarity, the hand signals in use when propelling a train on the SBR are as follows;

Come towards - one arm waved as per the hand signal

Slow down - one arm moved up and down

STOP - one arm held stationary out stretched - with the hand vertical

The colour light signals are the same as those given from the ground.

8. Passengers may not be carried during any shunting or propelling movements. When propelling, the guard or shunter should position themselves in the front of the leading vehicle or they should walk ahead giving the correct signals.

9. If there is poor visibility or sighting, a second shunter can be appointed to relay the shunter's signals to the driver. The appointment of this person as the second shunter must be advised to the driver.

10. Great care must be taken when coupling locomotives to trains in the station. The relieving locomotive **MUST** be attached to the downhill end of the train **BEFORE** the uphill end locomotive is detached from the train.

11. Drivers, fireman, shunters and guards must arrive at a clear understanding about the coupling up procedure. Rule H19 applies.

12. Coupling / shunting poles can be used for coupling and uncoupling but the shunter doing this must be wearing hi viz clothing and must not go in between until he has reached a clear understanding with the driver. Platform staff may assist with the coupling operation, if required.

13. No one may attempt to board a moving train or to alight from a moving train, under any circumstances. Riding on footboards or on the sides of vehicles or locomotives, is not allowed.

14. Locomotive exchanges can only take place in the following places ;

1. In the station
2. In the balloon loop
3. Outside the signal box

15. The garden railway is worked as a self contained railway but in order to get a locomotive on to the garden railway the correct token will be required as the points leading to it are in section. Once the locomotive is locked inside the points **MUST** be reset

and locked for the main line. Please note - the Garden railway is 2' gauge only.

SECTION K.

TRAIN DETAINED AT A SIGNAL.

1. Where a train is detained at a signal the driver must immediately contact the signalman unless he is in possession of the token and there is no telephone at the signal or if the track is track circuited and there is no telephone at the signal.
2. If the train is detained for more than two minutes the driver **MUST** contact the signalman by the most expeditious means - this could be by;
 - a) Using the telephone if one is provided
 - b) Using the radio if one is provided
 - c) Sending the fireman on foot
3. In conditions of poor visibility, eg, falling snow or thick fog, the driver must contact the signalman immediately.
4. If the signal clears the driver must make sure that the fireman has rejoined the train before he moves off.
5. When the driver contacts the signalman or when the fireman reaches the signal box the following information must be relayed;
 - a) The identity of the person speaking
 - b) The signal at which the train is being held
6. The purpose of this exercise is to remind the signalman that he has a train standing at his signal - this prevents him from allowing another train in to the occupied section. The signalman will use a reminder appliance to remind himself of the position of the train in section.

SECTION L.

NOT USED.

SECTION M.

ACCIDENTS, FAILURES AND OBSTRUCTIONS.

1. In the event of an accident the priorities must be as follows;

- Making the site and train secure
- Protecting the obstruction
- Protection of other trains
- Obtaining help from the emergency services
- Assistance for the injured
- Protection of evidence
- Clearing the line

2. In the event of a train failure the priorities must be as follows;

- Protection of other lines
- Protection of the failed train
- Obtaining assistance
- Keeping the passengers safe and updated
- Clearing the line

3. In the event of the line being obstructed the priorities must be;

- Protection of the obstructed line(s)
- Informing signalling staff
- Clearing the line

4. In the event of a member of the train crew being injured and being unable to carry out their duties, any other member of SBR staff who is deemed competent must carry out those duties as far as they are able.

5. If a train is immobilised by a collision or a derailment the Driver and Guard must first secure the train so that no further damage can result. The locomotive controls must not be

operated after an accident has occurred except where it is necessary to do so to secure or to protect a train. If the controls do need to be moved the person doing so must make a note of the original position of the controls and hand this to the DO.

6. The fireman or second man is responsible for protecting the train at the front end and the Guard is responsible for protecting the train at the rear. This is done by placing a red flag 100 yards from the train. If assistance can only come from one direction it will only be necessary to protect the train from this direction.

7. The failed train must be reported to the DO and the signalman immediately. The signalman will advise if he can protect the site with fixed signals. They must also be told if the emergency services are required and the DO should summon these, if they are required.

8. In the event of a failure the driver should use the four whistles code and stop the train. The guard will secure the train with his hand brake and he must then contact the driver. The driver will advise the guard if he requires assistance or if only maintenance attention is required. If an assisting locomotive is required the driver will contact the signalman and the DO to request this. This can be done by phone or by radio or by the fireman proceeding on foot.

9. To summon an assisting locomotive the fireman must proceed on foot with the token and travel with the assisting locomotive. The Signalman must advise the driver of the assisting locomotive of the position of the failed train and the driver must approach it at caution and stop once he reaches the protection at 100 yards from the failed train. The protection can now be lifted and the assisting locomotive can be coupled to the failed train. A brake continuity test **MUST** be carried out before the train moves off and SBR policy is for failed trains to be pulled and **NOT** propelled.

10. If the train has derailed it will be necessary to rescue the passengers by a number of possible means depending on the location of the incident;

- a) De-train everyone and allow them to walk back on authorised routes
- b) Collect the passengers using suitable road vehicles
- c) Collect the passengers using another train

If c) is the chosen method of rescue the token must be with the rescuing train and it must be accompanied by the fireman of the failed / de-railed train.

11. If any person observes that the line has become obstructed they must immediately inform the DO. If the signaller is advised that the line is obstructed he must place or maintain his signals at danger. He must then contact the DO and advise him of the situation.

12. The DO, on being informed that the line is obstructed, will suspend all train services. He will then arrange for the line to be inspected and cleared of the obstruction(s).

13. Once the obstruction(s) have been cleared the signaller and the DO must be informed that the line is clear and is again safe for the passage of trains. The DO may then resume normal working but he must tell the driver of the first train to proceed at caution over the affected section of the line.

SECTION N.

LOCOMOTIVES AND ROLLING STOCK.

1. No SBR locomotive or other traction unit of any type shall be used on the SBR unless it is known to be in a fit state to do so. This also applies to carriages and wagons.

2. The SBR Fleet Manager is responsible for the certification of all locomotives and traction units that operate on the SBR. This also applies to locomotives on loan to the SBR - the owners of which must supply the SBR with a copy of their current boiler certificate.

3. All SBR locomotives will be given a through FTR (Fitness To Run) exam at the start of each season and every five steaming days thereafter, or annually, depending on which comes first. All FTR exams will be fully logged and recorded.

4. Drivers and fireman are expected to check their locomotive as they are preparing it for duty. In particular, before a locomotive leaves the shed the following tests must be carried out;

Safety valves - lift at correct pressure

Injector(s) - work correctly and pick up

Gauge glass(es) - work correctly and give correct and equal readings

Brakes - hand brake and steam brakes work correctly.

5. All tools and equipment issued for use on a locomotive must be safely stowed, eg fire irons, lamps, oil bottles etc. Coal must not be allowed to fall off bunkers or tenders and water filler lids should be securely closed.

6. If a Driver considers a locomotive to be unfit for duty he has the right to fail it and to ask for a replacement locomotive or to

wait until his locomotive has been repaired and declared fit for duty again by a qualified examining fitter.

7. Every SBR locomotive has its own file containing FTR sheets, boiler certification, driver's daily logs etc. Drivers are expected to fill in the log each time a locomotive is used to record any defects, mileage done etc.

8. All SBR steam locomotives must be driven and fired with due regard for the safety of the passengers and for the train and the locomotive itself. Due regard should be taken of weather conditions and braking should be carried out gently. Line speeds should always be observed and crews should avoid excessive blowing off, black smoke and use of the whistle.

9. Locomotives and other traction units should only be driven by fully competent drivers with a current competency / grade card. Any driver asked to drive or a fireman asked to fire a class or type of locomotive with which he is not familiar should seek advice and should be offered familiarisation with that locomotive before he is expected to drive it.

10. No steam locomotive should be left unattended when it is in steam.

SECTION O.

NOT USED.

SECTION P.

TRAIN DESPATCH AND PLATFORM STAFF.

1. When trains are operating on the SBR platform staff will be made available to assist with train despatches and arrivals.
2. SBR Platform staff will wear uniform where possible but must at least be neat and tidy in appearance as they are the first interface with the public.
3. Platform staff will ensure that no objects are left on the platforms less than 4' from the edge of the platform and that the public do not place themselves in danger by getting too close to the platform edge.
4. Whilst the Guard is responsible for the punctual departure of his train, the platform staff will assist him with these duties. The platform staff must check with the driver and guard that they are ready for a safe departure and must make a visual check of the outside of the train to check that all doors are secure etc before giving the "all right" signal to the guard.
5. The Guard can then give the "Right away" signal to the driver who will respond by giving a whistle and the train will move off, providing the driver is satisfied that the points are set correctly for him and that any signals provided are clear. The platform staff should continue to observe the train until it is completely clear of the platform.
6. Where a train is operating in "top and tail" mode, ie, with a locomotive at each end, the Guard should first give the right away signal to the REARMOST locomotive who should respond with two crow whistles. The guard can now give the right away to the lead locomotive which also gives two whistles and moves off.

7. When a train is double headed or top and tailed the token must be on the REARMOST locomotive in section. It is vital that both drivers know where the token is and it should be shown to the other driver who must acknowledge seeing it, before the train departs.

8. If a train stops short or over runs at a station it must NOT move. The train should be secured and the driver, guard and platform staff must arrive at a clear understanding about the next move, which is the Guards responsibility. The train can only be moved now in either direction upon the guard's signals. It may be necessary for the guard to check with the signalman before he can authorise a set back move.

SECTION Q.

NOT USED.

SECTION R.

TRAIN WORKING USING TOKENS.

1. The SBR uses a token system to ensure the safe passage of trains. The current system of "one train working" means that only one train can occupy each single line section at once. Each single line section is identified by a staff section board. The safe method working is achieved by the train driver being in possession of the correct token for the section his train is occupying.
2. Except where another person is authorised by the signalman the signalman remains the only person who is authorised to deliver the token to, or receive the token from, the driver. When a train is double headed and there are two drivers the signalman must show the token to each driver and then hand it to the driver of the rearmost locomotive.
3. Before a train is allowed to enter the single line section the signalman must ensure that he is issuing the driver with the correct token for that section. The signalman will then clear the signals for the train to enter the section.
4. If the signalman is made aware of an obstruction of the running lines he must attempt to stop the train by use of the signals. If the signalman is told of a minor obstacle or animals being on the line, he must inform the driver of each train so they can proceed at caution. When he is sure the line is clear again normal working can be resumed.
5. Signalmen should observe every train that passes to ensure that it has a tail lamp on the rear to indicate "train complete".
6. If a train proceeds without authority, ie, commits a SPAD (Signal Passed At Danger) the signalman must place all signals

at danger and contact the driver by any means possible. He must also contact the person at the other end of the single line section (if there is one) to get all trains stopped.

7. If a train is an unusually long time in section the signalman will try to find out the cause by either contacting the driver or by enlisting the aid of other SBR staff.

8. The line is inspected before passenger services commence and also at regular intervals. A LE will do a full circuit before the commencement of services. If the inspection reveals a broken fishplate or rail services must be suspended until the fault can be rectified.

9. The yellow token system allows the Land Rover or an inspection vehicle to follow the passenger train at a safe distance of 100 yards in to the section. Because this forms the rearmost locomotive in section it must carry the single line token. The land rover or inspection vehicle must carry a radio so it can report in if it fails in section and the leading train must wait at Oak Tree loop until the Land Rover arrives carrying the token.

10. If a token is lost pilot man working must be introduced. Where guest crews come with their locomotive ie, crews not passed out on the SBR rule book a pilot man must be appointed to ride with them to provide route knowledge. In the situation of a token being lost a pilot man must travel with every train. If the token is subsequently found it must be kept in a secure place and must NOT be issued to a driver until pilot man working is withdrawn.

11. The pilot man is identified by a red armband worn on his left arm with the word "PILOTMAN" on it in white letters.

12. The SBR tokens will normally be kept in the signal box and every SBR train movement must have with it the correct token. The train register is also maintained in the signal box.

13. If a train has failed in section the signalman may allow an assisting locomotive to go and rescue the failed train. In this situation the signal man will agree with the crew of the assisting locomotive the following;

The position of the failed train

The point at which the assisting locomotive will be met by a member of the train crew

That the failed train will not be moved until the assisting locomotive has coupled to it

If a train is required to rescue passengers

If a portion of the failed train has to be left behind on the single line the driver must report this to the signalman and the driver must retain the token until the whole train has been removed from the section.

14. If a train has derailed on the double line section and if there is any risk to a train approaching on the other line, protection must be put in place immediately to protect the second line by the use of extra red flags.

SECTION S.

TROLLEYS AND ON TRACK EQUIPMENT.

1. Where trolleys, self propelled machines or any other none - locomotive propelled equipment is used on a running line, it must be treat and signalled as if it is a train.
2. The person in charge of the vehicle must have with him the correct token or tokens. He must carry out the duties of a driver, for the purposes of these rules and he must not surrender the token unless the vehicle has been shunted in to a siding or removed from the running lines.
3. This section includes the Land Rover. All trolley type vehicles covered in this section should not be used on the running lines after darkness has fallen except the Land Rover which has adequate lighting.
4. Hand trolleys etc should be secured in sidings or off the track to prevent possible runaways.

SECTION T.

NOT USED.

SECTION U.

NOT USED.

SECTION V.

NOT USED.

SECTION W.

WORKSHOPS AND RUNNING SHEDS.

1. At the SBR the Yard Master is in charge of all movements in and around the running shed, workshop and yard. All crews and staff must take their instructions from the Yard Master (YM).
2. Locomotives on shed can not be left unattended if they are in steam.
3. All locomotive crews must be ready to leave the shed at their allotted time and must have with them sufficient coal and water for the work required during the day.
4. The safety of all people using or entering the workshop or running shed area shall be the highest priority. Where the public are admitted the area must be maintained in such a way that their safety is assured. All SBR staff working in the area must be competent and in compliance with these rules in order to assure the safety of themselves and others.
5. No locomotive is to pass the "LIMIT OF SHUNT" board without authority.
6. Locomotive crews must be vigilant on busy days when putting on injectors etc that the overflow will not scald a member of the public. Fires should be damped down when removed from fire boxes.
7. All SBR staff members are expected to return all locomotive tools to the stores at the end of the day and to generally be aware of good housekeeping around the running shed, yard and workshop areas.

8. Any movements in and out of the workshop must be carried out at slow speed ie, 3mph and the whistle or horn must be sounded when exiting or entering the doorways.

9. Correct PPE ie, safety glasses, must be worn when disposing of locomotives at the end of the day and when emptying the smoke box especially. Safety glasses should also be worn when putting boiler treatment in to the water tanks and by workshop and machine shop staff at all times.

SECTION X.

NOT USED.

SECTION Y.

COMMUNICATIONS.

1. Communications have, since railways were invented, been a major factor in both causing and preventing accidents. Where an SBR communication is of a Safety Critical (SC) nature the following protocols must be observed;

Always employ the best method of communication

Any call to a signaller or the DO to report an emergency or an accident must start with the words "This is an emergency call"

In an emergency situation the radio message given should be "STOP, STOP, STOP, all trains stop. This is an emergency call".

Train crews should use signal post telephones if and where they are provided

Drivers should always identify themselves by the number or identity of their locomotive and their exact location

All safety critical conversations should be repeated back to ensure that the message has been properly understood

Channel three should always be used at the SBR unless otherwise instructed

The phonetic alphabet should be used and sarcasm and flippancy must not be used during SC conversations

If the call is to the Signaller he will lead the conversation and the driver must then repeat the instructions to ensure that a clear understanding has been reached

The signal man, when talking with a driver who is stopped at a signal, will always conclude by saying "wait for the signal" unless he has already authorised a driver to pass a signal at danger. Even if he has already referred to clearance of the signal during the conversation, he must still conclude with these words.

If radios are being used for shunting purposes a continual message is required – this must be at not less than 5 second intervals.

The most important aspect of communications is to speak clearly, to identify who you are and who you are talking to, your exact location and to be clear with your message and then the repeat message. You must arrive at a clear understanding.

SECTION Z.

NOT USED.

APPENDIX ONE.
GLOSSARY OF TERMS.

SBR = Statfold Barn Railway

SMS = Safety Management System

ROGS = Railways and Other Guided Systems

ICP = Independent Competent Person

CP = Competent Person

PICOW = Person In Charge Of Work

PTS = Personal Track Safety

DO = Duty Officer

SC = Safety Critical

C & W = Carriage and Wagon

S & T = Signal and Telegraph

P W = Permanent Way

ORR = Office of the Rail Regulator

HMRI = Her Majesty's Railway Inspectorate

RAIB = Rail Accident Investigation Branch

PPE = Personal Protective Equipment

COSHH = Control Of Substances Harmful to Health

HSE = Health and Safety Executive

RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

LOLER = Lifting Operations and Lifting Equipment Regulations 1998

LE = Light Engine

FPL = Facing Point Lock

NR = Network Rail

FTR = Fitness To Run

YM = Yard Master

PSI = Pounds per Square Inch

ECS = Empty Carriage Stock

DSD = Drivers Safety Device

APPENDIX TWO.

DEFINITIONS AND DUTIES.

1. The Duty Officer (DO)
2. Drivers - steam or diesel
3. Firemen - diesel second men
4. Shunters
5. Guards
6. Yard Master
7. Signalman
8. Platform staff

The Duty Officer oversees all operations and movements on the SBR and has to deal with any incidents which might arise.

Steam or Diesel drivers receive their instructions from the guard and are required to operate all SBR trains safely and as required

Firemen and second men work for and are responsible to the driver. They must keep a good look out when not otherwise occupied and assist the driver by observing fixed signals

Shunters couple locomotives to and uncouple locomotives from trains

Guards are responsible for the safe working of their train. They should give clear instructions to the driver and they receive instructions from the platform staff when preparing to despatch a train

Yard Master deals with the despatch of all locomotives from the running shed and yard and their stabling at the end of the day. The YM also oversees all coaling, watering, preparation and disposal of locomotives on shed and any crew issues

Signalmen control all train movements by the use of fixed signals and they also collect in and hand out the tokens to train crews entering sections

The station platform staff control the safe use of the station, the safe loading of passengers on to trains and their safe exit from arriving trains. They also assist with the safe despatch of trains from the station.

APPENDIX THREE MAP OF THE LINES



