

Strathaven Miniature Railway

FOR YOUR SAFETY

TO ALL PASSENGERS. --- WILL THEY PLEASE.

KEEP THEIR FEET ON THE RUNNING BOARDS AT ALL TIMES.

DO NOT STAND UP, LEAN OUT OR TURN AROUND WHILE THE TRAIN IS IN MOTION. NO SELFIES ON THE MOVE.

REMAIN SEATED UNTIL THE TRAIN HAS STOPPED AT THE STATION.

WAIT UNTIL YOU ARE TOLD IT IS SAFE TO LEAVE THE TRAIN AND EXIT BY THE GATE

THANK YOU.

STRATHAVEN MODEL SOCIETY Ltd

Strathaven Miniature Railway

Disclaimer

ALL MEMBERS OF THE PUBLIC WHO ENTER THE RAILWAY GROUNDS, AGREE TO ABIDE BY THE

SAFETY NOTICES DISPLAYED

AND THE SAFETY INSTRUCTIONS GIVEN BY THE RAILWAY STAFF. NON-COMPLIANCE CAN PUT THEMSELVES AND OTHERS AT RISK OF INJURY.

S.M.S.Ltd TAKE NO RESPONSIBILITY FOR NON-COMPLIANT BEHAVIOUR AND ANY INJURY THAT MAY OCCUR FROM SUCH ACTIONS.

STRATHAVEN MODEL SOCIETY Ltd.

STRATHAVEN MINIATURE

RAILWAY

TRACK SAFETY GUIDELINES

Operation Manual for Track



Revised Edition [13]

March 2024

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NOTICE TO ALL MEMBERS

The Strathaven Miniature Railway is operated by Strathaven Model Society Ltd. The Directors of Strathaven Model Society requires every Member of the Society involved in the operation of Strathaven Miniature Railway to observe these guidelines.

These guidelines are based on guidelines and requirements issued by the 7 1/4" Gauge Society Ltd.

Health & Safety Executive book on passenger-carrying miniature railways (HS 2020) Issued 5th of May 2020 Copy held on file within our workshop/office

Guidance on safe practice, the Northern Association of Model Engineers and the Society's Insurers.



10/ Track Furniture and Point Levers

10.1a There are three point levers available for our points to fix direction of travel for the locomotive and any rolling stock. All levers are painted with Yellow paint to assist with visibility of the lever and to give the oncoming driver notice of set position.

10.1b Each lever has been made specifically for each point quadrant and are marked accordingly. S for Station quadrant, T.T. for use in Turn Table quadrant and finally S.B. For steaming bay quadrant at tree. These markings can be found on the shaft below the rubber handle.

10.1c There are other points within the railway area two sets are fixed by bolts and can only be moved when traffic is stationary and allows locomotive access to turntable or container storage unit. The other two sets of points are free swinging in the direction of normal travel around the track (anticlockwise) If they are moved for clockwise travel this is done by pushing point to desired position and locomotive or rolling stock moved under supervision. This direction of travel is not to be used when hauling passengers.

10.d Track side signals can also be put on display at the entry and exit of the platform area. These signals are for display purposes and do not control traffic leaving or entering the station

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1. General Operation of the Railway.

The Strathaven Miniature Railway operates on selected days throughout the year for carrying fare paying members of the public, and at other times for the enjoyment of Members of Strathaven Model Society and their invited guests. These Track Safety Guidelines apply at all times that the Railway is in operation.

2. Responsibilities of all Members Operating the Railway.

2a. The Health and Safety at Work Act of 1974 places responsibilities upon all persons for the safety of themselves and others both in the work place and elsewhere.

2b. All persons who assist in the construction, operation and the maintenance of this Railway are responsible for the safety of the public and their colleagues and for all equipment in their care, as far as is reasonably practicable.

2c. All persons operating the railway should be fully acquainted with, and following, the relevant guidelines affecting them to be fully authorised as being competent to carry them out, and to carry out the instructions that may be given by other Railway operating staff and Directors.

2d. All persons operating the Railway must "SIGN IN" in the Daily Log Sheet upon arrival on site. (Daily Log available in the Kitchen of the Kiosk). **The signature of personnel in the Daily Log will indicate that they are aware of these guidelines.**

2e. When possible there should be two members of the duty crew available to take out the locomotives from the kiosk and rolling stock from the containers.

2f. The locomotives and rolling stock used on passenger hauling days must be recorded on the Daily Log Sheet. Put an "X" in the box for the relevant locomotive(s) and carriage(s) being used. Note any issues that arose in the comments box and sign at the end of the running day. Please also check the day previously report in case any issues were reported that could impact on the days running.

7. Safety and First Aid Equipment.

7.1.a. Kiosk First Aid box available in kitchen area in left hand side opposite sink area. Additional items bee sting or minor burn cream also available.

7.1.b. Orange Hi-Vis vests available for all staff and or visitors (Yellow vests) to the railway on running days . Hi-Vis vests are required to be worn on the platform and at the raised track area to be worn by all who are not driving steam locomotives.

7.1.c. Safety and Safety Over Glasses available in kiosk for all drivers.

7.1.d. Anti-Fog liquid to be used by all steam locomotive drivers who are wearing glasses of any type. This will prevent misting up of lenses which can occur from safety valve and chimney emissions.

8. Description of Fixed Signals.

8.1.a. Strathaven Miniature Railway does not have any fixed signals.

8.1.b. The drivers of all trains are fully responsible for keeping a safe distance between trains and to drive at a speed commensurate with the circumstances and conditions at the time and ability to stop the train safely in all circumstances.

9. Level Crossings and Gatekeepers.

9.1.a. Strathaven Miniature Railway is fenced off from the public and does not have level crossings on the circuit. The use of gatekeepers is not therefore required.

9.1.b. Drivers however, should be aware of the use of the car park gate by members or guests (Motherwell Club etc.).

9.1.c. Members or guests using the car park gate should be aware of trains. Gate to be closed as soon as entry or departure has taken place.

6.2 Recording of Incidents.

6.2.a. A record should be made giving details of **all incidents and near misses which happen during any operation day**. The Incident Report Forms should be completed at the time of the event. **Any independent witnesses of the incident contact details at least should be taken at the time of the incident**

6.2.b. The Society is legally required to report certain incidents causing injury or dangerous occurrences. HSE Form should be used in this case. Notification is required when:-

Members of the public or duty staff are taken to hospital for treatment.
Any unintended collision of a train or vehicle with any other train, vehicle or stationary object occurs which might have caused death or major injury to any person.

6.2.c. The duty officer or nominated member must complete the HSE Form immediately. This is a requirement of the RIDDOR Regulations.

6.2.d. In all incidents resulting in injury, an ambulance should be called to the injured party.

6.2.e. The duty officer or nominated member must telephone the company secretary or a Director as quickly as possible following such an incident and issue a copy of the completed form to the Directors. The company secretary or other Director must inform the insurance brokers in writing within seven days of the incident.

6.2.f. All incidents of derailments should be entered in the daily log or where injury occurs in the incident report form for further investigation.

6.2.g. Insurance Companies instruction in all of the above cases.

DO NOT ADMIT LIABILITY
TO THIRD PARTIES

3. Competence of Staff.

3a. All persons who are to work on the Railway must satisfy the Directors or a nominated member that they have adequate knowledge of the guidelines and are competent to carry out their assigned duties. **(The up to date competent drivers list will be displayed in the kiosk kitchen, website and at the workshop)**

3b. All members of staff operating the Railway should know the correct procedure for the reporting of incidents or accidents if they occur in daily log and accident report forms (see section 6.2.)

4. Railway Staff Duties.

4.1 DUTY OFFICER or NOMINATED MEMBER.

4.1a. For each day, on which operation of the Railway is to take place, a Duty Officer or Nominated Member will be in overall control.

4.1b The Duty Officer or Nominated Member should take charge of the operation of the Railway for the day.

4.1c The Duty Officer or Nominated Member shall be responsible for ensuring that these Guidelines are followed and that all reasonable action is taken to ensure the safe operation of the Railway.

4.1d. The Duty Officer or Nominated Member should be satisfied that the track has been checked, and is suitably clear of obstacles and free from any defects before train services start. The results of the check must be recorded in the Daily Log and signed by the person carrying them out.

4.1e On the completion of the day's operation of the Railway the Daily log and any Incident Report will be placed in the Railway Bag.

4.2 Station Staff.

4.2a. Platform Staff are to wear S.M.S. Hi-Vis waistcoats and or railway polo shirts when on platform duty individuals supplied with same. Platform Staff are responsible for the safe operation of the station area. Their duties include support to train crews [Fuel and Water provision] and ensuring passengers are escorted to and from the carriages and safely seated aboard the carriages.

4.2b. The station platform should be supervised at all times when passengers are being carried. No members of the general public should enter the station area except when boarding and alighting from a train. If members of the public are allowed on to the platform area they should be kept at the rear of the platform away from the track. If belongings of passengers are left at the station they must also be kept at the rear of the station Prams, pushchairs Bicycles, Bags etc. Footballs and other balls should be in a bag or placed over the fence at the steaming bays to stop them from rolling on to the track. **We have no liability for those items left at owner's risk.**

4.2.c. Platform Staff should be satisfied that it is safe before allowing intending passengers access to the platform area. When there is more than one train in the station platform area, passengers should be directed to the front train and advised how they may board safely.

It is particularly important when the second train is headed by a steam locomotive to ensure that intended passengers are warned not to pass close or touch the locomotive.

4.2.d. Platform Staff should ensure that passengers are safely aboard the train, that tickets have been checked and punched before asking the driver if he is ready to depart the station. **Platform Staff should ensure that a clear safety announcement has been given to the passengers. In particular it should be ensured that young children travelling on their own are given clear guidance. The announcement should inform the passengers. To keep their feet on the running boards at all times, do not stand up, lean out or turn around while the train is in motion. Remain seated until the train has stopped at the station. Wait until they are told it is safe to leave the train and exit by the gate indicated by the exit sign.**

Signage containing safety briefing and disclaimer must be on display at the gate and on the platform railings.

5.3 Protection of Trains.

5.3.a. If it is necessary for a train to stop on the mainline track, all other trains on the track should either stop or proceed with caution.

5.4 Track Maintenance.

5.4.a. Track maintenance should not be carried out during the operation of the railway for the public, except where it is necessary to rectify a fault or to repair minor damage that would otherwise prevent the safe operation of the railway.

5.4.b. All train movements should be stopped before carrying out any essential maintenance on the track during public running if there is any risk to passengers or staff.

5.4.c. On completion of track maintenance or repair, the duty officer or nominated member should be satisfied that it is safe for trains to operate on that section of track.

5.4.d. The duty officer or nominated member should enter the details of the issue and the work carried out in the daily log sheet.

6. Operating Records: General.

6.1.a. The daily log sheet should be maintained by the duty officer or nominated member for each operating day, **listing the locomotives in use and their respective drivers.** The log should list all members acting as staff on or around the railway. All entries should be duly signed by each member.

6.1.b. Incident Report forms or HSE Forms are available in the kiosk and should be completed in the event of any incident [see paragraph 6.2]

6.1.c. The Incident Report Form or HSE Form shall be inspected by the Directors and signed off as seen, action to be taken if required

5.2 Preparation of Locomotives.

5.2.a. All locomotives should be prepared for use in the steaming bays or other designated area away from direct contact with the public. Wherever possible no steam locomotives fire to be ignited without another member of the team being on duty.

When moving a steam locomotive from the steaming bays to the track, care should be **taken that the public are asked to move back from the fence. Care should be taken that no member of the public attempts to touch the locomotive and in particular any moving parts.**

Regulators should be kept closed whilst going down the ramp to the running track to avoid steam or hot water being released which could make contact with the public standing at the fence. When steam locomotives are returning to steaming bays **again ask members of the public to stand back from fence at this time.**

5.2.b. All internal combustion powered locomotives should be refuelled in areas well away from direct contact with the public and any live steam locomotives. **A fire extinguisher should be available during the refuelling process.** It is recommended that refuelling is done at the start of the day's running when the locomotive is cold. Fuel for internal combustion powered locomotives should be stored away from the public and areas where steam locomotives are being prepared.

These locomotives should **NEVER** be refuelled whilst there are passengers within the station area. If refuelling is required during operational service the platform has to be clear of public and engine switched off. At time of fuelling a fire extinguisher must be available in case of ignition. **Fire Extinguisher to be kept in steaming bay area, beside air horn during running of locomotive.**

5.2.c. Battery locomotives should be serviced and batteries fitted and exchanged away from direct contact with the public.

5.2.d. At the end of the working day, once locomotives have been cleaned and prepared for return to kiosk for storage, remember to plug in chargers so that batteries can be charged on each locomotive or rolling stock.

Platform staff may then inform the driver that he can proceed. If a whistle is available one blast on the whistle to indicate to the driver that he is clear to leave the platform.

4.2.e. Platform staff should ensure that passengers disembark from the train on the correct side (main platform side) of the train, and that they have cleared the platform before allowing any new passengers on to the platform. **When two trains are in operation , a barrier should be placed at the end of the first steaming bays blocking access to steaming bays.**

4.2.f. Platform Staff should ensure that the platform and platform gates are kept clear of obstructions.

4.2.g Passengers showing signs of their intention to alight or board a train in motion should be warned against doing so by any member of staff. Use the airhorn supplied if required to attract attention of the driver.

4.2.h. Ticket sales. A member of staff should ensure that passengers are provided with a train ticket before boarding the train, and given guidance and advice as required. Where possible sell tickets to passengers waiting outside the fence from inside the fence. This will allow speedier boarding of the train rather than selling tickets when customers come through the gate.

4.2.i. Platform staff should when possible, monitor the behaviour of passengers and if necessary attract the attention of the driver by use of a whistle or air horn or by any other means available.

4.2.j. Any infrastructure faults found should be reported to the duty officer or Nominated member who should arrange for prompt rectification [if possible] and the installation of safety barriers / notices if considered necessary. Details of the issue should be recorded in the daily log sheet. If considered serious enough it should be reported to one of the company directors at the end of the running session.

4.3 Train Drivers.

4.3.a. All approved drivers of trains carrying passengers should have been authorised to do so by a Director or by a nominated member of the Directors. A record of competent drivers will be held by the Society's secretary and displayed in the Kiosk, website and the club rooms.

4.3.b. A driver of passenger carrying trains shall be over the age of sixteen years of age. All drivers of passenger services will be approved by the societies directors, the approved list will be reviewed as and when required but no later than annually.

4.3.c. The driver is responsible for the control and care of the train passengers.

4.3.d. **A driver should ensure that his train is properly coupled, and that his locomotive is fully ready before confirming to the platform staff when asked, that he is ready to move off.**

4.3.e. A driver should not move his train from the station until he has been given clearance by the platform staff.

4.3.f. All drivers are required to proceed on the basis of 'Line of Sight' if more than one train is in operation.

4.3.g. The drivers of all trains are fully responsible for keeping a safe distance between trains and to drive at a speed commensurate with the circumstances and conditions at the time and their ability to stop the train safely. **Speed must be visibly reduced at points and crossovers.**

4.3.h. A driver should stop the train on hearing or seeing warning signals from the platform staff or a guard when available. Driver should ask his passengers to sit where they are until journey recommences or they are escorted back to platform area if journey cannot be completed.

4.4 Train Guards.

4.4.a. **A guard is mandatory in the event of a train comprising of more than 3 carriages.** The guard is responsible for the safety of the train and should have the ability to protect the rear of the train when or if required, and supervise passenger behaviour

4.4.b. A guard may be required for a three carriage train if the staff think it is necessary, Multiple young children, potentially rowdy group.

5. Operation of Trains & Locomotives.

5.1.a. All locomotives used for passenger hauling **MUST** have an airbrake system to operate and brake carriages. This can be inbuilt system or portable system (Fish van or R.S. Watt carriage with braking system enclosed).

5.1.b. When two locomotives are being used to form trains and operated at the same time on track, there must be **a minimum of four staff on duty** with one person allocated to station point duty. Points must not be left unmanned. Wherever possible send both trains out from the station at the same time. If for any reason the second train does not leave the platform the points at the station **MUST** be set for the inner loop. This will prevent any possibilities of the first train running into the rear of the stationary train.

5.1.c. Club members are requested not to steam their own locomotives on the ground track during passenger hauling days unless they are on duty with their locomotive. Reason for prohibition is the possible cause of distraction to staff on duty and/or public. There may also be issues with the member's locomotive running performance with steam emissions causing an issue with the safe running to the fare paying customers.

5.1.d. All trains should carry an illuminated red lamp at the rear of the train in conditions of reduced visibility or darkness.

5.1.e. All trains should be correctly coupled with PIN and BAR couplings between the locomotive and between the passenger carriages. A locking clip (R Clip) should be attached through the end of each coupling pin to prevent the pin becoming detached during travel. Air-line connections from train and all carriages should also be checked and tested before running day commences.

5.1.f. If a carriage is derailed at any point on the track the following action is to be taken: passengers will be asked to stand at a safe location while the carriage is set back onto the track (using the rope handles). If another train(s) is running and may present a hazard (particularly if it will pass the incident area) to the standing passengers, the other train(s) should be signalled to stop. Once carriage is back on the track and tested, ask passengers to get back on the carriage and complete their run.