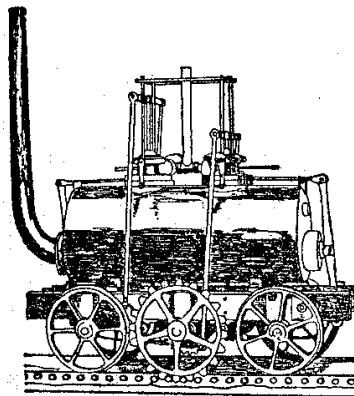


Middleton Railway Trust Ltd.

General Regulations

(Eighth Revision)



Issued by the Council
July 2017

To Operate From
2nd September 2017

Middleton Railway Trust Ltd.

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v8.7 – Issued by the Council July 2017

Introduction

These General Regulations accompany the eighth revision of the Train Operating Regulations, and apply to all persons who are involved in any aspect of the operation of the Middleton Railway, so as to ensure their safety. The purpose of these regulations is therefore to ensure that things are done in a safe and proper manner, since safety is of paramount importance in the operation of a railway. To achieve this, they specifically prohibit some things that are unsafe, and they lay down procedures which must be followed when carrying out some operations. It is not, however, possible to legislate for all possible circumstances, and all those involved must therefore exercise common sense and initiative in applying these regulations, so as to ensure that the railway is run as safely and effectively as possible.

As well as these regulations, and other sets of regulations that apply to specific activities within the operation of the railway, the safety management system also includes sets of instructions. These have the same status as regulations, but they cover matters of detail, many of which are more liable to change than the regulations themselves. Instructions are therefore kept separate from the regulations, which will specify how the people concerned must keep themselves familiar with the current status of the various sets of instructions.

As far as possible, the regulations and instructions are drafted so as to include all relevant statutory requirements, including those laid down as codes of practice by the Health and Safety Executive, both through the Railway Inspectorate of the Office of Rail and Road, and through their other agents. Consequently, breach of some of the regulations or instructions may render individuals directly liable to criminal prosecution; furthermore, all the regulations and instructions have legal status as a code of practice under current Health and Safety legislation. If, however, situations should arise which are covered by other legislation or codes of practice, then these requirements must also be met, even though they may not be included in these regulations or in instructions.

In these regulations, the terms and definitions below are used. Any reference to a person uses the masculine form, however will be taken to mean any gender. Any reference to train means any single locomotive, single vehicle or combinations and multiples of these.

Duty Manager	Any member, appointed by the Council, who manages the site when open to the public
Member of the Public	Any person who is not working on the railway
Passenger Train	Any train on which members of the public are permitted to travel
Goods Train	A train formed of vehicles that may not carry passengers
Senior Engineer	Any of those appointed by the Council as Civil Engineer, Mechanical Engineer, Electrical Engineer, Traffic Manager or Safety Officer
Appointed Person	a Senior Engineer, Duty Manager or any person appointed by the Council as a deputy to a Senior Engineer or Duty Manager
Officer of the Railway	Any member of the Council, or any Appointed Person

1. "Safety first" must be the prime concern of all staff engaged in the operation of the railway. If an operation cannot be carried out in safety, it must not be carried out at all, unless failure to do so would lead to an even more unsafe situation.

Supervision of Work

2. The council may from time to time issue regulations to govern various aspects of the operation of the railway, and lists of the sets of regulations issued and the activities governed by them will be displayed on appropriate notice boards. No staff may undertake any of the activities that are governed by regulations unless they are in possession of an up to date copy of the appropriate regulations, and are familiar with these regulations. It is the responsibility of individuals to ensure that their knowledge of all relevant regulations and instructions is up to date.
3. All staff and other members of the railway are required to obey at all times the Company Rules, the regulations and the instructions, and any other directions given by or with the authority of the Officers of the railway. Failure to observe any of these rules, regulations, instructions or directions may lead to disciplinary action. Staff should report to an Officer of the railway any infringement of the rules, regulations, instructions or such directions, or any other occurrence affecting the safe and proper working of the railway, that may come to their notice.
4. The Council will issue regulations and instructions to require certain aspects of work on or for the railway to be supervised; and to make arrangements for the rostering of Responsible Officers to supervise train operations, engineering work and the sales shop; and to make arrangements for the rostering of other supervisors as required for such work. When carrying out any such work, staff must ensure that they are adequately supervised.
5. Any staff supervising any work must ensure that that work is carried out in a safe and proper fashion, with the due observance of all relevant safety precautions, and must ensure, when the work has been completed, that any reports on the work carried out are made fully and correctly.
6. No staff may carry out any operation at the railway unless they are competent to do so. For any operations that are governed by regulations, staff may only regard themselves as competent if they have been passed out as competent in accordance with any procedures laid down in the appropriate regulations.
7. No staff may carry out any operation that is governed by regulations unless they have been authorised to do so in accordance with any procedures that may be laid down within those regulations. In particular, no person may alter, remove or otherwise interfere with any notices, vehicle repair or destination labels, brakes, scotches, stopblocks, barriers or other fences, or any item of track, rolling stock or train control equipment, unless they have been authorised so to do in accordance with the procedures laid down in the relevant regulations.

8. Appropriate notice boards will be designated for various categories of operations at the railway, and staff arriving at the railway to carry out any duties must, before starting work, read all notices on any of the notice boards that apply to the duties which they are to carry out, as specified by the regulations governing those duties.
9. All staff arriving at the railway to carry out any duties must, before starting any duties, sign on in the book or books provided, both to record that they are on duty and where necessary to confirm that they are in a fit condition to undertake those duties.

Reporting of Incidents

10. In the event of any accident or injury occurring in the course of any work, the person supervising that work (or, if he is injured or incapacitated, any person able so to do) must immediately summon such medical or other assistance as may be required. The person supervising that work must then make (or, if he is himself injured or incapacitated, must ensure that there is made) an immediate verbal report of that accident or injury to an Appointed Engineer, either directly or by telephone.
11. On receiving a verbal report of any accident or injury, an Appointed Engineer must immediately investigate the circumstances of the accident or injury, and ensure that any necessary medical or other assistance has been summoned. The Appointed Engineer must make a written report of the circumstances to the Safety Officer, within 24 hours of the event. If the accident has resulted in death or serious injury, or serious damage to track or rolling stock, the Appointed Engineer must also make immediate reports by telephone to the Safety Officer and relevant statutory bodies.
12. Any breakage of or damage to any piece of equipment must be reported immediately to an Appointed Engineer, either directly or by telephone, in addition to any other reports of such incidents that may be required by other regulations. If possible the broken article must be put into safe keeping in a dry place, for subsequent examination by the Appointed Engineer receiving the report.
13. Should any staff (and especially any member of a train crew) become aware of any obstruction upon or defect in the line or the works of the railway, or of any point, crossing, rail, check rail, tie bar, stretcher bar or signalling apparatus which is damaged or strained, they must not only report it urgently in accordance with regulation 12 above, but must also signal the driver of any train to stop, and take any other steps necessary to prevent a train approaching the obstruction or defect.
14. On receiving a verbal report of damage to any piece of equipment, an Appointed Engineer must investigate the circumstances and examine the damaged item(s), and if necessary must report these to the appropriate senior engineer for further investigation, or repair. In the case of wheels, tyres, axles, rails, point or signal rodding or wires, couplings or any part of the draw gear, wire ropes, chains, linkages or lifting tackle of any description, the Appointed Engineer must also make a written report of the circumstances to the Safety Officer within 24 hours.

15. Any report of an incident that is required by these regulations must include as a minimum the following information:
- (a) the name of the person making the report;
 - (b) the date and time of the incident, and the weather conditions;
 - (c) the names and duties being performed by all members of any train crews involved in the incident;
 - (d) the details of any train involved in the incident, including its formation and the direction and speed of any train movements;
 - (e) if any road vehicles are involved in the incident, their registration marks and descriptions of their drivers, together with the names and addresses of the drivers if it has been possible to obtain these;
 - (f) the names and addresses of any other persons who were involved in the incident, or who were witnesses to the incident;
 - (g) details of any railway equipment or other property that has been broken or otherwise damaged, and details of any damage to that equipment or property;
 - (h) details of any action taken to deal with the incident, including the times and an indication of the content of any messages sent to any of the emergency services, to officers of the railway or to other external bodies; and
 - (i) any indications of further action that it is considered still needs to be taken in order to report the incident to all the relevant authorities.
16. If any piece of equipment appears to have a defect which may be such as to cause a mishap in use, then it must not be used. If there is any doubt as to the fitness for use of any equipment, rolling stock, permanent way or other works, then before it is used its fitness for use must be referred to an Appointed Engineer for approval.

General Restrictions

17. No staff may undertake any duty on the railway while under the influence of intoxicating liquor, or of any drug which may impair their performance of that duty.
18. No staff may interfere with any point or signal apparatus, nor may any staff move any points, switches, signal levers or lever frame locks, except in the course of duties as a member of an authorised train crew, or at the request of and under the supervision of a member of an authorised train crew, or while carrying out engineering work which has been authorised in accordance with the engineering regulations.
19. No staff may go between the buffers of vehicles, or between stop blocks and the nearest vehicle, when they are less than 50 feet (15 metres) apart, without first satisfying themselves that none of the vehicles is about to be moved, and that no shunting is taking place on the lines which they are about to cross.

20. Staff may only travel on a goods train (other than as part of its train crew) if they have been authorised to do so by the driver. Staff who do so travel on a goods train must comply with any directions that are given to them by the train crew. They must ride in a brake van if one is included in the train, but if there is no brake van, then they may only travel on another vehicle if the driver is satisfied that it will be safe for them to do so, and they must then sit down unless there are firm hand holds available. They may not travel sitting on the sides of any vehicle, and they must take special care when boarding or alighting from the vehicle in which they ride, and at any points where clearances may be limited.
21. No staff may ride on the steps or framing of any vehicle, except where there is a proper platform or footplate provided on which they can ride safely. Any staff when riding on vehicles, or when on the ground alongside them, must take special care at converging points or in sidings that there is sufficient clearance for their safety.
22. Members of the public must not be permitted to ride on trains other than passenger trains, nor to ride in vehicles other than those designated for the carriage of passengers, except when special instructions have been issued to authorise such rides.
23. Train control is by means of single line tokens; staff must not bring to the railway, or attempt to manufacture at the railway, any object which could be mistaken for a single line token.
24. The use of detonators for any form of signalling at the railway is prohibited, and detonators must not be brought to, or kept at, the railway.

General Precautions

25. No staff may expose themselves or any other person to danger. All staff must prevent as far as possible such exposure to danger on the part of other persons, and must always warn any others who are neglecting to take proper care.
26. No person may alight from or join a train in motion, and any person showing signs of an intention so to do must be warned not to.
27. All staff should, as far as possible, keep clear of the railway tracks. Members of staff who need to be on or about them must, when possible, face the traffic, and when moving from one part of the permanent way to another must be careful to avoid trains that may be travelling in either direction; they must also look in each direction before crossing any line. They must also observe any requirements for wearing adequate high-visibility clothing that may be laid down in the regulations or instructions governing particular duties. When audible warnings are given by the trainmen, they must be acknowledged by the raising of an arm above the head.

28. When a train is approaching, all staff must at once move clear of all lines until they can distinctly see that they are in a position of safety, and in no danger from any other train being able to approach them unobserved. They must then remain clear of the lines until the whole train has passed or come to a stand, and before they re-cross any rails they must ensure that no other train is approaching on any line.
29. Staff wishing to use mobile telephones at the Railway may do so only:
 - (a) when they are in a position of safety; and
 - (b) when the people for whom they are responsible are in a position of safety.Staff who are actively engaged in train operating duties may use mobile telephones only for railway business and must not do so whilst on the footplate of a moving train.
30. Light, flag and hand signals are all used for train control, and except in emergencies no staff may give such signals to train crews unless they are engaged in the control of trains in accordance with the procedures laid down in the regulations. A red light or flag, or a hand signal with both arms raised above the head, indicates danger; in an emergency these signals may be used by anyone if it is required to stop a train. In the absence of a red light, any light waved violently may also be used to indicate danger.
31. In the event of any fire occurring on or near the line, staff must either take immediate measures to extinguish it, provided that they can do so safely with the equipment available, or summon the emergency services.
32. Staff must, after using any stove or other fireplace which is then to be left unattended, take care that the fire is extinguished, unless there is good reason to leave it alight, when all necessary precautions must be taken to avoid damage arising therefrom.

General Behaviour

33. Members of the public should be treated with respect at all times, and staff should ensure that the safety of members of the public is their chief care under all circumstances.
34. The membership card acts as a valid means of identification when on the railway. Members of the railway should carry their membership cards at all times when working on the railway, and should produce them whenever requested to do so by any Officer of the railway.
35. If any person appears to be trespassing or otherwise misbehaving on the premises of the railway with criminal intentions, then the police must be summoned immediately to take appropriate action. If such a person does not appear to have criminal intentions, then any member of staff present at the scene should ask them to produce evidence of their right to be on the premises. If they are members of staff then they should be warned not to misbehave, and if appropriate a report of the incident should be made to an Officer of the railway. Otherwise, they should be escorted off the premises, and warned not to trespass or otherwise misbehave on the railway again.

Published by the Middleton Railway Trust Ltd, The Station, Moor Road, Leeds, LS10 2JQ.

Registered Charity No. 230387.