

Middleton Railway Trust Ltd – Locomotive Driver Experience Procedure and Operating & Participation Conditions

1. Introduction:

The Middleton Railway locomotive driver experience is where members of the public have the opportunity to drive one of the Middleton Railway's locomotives under the supervision of a qualified driver. Members of the public must satisfy all the criteria stipulated in section 5 to participate.

2. Frequency of operation:

Locomotive driving experiences will only operate on special event days to enhance the offering of attractions at the Railway to visitors. A special event day is defined as when additional trains and/or attractions are on offer at the Railway above and beyond a normal operating day (as listed in the published timetable). The experiences will operate on not more than 8 days per operating season (March-December), agreed in advance by the Traffic Manager, and will only operate between the hours of 10:30-17:00 on any given day when in operation.

3. Operational Arrangements:

Locomotive driving experiences may only operate within the Moor Road yard, specifically an area that is clearly defined and where no other train movements can occur during operation. Locomotive driving experiences are not permitted to operate within the single line token section defined in the Middleton Railway Train Operating Regulations. Prior to use, an inspection of the line to be used for the experiences must be undertaken and recorded in line with Middleton Railway Train Operating Regulations.

The operating limits for locomotive driving experiences must be along a single piece of track and not involve the changing of any points as part of the experience. Where the area of operation includes traversing over points, these points must be clamped in the desired position. In addition to this, where points that would allow access to the single line token section are to be traversed, in addition to being clamped, the clamp must be secured with a padlock, the key for which must travel with the single line token.

The limits of operation will be defined by a red flag at each limit, which will act as a stop signal that must not be passed. A yellow flag will be placed at least 5 metres within the limits of each red flag as a marker for participants to drive the locomotive up to.

In accordance with the Middleton Railway Train Operating Regulations, a written train order will be used to authorise the operation of locomotives for locomotive driving experiences, stipulating the relevant operational precautions.

Participants will access/egress the locomotive from the coal stage and so a safe walking route from the platform to the locomotive must be provided. Members of the public may not enter the coal stage unless accompanied or under the supervision of a member of Railway staff. Any members of public accompanying the participant, who may wish to take photos or videos, may only do so from public areas of the platform.

No more than one member of the public may ride on a locomotive footplate at any one time.

4. Supervision:

Members of the public who wish to participate in the locomotive driving experience and meet all the criteria outlined in section 5, will be supervised by a qualified driver for the locomotive in use, usually the rostered driver. The participant must be provided with a long-sleeved overcoat and gloves for steam locomotives, and where specifically identified for diesel locomotives. The driver must also provide a briefing of the

hazards of being on a locomotive footplate and the operation of a locomotive prior to the experience commencing.

The driver must carefully explain the controls of the locomotive and it is recommended that a short demonstration of the controls and operation of the locomotive is given prior to the member of the public taking part in the experience. The driver must position themselves safely on the locomotive so as to clearly see the route to be traversed and in such a position that intervention of the controls can be made if required.

When a member of public is participating in a locomotive driving experience, a second member of train crew must also be on the footplate; this second person must be at least a qualified secondman for diesel locomotives or qualified fireman for steam locomotives. The second person must also observe the line to be traversed and be prepared to intervene to bring the locomotive to a stand should the need arise. Where a steam locomotive is in use, the crew must ensure that the locomotive firehole doors are not open whilst the member of public is operating the locomotive.

5. Participation Requirements

Due to the nature of train operations and some inherent dangers, it is necessary to set some minimum requirements of participants. Any person wishing to participate in a locomotive driving experience must meet the following minimum standards:

- Be at least 18 years of age, but not older than 76 years of age
- Be in reasonable health and able-bodied – at least that required to be able to drive a motor vehicle
- Not be under the influence of drink or drugs
- Wear suitable clothing, including footwear
- Demonstrate an understanding of instructions given in English
- Have completed a participation form

The railway reserves the right to refuse a member of public participation in a locomotive driving experience, particularly if a member of Railway staff has good reason to believe that one or more of the above criteria are not being complied with. In such instances, the member of public will be notified of the decision prior to making payment, or if payment has been made, will be provided with a full refund of the monies paid for the experience.

6. Advertising:

On days when locomotive driving experiences are in operation, the opportunity to participate and the participation conditions will be advertised in the Railway shop and at other appropriate locations on site. Signage will also be placed to clearly indicate where members of the public should go to participate. The experiences may also be advertised on the Railway website and social media feeds.

Locomotive driving experiences do not operate a booking process and members of public may participate on a first-come, first-served basis.

The cost of locomotive driving experiences will be determined by the Middleton Railway Council and advertised as appropriate.

7. Records:

Members of the public wishing to participate must complete a participation form and hand this to the member of staff manning the locomotive driving experience, which may be the rostered driver. These participation forms must be kept as a record for 3 years.

8. Risk Assessment:

The following risk assessment is specific to locomotive driving experiences as an activity and is in addition to existing risk assessments for the operation of trains. The risk assessment will be reviewed at least every three years or whenever a significant change to the operation of locomotive driving experiences is made.

<u>Hazard</u>	<u>What could happen</u>	<u>Mitigation measures</u>	<u>Risk rating (L x C)</u>
Accessing/egressing locomotive	Slip, trip or fall	Ensure access through coal stage is clear and tidy, remove tripping hazards. Guide members of public on to footplate. Restrictions on participation require a reasonable level of mobility to access a locomotive footplate	1 x 3 = 3
Inexperienced people operating locomotive	Injury to persons from hot or moving parts	Provide gloves and overcoat as required to reduce areas of exposed skin. Restrictions on participation require suitable clothing to be worn	1 x 2 = 2
Inexperienced people operating locomotive	Inappropriate speed which could lead to infrastructure or equipment damage	Driver to give demonstration of controls, indicating speed to travel at. Locomotive crew to be vigilant and prepared to reduce speed if necessary.	1 x 4 = 4
Operations within sidings/yard	Collision with another train or member of staff	Dedicated running area clearly demarcated with flags. Operating notice posted advising of limits of operation. Points clamped and locked as required to prevent accessing where other trains may be operating.	1 x 4 = 4

		Impact / Consequences (C)				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Likelihood (L)	Rare (1)	1 – Low	2 – Low	3 – Moderate	4 – Moderate	5 – Moderate
	Unlikely (2)	2 – Low	4 – Moderate	6 – Moderate	8 – Moderate	10 – High
	Possible (3)	3 – Moderate	6 – Moderate	9 – Moderate	12 – High	15 – High
	Likely (4)	4 – Moderate	8 – Moderate	12 – High	16 – High	20 – Extreme
	Almost Certain (5)	5 – Moderate	10 – High	15 – High	20 – Extreme	25 – Extreme

Appendix A – Experience Declaration & Record

A1. Declaration Form

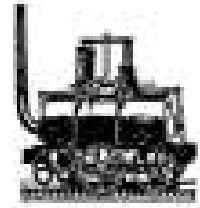
	<p>The Middleton Railway Trust Ltd.</p> <p><u>Locomotive Driver Experience</u></p>		
Name: _____ Date: _____			
<u>Declaration:</u>			
I confirm that I will take all reasonable care when on and around the locomotive and will follow all instructions given by the locomotive crew. I also confirm that:			
<ul style="list-style-type: none">• I am over the age of 18• I am in reasonable health and able-bodied• I am not under the influence of drugs or alcohol• I am able to understand instructions given in English• I am wearing appropriate footwear and clothing and will wear any additional protection clothing provided by the locomotive crew			
Signed: _____			
Locomotive in use:	<input type="text"/>	Driver Initials:	<input type="text"/>
Pass No.:	<input type="text" value="2017/001"/>		

A2. Record Sheet



The Middleton Railway Trust Ltd.

Locomotive Driver Experience



Record Sheet

<u>Number</u>	<u>Date</u>	<u>Locomotive</u>	<u>Driver</u>	<u>Participant</u>
2017/001				
2017/002				
2017/003				
2017/004				
2017/005				
2017/006				
2017/007				
2017/008				
2017/009				
2017/010				
2017/011				
2017/012				
2017/013				
2017/014				
2017/015				
2017/016				
2017/017				
2017/018				
2017/019				
2017/020				
2017/021				
2017/022				
2017/023				
2017/024				