

## **Middleton Railway Trust Ltd. Safety Guide for Casual Staff**

This safety guide is intended for staff working at the Middleton Railway on a casual basis (ie as non-members), whether as contractors or as volunteers. It is intended to describe just those safety-related features that are specific to the Middleton Railway, and it does not attempt to cover more general aspects of safety that would be common to other working environments.

### **1. General Procedures**

- n The site is only open when work is planned to take place, and it is kept locked at other times. Casual staff may only work on the site when it is open normally, unless special arrangements have been made for access.
  
- n The shed and workshop building is divided into two parts:
  - the workshop is in the new shed, and is to the right of the entrance lobby; it contains a mess area upstairs;
  - the old shed is used for woodwork and painting, and is to the left of the entrance lobby; it contains a mess room that is used for hand-washing.
  
- n The Engine House building contains the locomotive display hall, the shop and offices.
  
- n Before starting work at the railway you must *sign in* in the book provided in the entrance lobby of the workshop. This confirms that you are fit for work and are not under the influence of drink or drugs. It also provides information for insurance purposes, and for this purpose please also sign out when you leave.

### **2. Emergency Procedures and Facilities**

- n If you need to summon the emergency services in the case of any incident, there are telephones:
  - in the shop, behind the ticket office desk;
  - in the mess room in the old shed; and
  - in the workshop, on a pillar by the machine shop area.
  
- n The old shed and workshop are fitted with smoke alarms, but these are sometimes triggered by fumes from trains outside. If they start sounding, or if you discover a fire, alert the most senior member of the railway staff who is present, and follow their directions in respect of checking or evacuating the building, summoning the emergency services or tackling the fire.
  
- n If needed, there are fire extinguishers:
  - in the shop;
  - by each main doorway to the workshop, the old shed and the display hall; and
  - on the passenger train when it is operating.
  
- n If needed, there are first aid boxes:
  - in the shop;
  - in the mess room in the old shed; and
  - on the passenger train when it is operating.

- n In the event of somebody receiving an electric shock, if the immediate supply can not be isolated before attempting to touch them, then use the main switches:
  - for the Engine House these are in the store in the entrance lobby, but this is usually locked: a key is available at the ticket office desk;
  - for the new shed these are upstairs in the mess area;
  - for the old shed they are in the mess room.

### 3. Site and Track Safety

- n Always look before you cross the track and be aware of things that are going on around you, so that you do not walk into danger by mistake. In particular, be aware that the vicinity of the track is always dangerous, even though speeds are relatively low. A railway vehicle can roll silently at a walking pace, but still has enough weight to kill you if you get in its way.
- n Don't walk along the track unless your duty requires it. Especially, **DO NOT** take a short cut from the workshops across the tracks to the station; use the recognised paths.
- n If you do have to walk along the track, do not walk in the space between the rails, but walk to the side of the line. Walking on sleepers can be particularly dangerous as they are often slippery.
- n Don't put your foot on any switch blade or on any point rodding. It may be moved and trap you. Always step across rails rather than on them.
- n If you see a train moving towards you, take obvious steps to stand well clear and acknowledge any warning whistle by raising your hand above your head. React to moving trains as soon as you are aware of them. Even if you have plenty of time, don't wait till they get closer: the only way that the driver can know what you plan to do is by seeing you do it.
- n Never walk between two vehicles spaced less than twelve feet (four metres) apart. If they are less than 50 feet (15 metres) apart, you must first check carefully that they will not be moved.

### 4. Engineering Work

- n The railway has safety helmets, goggles and ear defenders for use by volunteers when they are required, and you must wear these for jobs that need them. Contractors are expected to provide their own for their staff when working at the railway.
- n Four different electric voltages are in use for different purposes, with colour-coded plugs and sockets. Before plugging any electrical leads or equipment into to a socket, you must check with those supervising your work that they are for the correct voltage.
- n Keep electrical leads clear of tracks, and if you have to take them across tracks, put them **under** the rails.