



Work Instruction

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Engine House Operations

This Work Instruction outlines the procedures to be followed for safe operation of the Engine House and apply to all members of staff who undertake duties within the building.

Instructions to staff:

The Engine House can only be open to the public when there is a Duty Manager and at least one other member of staff in the building. All members of staff carrying out duties in the Engine House must sign in on the appropriate signing-in register.

Prior to opening the Engine House to the public (whether a normal opening day or private function), the Duty Manager must complete an examination of the relevant parts of the building as stipulated on the pre-opening checklist, and approve the building for public use. Any unsatisfactory items found should be recorded and remedied if possible, or reported to the relevant Senior Engineer for repair as necessary.

For any event where the first-floor conference room is in use, the maximum number of people who may occupy the room is 55. In the event of the fire alarm sounding while people are in the conference room, the Duty Manager will provide evacuation instructions or means of safe refuge.

When Engine House staff are notified of any shunting that is to take place within the building, the door between the display hall and shop must be locked.

Any change required in the till must be provided by the Railway and personal monies must not be brought in to the Engine House with the intention of using this for providing change.