

## Plym Valley Railway Rule Book – Section 1 - Track Safety

This section on Track Safety provides essential information which must to be followed by all volunteers. If you have any questions or difficulties while reading this section, please speak to your instructor or Head of Department.

### Introduction

Safety is your first concern and your own safety is of prime importance, together with the safety of colleagues, passengers and visitors to the railway. You have a basic responsibility under the Health & Safety at Work Act for your own safety and that of others at all times.

Track Safety is essential for any volunteers who may work within the non-public boundaries of the Plym Valley Railway. This includes the locomotive shed, workshops and sidings.

You must not go on or near the line unless it is necessary in relation to your duties. In addition to this you must either be:

- competent in Track Safety and be in possession of a valid and current Plym Valley Railway certificate.
- under the direct supervision of a volunteer with Track Safety.

The only circumstance in which you are able to go on or near the line without Track Safety is in an emergency.

**It must also be understood that competency in Plym Valley Railway Track Safety is valid for the Plym Valley Railway only and does not allow access to any Network Rail property or other Heritage Railway.**

### Alcohol and Drugs

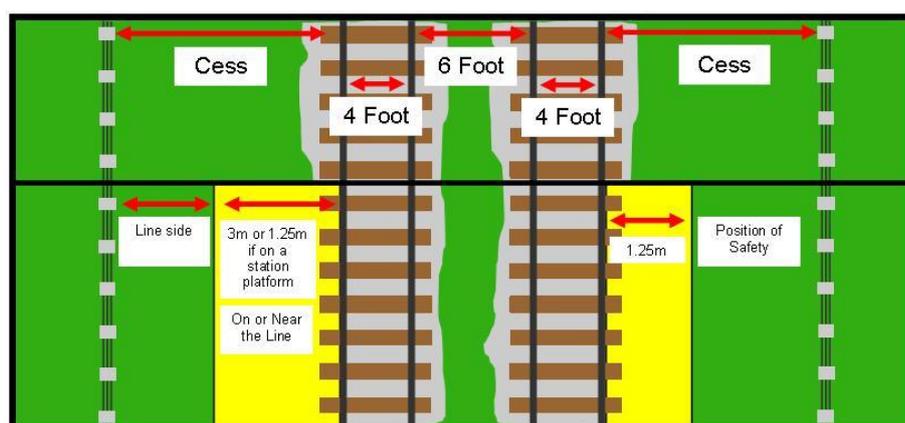
**You must not report for duty at the Plym Valley Railway whilst under the influence of intoxicating drink, or any drug (including prescription drugs) which might impair the performance of your duty or work, nor consume any such drink or alcohol whilst on duty. (Section 27, Transport & Works Act 1992)**

You should also be beware of non-prescription drugs; those with a warning on the packet of 'may cause drowsiness' or 'do not operate machinery'. If in doubt discuss the problem with your supervisor or Head of Department. Remember it is a criminal offence to be under the influence of alcohol or drugs for everyone working at the railway. If there is a reasonable cause to suspect that an offence has been committed or after an accident, you would be required to provide a specimen to a police officer.

The Plym Valley Railway Rule Book and Track Safety are in force at all times. Track Safety is seen as an essential part of the Rule Book. A Track Safety certificate is valid for two years. After this period, competency will be re-assessed.

### Terminology

Below is some important railway terminology and the definitions of which you should be aware of:



- **Position of Safety**- An area further than 1.25m away from the nearest running line (including anything worn or carried).
- **Cess**- The area from the boundary fence and nearest running line.
- **4 Foot**- The space between a pair of rails.
- **6 Foot**- The area between two pairs of rails
- **Lineside**- The area between the boundary fence and three metres from the nearest rail.
- **On or Near the Line**- The area three metres from the rail.
- **Running Line**- A line used by trains in normal running.
- **Sidings**- All other lines.
- **A Train**- This includes everything on rails including, locomotives, carriages, wagons, cranes and trolleys.

### When working on or near the line you must:

- Ensure you are aware of the speed limits (displayed on the chart in the locomotive shed) and the fact that trains at the Plym Valley Railway may come in both directions at any time on the running line and in the sidings.
- Wear clean, bright, orange high visibility clothing with reflective stripes at all times while working. The only exceptions to this are on the platform and an area of No. 1 (shed) road during Running Days. Train and locomotive Crew are aware of the situations when high visibility clothing is or is not required.
- It is best to avoid bright green or red clothing when working lineside as this may cause confusion to drivers etc.
- Wear protective steel capped footwear.
- Only use a mobile phone when you are in a Position of Safety and are still aware of any approaching trains.
- Ensure that items of clothing do not impair sight or hearing e.g. a hood or ear defenders. If items of this nature are required a Lookout must be provided.
- Walk in the cess and avoid being in the four foot.
- Take extra care in noisy areas, during high winds, darkness, fog or in any condition which may hinder visibility and hearing.
- Inform a Head of Department if you are undertaking any work alone with an expected completion time and location.

### When crossing the line:

- Look both ways before crossing. Take extra care and cross as far away as possible from behind stabled vehicles.
- Step over, not on, rails or sleepers- they could be slippery.
- Do not step between point blades- could result in a trapped foot.
- Do not cross by going under a stationary vehicle. Cross within 15 metres (if possible) of stationary vehicles or vehicles and buffer stops unless you are certain a movement will not take place.
- Use a hand lamp during the hours of darkness.
- Be aware of hazardous conditions while crossing which could include:

Point Rodding      Uneven Surfaces      Signal Wires      Slippery Rails & Sleepers      Brambles and vegetation.

### Limitations in Medical Fitness

Inform a Head of Department, Duty Manager or the colleague setting the work if you are asked to complete any work that is contrary to your medical fitness or abilities.

### Train Approaching

When a train approaches it is imperative that you follow these instructions:

1. Stop any work you are undertaking and move to a Position of Safety immediately.
2. If appropriate, place any equipment on the ground in the Position of Safety.
3. Acknowledge the driver's horn/whistle by raising one arm straight in the air above your head (demonstrated to the right) by day or by holding a lamp of any colour other than red steadily above your head.
4. Observe the train passing and remain in position until the train has passed and clear.



If you are unable to get into a position of safety either:

- Stop the train. This is completed either by raising both hands above your head vertically (as demonstrated to the right) or by holding a red flag by day, or by holding a red lamp steadily above your head, or by moving a lamp of any colour by the means of a rapid twisting motion of the wrist next to your body by night. Once the train has stopped, move to a position of safety before acknowledging the driver and allowing him/her to proceed.
- **In an emergency** lay down in the cess facing the incoming train. Under no circumstances should you lay in the 4 Foot.



Care must be taken when working in an area of limited clearance, often indicated by the Limited Clearance sign as it is not possible to reach a Position of Safety. At the Plym Valley Railway, this includes all bridges, the 'K2' area, areas in Marsh Mills yard and also in 'The Cutting' between Bridges 2 and 3.



### **Moving Vehicles**

You must never get on or off a moving vehicle. The use of shunting steps found on some locomotives and wagons is also prohibited.

### **Fires**

If you see a fire affecting, or near to railway property you must report it immediately by calling the fire Brigade giving the exact location and a grid reference if possible.

The postcode for Marsh Mills is:

**PL74NW**

The postcode for Plym Bridge is:

**PL7 4SR**

### **Injury or Illness**

If a person is taken ill or injured and requires medical attention an ambulance must be called, using the postcodes given above. For smaller incidents First Aid Boxes are located at Marsh Mills, Plym Bridge, in every locomotive in service and in locations around the Marsh Mills site (lists are in every First Aid box) and you will be shown their whereabouts during your induction. We also have several trained First Aiders, details of whom and their contact details are displayed near First Aid boxes. The incident book, which can be found in the locomotive shed at Marsh Mills, should also be completed after every incident.

### **In an Emergency**

In the event of an emergency immediate action must be taken to stop trains.

- You must not endanger yourself or anyone else.
- The Duty Manager or other appropriate person should be informed immediately by the fastest means.
- Listen to any instructions from a Duty manager or person in charge.
- If this is not possible you must walk in the direction in which the train is most likely to come from (if two people are present, go separate ways if needed).
- Stop any train that approaches and inform the Driver/Guard of the emergency who will take appropriate action. To stop a train please see the 'Train Approaching' section.

### **Non Members of Staff Lineside**

Trespassing is a criminal offence at the Plym Valley. If you see anyone trespassing you must ask them to leave and/or contact the duty manager immediately. At times you may get public asking to look in the yard or locomotive shed or contractor completing work who are not members. This is at your, and the person in charge of the site's discretion.

If allowed, please ensure:

- Any non members must be under supervision by a Plym Valley Railway Member wearing high visibility clothing and with a Track Safety Certificate at all times.
- There is no dangerous work being undertaken
- Be warned of any health and Safety issues i.e. Trip hazards, Welding Glare
- The Plym Valley Railway's Drugs and Alcohol Policy also applies to visitors.

### **Communication**

The Plym Valley Railway does not use radios. Mobile phones are normally used to communicate between workers. The overriding factor in communication is that **ALL** parties fully understand the message given and/or what action they must take. If possible and both parties are aware of and use the terminology listed over the page, this should be used. However, it must be stressed that understanding of the message is the prime factor. However, the 'emergency message format' should be used in an emergency situation. (noted in red below).

When speaking on the telephone, most mobile phones will list and store information of the caller and recipient of the call.

However, the following should always be ensured:

That the identity of both caller and recipient are known and the location from where they are speaking.  
 That the message is clearly understood and if in doubt either party must be asked to repeat the message or clarify it.

Listed below are the official methods used in railway communication. Please try to learn and use them as much as possible.

### Giving Messages by Telephone

Make sure you speak in the following manner if talking to a member of staff over the phone.

1. Speak directly into the microphone and ensure it is close to your mouth.
2. Speak slightly lower, clearly and at the same volume that you would normally speak. Avoid hesitation.
3. Use clear sentences making use of any standard terms required.
4. Ensure the other member of staff understand what you are saying and vice versa.
5. If you cannot understand a word, speak slower or spell it using the phonetic alphabet (below).
6. Use the following standard terms below in a message:

Term	Meaning
State Your Message	I understand you would like to speak to me and I am waiting to receive your message
Correction	I have made a mistake and I will now correct myself
Say Again From...	I would like you to repeat yourself from..
Read Back	Repeat all of this message back to me exactly how I have said it.
Over	I have completed my message and am waiting for a reply.
Affirmative	Yes
Out	I have completed my message and am not waiting for a reply.
Negative	No
Disregard	The last message was not applicable
Speak Slower	Reduce the speed at which you are talking.
<b>This is an Emergency message</b>	<b>Message requires immediate action to stop trains due to an obstruction or to prevent death, damage or injury.</b>

### Do Not Use

- "Over and Out"- means nothing
- "Not Clear"- never use to describe a line as 'not clear'- 'Line Blocked' should be used.

### Phonetic Alphabet & Numbers

Use the phonetic alphabet to spell any words, names that are difficult to pronounce, or when there may be interference on a phone.

A- alpha	G- golf	M- mike	S- sierra	Y- yankee
B- bravo	H- hotel	N- november	T- tango	Z- zulu
C- charlie	I- india	O- oscar	U- uniform	
D- delta	J- juliet	P- papa	V- victor	
E- echo	K- kilo	Q- quebec	W- whisky	
F- foxtrot	L- lima	R- romeo	X- x-ray	

Each digit of a number must be spoken e.g. 257 must be "two five seven" rather than "two hundred and fifty seven". The figure '0' must be 'zero'.