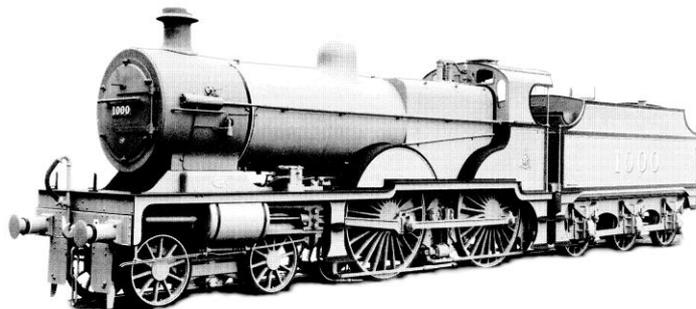


Society Byelaws
and
Safety Policy



Amendment Record Sheet

No.	Date	Page	Para	Description
1	Mar `16	16-18	All	Appendix (vii) updated
2	Mar `16	8	9	Added (re 16mm Railway)
3	Nov `16	7	6	Sub paras (v) and (vi) amended to clarify and reflect current practice and number of trains permitted
4	Nov `16	10 (App ii)	6,7	Amended to reflect current practice
5	Nov `16	11 (App iii)	3,6	Amended to reflect current practice and new warning equipment
6	Nov `16	12 (App iv)	7	Amended to reflect new warning equipment
7	Jul `17	7	6	Amended to reflect number of trains permitted
8	Jul `17	15,16,17	App (vii)	Diagram changed from `Platform Road / No.1 Road / No. 2 Road) to `No. 1 Road / No.2 Road / No. 3 Road`. Text amended as appropriate.
9	Jul `17	20	App (x)	Description of signal aspects used on ground / raised tracks added
10	Jul `17	14	App (vi)	See amendment 8 above

Northampton Society of Model Engineers Ltd.

Society Byelaws

Safety Policy

(1) General

Safety within the Society must be regarded as the mutual responsibility of the Management Committee and all Members to promote a safe system of pleasure activities and any form of working, whether as a group or individually, at all times.

The Society, being a Mutual Society, has to comply with conditions as laid down by the Financial Services Authority/Industrial and Provident Societies Act 1965. Thereby ALL Members have a responsibility both to themselves and to each other for the safe conduct of any Society activity, including working parties and social events, in which they take part. This also includes activities away from the main site such as Exhibitions.

The Management Committee will:

- (i) Maintain a constant vigil over all activities to ensure the Rules and Byelaws of the Society are complied with.
- (ii) To the best of their ability prevent hazardous situations from arising and ensure that power driven machinery on site is operated:
 - (a) By competent and experienced members only (subject to special arrangements when members are being formally trained to use such machinery).
 - (b) Only when a minimum of two members are present (including the member operating the relevant machinery). The only exception to the latter that shall be permitted is when specifically nominated machines that are generally used for site maintenance (e.g. lawn mower, strimmer) may be operated by a solitary member subject to them carrying a mobile telephone with them whilst using the machine.
- (iii) Set an example of safe behaviour
- (iv) Stimulate constructive discussion on Safety matters.
- (v) Ensure Members are aware of the Society's Safety Regulations.

(2) Members Actions

Members are required to cooperate in the following ways:

- (i) Work safely and to bring to the notice of any committee member any faulty or dangerous equipment including ensuring at the same time it is withdrawn from service pending action to rectify the fault/situation.
- (ii) Report incidents that have or may lead to injury (e.g. derailments during running). Incidents during formal running sessions should be reported to the Track Marshall who will record them on the record sheet for the session. All accidents should be recorded in the Accident Book (*Located in the Clubhouse*). Potentially serious Incidents that have not resulted in serious damage or injury should be recorded on a hazard form (*blanks are kept in the clean workshop*) and the completed document given to a member of the management committee at the first opportunity.
- (iii) Adhere to the rules and byelaws at all times.
- (iv) Comply with Society measures on Safety and specifically related to their task in hand.
- (v) Wear appropriate personal protective equipment related to their task in hand. (e.g. visor when using the strimmer; goggles when using the powered workshop machines, safety footwear, spats when using the chainsaw etc).

Members are reminded that when they are using the Society's premises with people who are not family or Society members they need to ensure they are covered for Public Liability. (See notes on visitors below).

Note: This can readily be obtained from agencies advertising in the Model Engineering press.

The Society's facilities are provided for your benefit, so please look after them. It is the responsibility of all Members to keep the buildings, stores and grounds in a good state of maintenance, cleanliness, tidiness and secure on leaving the site.

(3) Locomotives

(3.1) All Locomotives

- (i) All locomotives using the Society's facilities must be operated by persons having current membership of a recognised Society (subject to (3.2(ii)) below) and steam locomotives must have a current Boiler Certificate. (This is to comply with Insurance requirements and ensure they are covered for Public Liability). Road locomotives must, in addition, be insured under the Road Traffic Act Regulations.
- (ii) Locomotives in steam must not be left unattended at any time.
- (iii) All locomotives must be fitted with an audible warning device,
- (iv) Locomotives must be prepared and disposed of in the steaming bays or in the case of road locomotives in the area designated.
- (v) Dropped fires must be placed in the containers provided.
- (vi) Locomotives with internal combustion engines or battery powered must be disabled when left unattended.
- (vii) Petrol or diesel cans must **NOT** be left in the steaming bays, in any area that is close to locomotives in steam or readily accessible by the public.

(3.2) Visitors

(i) In addition to the above, all visiting drivers with locomotives powered by steam or any other means must sign the visitors running book. (*Located in the Clean Workshop*) to confirm either that they have Public Liability Insurance cover (e.g. by virtue of membership of a recognised Society or separate Public Liability Insurance) or they will be purchasing Day Membership by payment of the nominated fee.

(ii) Visitors with Steam Locomotives must have the entry countersigned by a member of the Society to confirm that the boiler certificate and relevant membership have been inspected and the Visitor has been made aware of the Society's operating rules and procedures.

Note: A summary sheet of the requirements for the NSME site shall be made available to visitors for their information.

(ii) Family Members and Friends of both Members and Visitors who intend to drive any locomotive and who are not members of a recognised Society must be signed in as Day Members and pay the nominated fee to ensure Insurance cover.

(4) Running

Note: For the purposes of these byelaws the term `train` shall be deemed to include the locomotive, driving truck and passenger cars (if attached).

- (i) The maximum speed permitted on both tracks is 8mph, but may be subject to additional restriction as signed or directed.
- (ii) Multiple headed trains are permitted subject to:
 - (a) A secure chain or solid coupling between the locomotives. (See appendix (ix))
 - (b) The driver on the locomotive attached to the leading passenger car shall be the principal driver in control.
- (iii) Each driving truck shall be fitted with working brakes and have footboards or footrests. Driving trucks used on the ground level track shall preferably be to a gauge of 7¼ inches. Track brakes are not permitted.
- (iv) Subject to (4)(ii)(a) above all trains shall have solid couplings compliant with the Society's specification fitted with coupling pins and retainers throughout. (See appendix (ix) for specification). This requirement also applies to couplings between locomotives and tenders. On vehicles designed for 7¼ inches gauge a supplementary form of secure retention must be fitted between the locomotive and the driving truck (e.g. safety chains / cable).
- (v) Passenger cars must have valances and footboards.
- (vi) Raised track trucks must conform to the minimum clearances specified in the recommended profile. (See appendix (xiii))
- (vii) Drivers must take all reasonable precautions to prevent their engines from putting oil or water onto the track.
- (viii) Drivers must ensure that, during the hours of darkness, their train displays a red light on the rear of the train.
- (ix) Before moving off the driver will warn of his intention by one short blast on his audible warning device. On the ground level track the driver must warn of his intention to reverse with two short blasts on the audible warning device.
- (x) Drivers must keep a good look out at all times and any concerns must be reported as soon as possible to the Track Marshall or other nominated official.
- (xi) A competent and experienced driver must accompany inexperienced drivers.
- (xii) Drivers under the age of 12 are only permitted if they are family members of a society member and are accompanied as in (xi) above. No driver under the age of 16 may haul paying passengers.
- (xiii) Subject to (xi) above, Drivers under the age of 16 are permitted to haul passengers if:
 - (a) The driver is a bona fide member of a Model Engineering Club / Society.
 - (b) The passengers are also members of a bona fide Model Engineering Club / Society or are members of the Drivers own family.
- (xiv) When signals are in use they must be obeyed. A red signal must not be passed except with the express permission of the Track Marshall or relevant nominated official. Where signals are deliberately passed at red under such circumstances, drivers must proceed with due caution and be prepared to stop promptly.
- (xv)

- Even with signals in use, drivers are reminded that they should remain alert at all times and be observant of the track ahead.
- (xvi) Drivers on the raised track may only reverse under the direct instruction of the Track Marshall or other relevant nominated official.
 - (xvii) Once a locomotive is on the track, coal and water supplies will normally be available in the station areas. On the raised track this will be at the departure platform. On the ground level this will be on the run round road.
- Note: During formal running sessions water cranes will be erected at the end of the Raised Track departure platform and on the side of the Ground level steaming bay. On completion of the running session these should be removed and stored (in the station for the Raised Track, in the carriage shed for the Ground Level) and the pipes blanked off with the terminations provided. (See (7)(v)).*
- (xviii) No person shall ride on the lifts, traversers or turntables except on the ground level track where the driver may remain on the driving truck whilst the train is turned.
 - (xix) The Track Marshall or other relevant nominated official will give drivers the expected minimum running time they have been allotted at the start of their run.
 - (xx) The Track Marshall or other relevant nominated official shall have the option of instructing the removal from the running track of any engine that is causing unnecessary delays on the track.
 - (xxi) For detailed running protocol in the Ground Level Station area see Appendix (vii).

(5) Official Running Events

- (i) Any Management Committee Member shall have authority as a Track Marshall on any or all occasions. Other responsible Society Members may be nominated as Track Marshall for specific events at the discretion of the Management Committee.
For Society Running events a Track Marshall may be appointed at the discretion of the Management Committee.
For Public Running events a Track Marshall shall always be appointed. All visitors and non-members shall remain in the public areas of the site or on the platforms. Only Members shall normally be permitted onto the trackbeds, steaming bays and carriage sheds. Such access shall be undertaken by all personnel with due caution and so as not to hinder or endanger the passage of trains. Non-members may be authorised to enter such areas at the discretion of the Track Marshall or other relevant nominated official but it is generally to be preferred that a Member of the Society accompanies them.
- (ii) At Society Running events:
 - (a) Up to six trains shall be permitted on the raised track at any one time.
 - (b) Similarly up to five trains may be permitted on the ground level track but additional engines will be permitted to await their run in the station loop subject to the capacity of the loop.

Both the above will be regulated by the Track Marshall (where appointed) or relevant nominated official.

Note: For Public Running limitations see (6) Public Running.

- (iii) Engines will only move onto the track when permitted to by the Track Marshall. In this the Steaming Bay Marshall shall assist him on the Raised Track and the Motive Power Co-ordinator (where appointed) or Station Master on the Ground Level track.

- (iv) Excessive speed is forbidden at all times and the current maximum and signed speed limits must be observed. The Track Marshall (where appointed) or relevant nominated official shall give warnings of infringement and, if the warnings are unheeded, instruct the person concerned to terminate their run.
- (v) On the Ground Level track, incoming trains may not enter the station if another train is already in the arrival platform. They shall be held clear of the station at the signal alongside the carriage shed until called on by the signal.
- (vi) Passengers and non-members must use the footbridge for access to and from the Ground Level Station unless directed otherwise by the Track Marshall (where appointed) or other relevant nominated official. Where such alternative access is permitted (e.g. such as in (4)(ii) above) they shall preferably be accompanied by a Society Member.

(6) Public Running

Regulations shall generally be as in (5) above subject to the following additions / amendments:

- (i) Passengers must board and alight in the designated station areas only.
- (ii) Passengers must remain on the train at all times unless instructed to alight by the Driver or Guard.
- (iii) Guards must be carried on all trains with passengers.
- (iv) Trains shall only proceed from the station with permission from the Station Master. He shall signal to the Guard that it is permissible to leave (e.g. by means of a hand signal or appropriate verbal instruction). The Guard shall then indicate to the Driver that it is safe to start (e.g. by means of a whistle, hand signal or appropriate verbal instruction).
- (v) On the Raised Track only four trains will be permitted at any one time, subject to an additional train being permitted on the running line during a change over / warm up lap
- (vi) On the Ground Level track up to four trains will be permitted.

(7) Steaming Bay Preparation

- (i) The traversers, lifts and upper turntable on the Raised Track bay are secured with locks.
- (ii) The controls for the LV electrical power for the blowers on the Raised Track bay and Road Vehicle area are in the dirty workshop.

Note - The steaming bays both have electrical power for blowers rated at 12v DC. 24v DC is also available in the Raised Track steaming bay. A battery located in the Dirty Workshop powers the lift.

- (iii) The controls for the electrical power for the Ground Level unloading ramp are located in the clean workshop.
Note: During formal Club events assistance in the use of this can generally be sought from the raised Track Steaming Bay Marshall.
- (iv) The controls for the LV electrical power to the Ground Level bay are located in the carriage shed.
- (v) The steaming bays are provided with a mains piped water supply. The main stopcock for the all the facilities is located in the Dirty Workshop. The water

supply for the Raised Track Station water crane comes via the stopcock in the Station and a further stopcock for the Ground Level Steaming bay is located in the carriage shed.

Note: Both the other stopcocks need to also be open for the feed to the Ground Level Steaming bay to be active.

- (vi) Depressing the push button in the control box raises the Raised Track lift. Lowering is by slowly opening the relief valve by turning the cock with the black knob against the biased spring.
- (vii) When the running session has ended everything should be switched off and secured properly.

(8) Road Locomotive Operation

- (i) The speed limit for Road Locomotives is 4 mph
Note: This limit shall be considered to be a maximum, not a target to be achieved.
- (ii) Road locomotives shall be prepared and disposed of in the designated area
Note: Water and power facilities are provided in this area.
- (iii) They must be fitted with an audible warning device and comply with the appropriate Society's regulations on Locomotives (see (3) above).
- (iv) Due to the restricted nature of the main site, it shall not be normal practice to operate Road Locomotives within the confines of the site on Public Running days.
- (v) Where rides are given outside the designated confined areas
 - (a) A clearly designated route must be established for the rides being given.
 - (b) Trailers conveying passengers must be securely enclosed or (for sit astride type trailers) have suitable footrests together with hand holds and back rests at the appropriate ends.
- (vi) On completion of a run, the steaming / disposal area shall have the power and water turned off and the area cleared and secured.

Appendix (i)

TRACK MARSHALL'S DUTIES

1. The TM has overall responsibility for safety on the site and its environs including the lifts, turntables and access traversers.
2. The TM is responsible for the conduct of the running day and to this end must ensure before the day that there will be sufficient volunteers to safely operate the tracks and steaming bays and sufficient locomotives and road locomotives to operate a level of service to meet the anticipated demand.
3. With the steaming bay attendant(s) and the station masters the TM will roster the available locomotives and traction engines at the start of the day and give drivers running times.
4. Before running commences the TM will ensure that the tracks have been inspected and are safe, that signals are in place and functioning and that drivers, guards and other duty members are aware of the standard safety notices and written duties for their tasks.
5. In consultation with the station masters, steaming bay Marshall(s) and, where appointed, the Motive Power Co-ordinator the TM will give permission for locomotives to leave and enter the steaming bays or other preparation areas and shall ensure that the limitations on the number of trains permitted on the track at any one time are not exceeded (see (5)(iii); (6)(v) and (6)(vi)).
6. He shall ensure members of the public do not cross the line(s) except by means of the footbridge (to the Ground Level track) or across the tunnel (to the central area of the Raised Track for the main entrance) and that access to restricted areas (see (5)(ii) and (6)(viii) above) is properly regulated. Throughout the public running session the TM will liaise frequently with the other duty members and be alert to potential incidents, problems and concerns.
7. If any incidents or problems do occur the TM must ensure that appropriate action is taken immediately. The TM has the final decision on whether running must be suspended on safety grounds. All incidents or problems must be recorded.
8. The TM is responsible for ensuring that the site is cleared and secured at the end of the running day. The TM is also responsible for any follow-up from the running day, e.g. incident reporting; ensuring that defective track or equipment is repaired.
9. The TM will report on the running day to the next meeting of the Management Committee and is responsible for the completion of the Running Day Record Sheet.

Appendix (ii)

STATION MASTER'S DUTIES

1. To ensure the safety of all persons in the station areas at all times.
2. To ensure that normal warning signs and barriers are in place and effective before running commences.
3. Visually inspect passenger cars as they are taken out of storage and ensure any found to be defective are either repaired before being put into service or reported for repair, marked and returned to storage.
4. (a) Raised Track -To ask the driver of a newly tracked locomotive when he wants passenger cars and how many he wants to pull and, with the guard (and in conjunction with instructions from the Track Marshall), ensure that passenger cars put into service are correctly railed, securely coupled and ensure cars are safely removed on conclusion of a run.
(b) Ground Level Track – Generally as (a) above subject to events where a Motive Power Co-ordinator has been appointed, in which case he shall also seek advice from the MPC on the number of passenger vehicle sets to be run and the consist of each set.
5. To ensure, with assistance from the Guard and other Duty Members, that trains are unloaded and loaded quickly, safely and efficiently.
6. Ensure that members of the public do not overcrowd the station area or stray into prohibited areas.
7. Check that it is clear to despatch a train and to indicate to the Guard that this is so by means of a clear signal (e.g. hand signal or appropriate verbal instruction).
8. Take immediate action, and report to the Track Marshall, on any problems, hazards or concerns reported by drivers, guards, other Society members or members of the public.
9. If appropriate suspend running pending a decision from the Track Marshall.
10. Act on requests from the Track Marshall.
11. At the end of running make sure that everything connected with the station area is safely and securely stored.

Appendix (iii)

GUARD'S DUTIES

1. To ensure the safety of passengers on his train from the time they start to board until they are safely unloaded at the end of the trip.
2. When the driver is ready to take passengers assist the Station Master to properly rail and securely couple the passenger cars.
3. Ensure that passengers board and alight from the passenger cars quickly and safely, that they are correctly seated (facing the direction of travel) and that children are under the control of a responsible adult.
4. Advise the Station Master that the train is loaded and ready to depart and indicate to the driver that it is safe to start (by means of a whistle, hand signal or shouted instruction) having been given permission to leave by the Station Master .
5. During the trip, warn any passengers behaving in an unsafe manner.
6. In an emergency alert the driver immediately by two blasts of the whistle and, if fitted, apply the train brakes.
7. Immediately report any problems, hazards or concerns to the Station Master and / or the Track Marshall. If appropriate suspend running pending a decision.
8. When the driver has permission to leave the track, assist in removing the passenger cars and then warn the steaming bay attendant if the traverser will be required.

Appendix (iv)

Drivers Duties

`RULES OF THE ROAD`

Drivers shall be expected to comply with the general byelaws as laid down in sections (3), (4), (5), (6) and (7) above, but in particular the following should be observed:

1. The driver is responsible for the safe operation and driving of the locomotive at all times. Speed limits must be observed.
2. Locomotives must be prepared for running and cleaned up in the designated areas in accordance with the Society by-laws.
3. Locomotives in steam must not be left unattended at any time. Battery or i/c locomotives must be disabled when left unattended.
4. The driver must have permission from the Track Marshall (in conjunction with the Steaming Bay Marshall) to move from the Steaming bays to the running track or return.
5. Before moving forward the driver must sound one short blast. On the ground level track, before reversing the driver must give two short blasts. Reversing on the raised track requires the express permission of the Track Marshall (in conjunction with the Steaming Bay Marshall)
6. Drivers must be alert at all times and observant of the track ahead. When signals are in use they must be obeyed. A red signal must not be passed without the express permission of a relevant nominated official (e.g. Track Marshall). Where signals are passed at red under such circumstances, drivers must proceed with due caution and be prepared to stop promptly.
7. If the guard indicates an emergency with two blasts of his whistle the train must be stopped as quickly as it is safe to do so and any necessary action taken to ensure the safety of passengers. If necessary the guard should be sent for assistance only after all passengers have been disembarked and are in a place of safety.
8. Report all incidents, hazards or concerns immediately to the Track Marshall or other relevant nominated official.
9. When the locomotive is steamed up and ready the driver will notify the Steaming bay Marshall who will liase with the Track Marshall for permission to proceed onto the track.

Appendix (v)

Steaming Bay Marshall's Duties

The Steaming Bay Marshalls shall be generally responsible for the supervision of the steaming bays and their environs and shall act on behalf of the Track Marshall in ensuring safe operations in this area.

1. He shall oversee the safe use of the access facilities to the steaming bay(s) including the Ground Level lift.
2. He shall ensure all locomotives offered for steaming are in possession of a current Boiler Certificate and that the owner has current membership of a recognised Society or Society.
3. He shall advise visiting drivers of the `Rules of the road` and relevant byelaws together with general guidance on the use of the NSME site and shall ensure they sign the visitors running book.
4. He shall, in conjunction with the Track Marshall, guide and control the safe access to and from the running track. This shall include.
 - (i) Advising drivers when they can and cannot gain access to the running track.
 - (ii) Ensuring the protective signals are placed to danger during manoeuvres on and off the running track.
 - (iii) Assist the Track Marshall in ensuring the maximum number of trains running does not exceed that laid down in the byelaws.
 - (iv) Liase with drivers and relevant officials (e.g. the Track Marshall) when trains are to be moved on / off the running line so as to give other drivers warning of the event.
5. He shall ensure the steaming bay facilities are not abused and that the bay(s) are cleared up and secured properly at the end of the running session.

Appendix (vi)

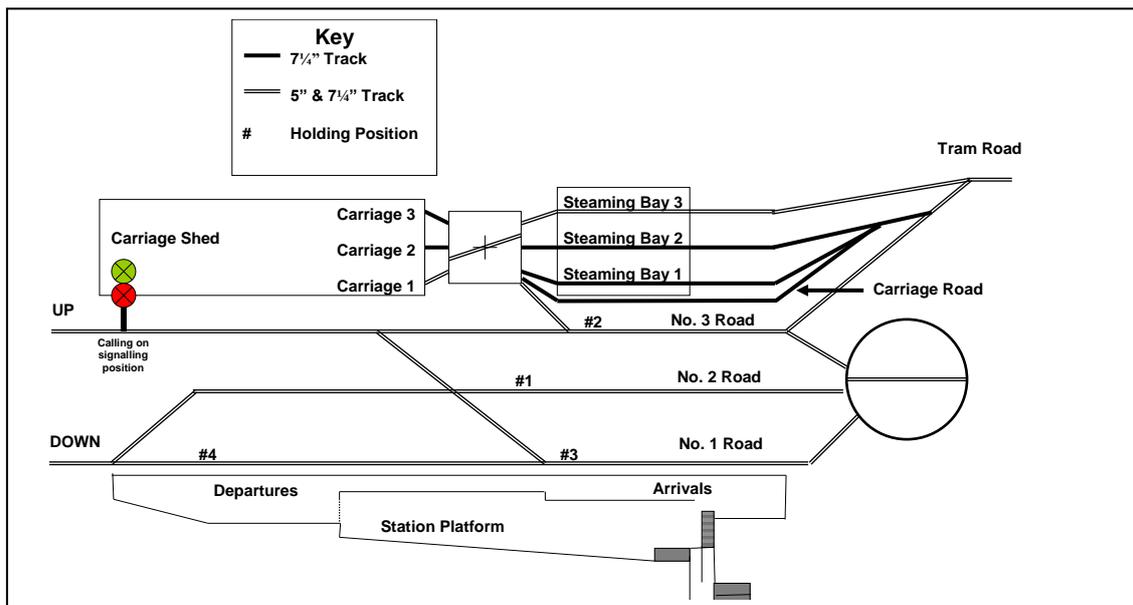
Motive Power Co-Ordinator

Where particularly busy public running sessions are anticipated, the Track Marshall may appoint an additional person on the Ground level - designated the `Motive Power Co-ordinator` - to coordinate and expedite the availability of engines and rolling stock .

1. He shall confirm with the driver of each locomotive, prior to commencing operation, the maximum capacity in terms of fully loaded passenger vehicles for that locomotive, and to inform the station master of such capacities.
2. He shall confirm with the driver of each locomotive when the locomotive is ready to commence passenger hauling and its subsequent availability on completion of each duty.
3. He shall expedite the departure of an appropriate locomotive from the steaming bay, No 2 or No 3 Road to the relevant section of the platform for passenger train operation, such that train turnaround time is efficiently minimised.
4. He shall intervene when the signalling system displays perturbed or conflicting indications, either by verbal instruction to a locomotive driver, or by prompting or resetting the electronics of the signalling system.
5. He shall advise the station master of any changes in locomotive availability or hauling capacity during the train running period.
6. He shall act on requests from the Track Marshall.

Appendix (vii)

Protocols for train movements within Ground Level Station area



Notes

- These procedures shall apply during any running session where a Track Marshal has been appointed to oversee the session. They may be amended at the discretion / instruction of the Management Committee where trials of different operational methods are being undertaken.
- The Track Marshal shall designate responsible members to act as Ground Level Station Master and Motive Power Co-ordinator (if required) to oversee the following under the Track Marshal's delegated authority.
- Whilst normal protocol shall be to run out the down road and return on the up road, at Society running events alternative running arrangements may be permitted at the discretion of the Track Marshal.
- The following protocols for train movements shall apply during Public Running and Birthday Party events:

1. Departing Trains

- These shall generally be held at the end of the Departure platform (holding point #4) until loading has been safely completed.
- The Station Master shall then give permission for the train to leave when satisfied it is safe to proceed onto the down running line. When the Guard is satisfied the train is safe to leave, the Guard shall in turn indicate this to the driver.

2. Arriving Trains

- These shall approach the station at caution, prepared to stop at the "STOP HERE UNTIL CALLED FORWARD" board at holding point #5 on at the outer end of the carriage shed. On receiving a signal to proceed from the Motive Power Co-ordinator (where appointed) or the Station Master, the locomotive driver shall confirm that the route indicator display for point P1 is appropriate

- (ii) for the intended route of the train and the train may proceed into No. 1 road or No.3 road as required.
- (iii) The route indicator displays a strip of white lights, on both sides of the box, indicating the set of the point as either 'NORMAL' (to/from the platform) or 'REVERSE' (to/from No.3 Road). Red flashing lights located above the white strips indicate that the point blades are either moving or if flashing for more than a few moments, that the blades are obstructed.
- (iv) The white lights indicate the set of the point and must not be interpreted as a signal authorising a driver to proceed. In all cases, before passing over the points, the driver is responsible for ensuring that they are set for the correct route, that the switchblades are fully home and that the route ahead is clear. Failure to observe this requirement will cause damage to the equipment and may result in a derailment.
- (v) Push buttons to change the set of the points are located at holding points #1, #2 and at the limit of shunt.
- (vi) After stopping the train (ensuring the rear vehicle is clear of the points P2 leading into the platform) the Driver shall (with assistance from other authorised members as required / available) uncouple the engine from the train, proceed forward onto the turntable and turn the engine.
- (vii) If the Driver intends making the engine available at the first opportunity to haul another train, then proceed onto No. 2 Road to holding point #1 or No.3 road to holding point #2, and await instructions from the Station master (or Motive Power Co-ordinator if one is on duty).
- (viii) If the Driver wishes to delay the return to hauling duties (e.g. minor maintenance work is needed on the engine / problems with the fire then proceed onto No. 3 Road and via either Point 4 or Point 5 stand the loco clear of the running lines
- (ix) If the Driver has serious concerns about the availability of the engine for further duties, or wishes to withdraw from hauling duties, the driver shall advise the Station Master (or Motive Power Co-ordinator, if one is on duty) who shall arrange for the locomotive to either proceed via No. 3 Road onto the sector plate and thence into the Steaming Bays or directly onto the Tram Road.

3. Locomotives held at holding point #1

- (i) At a Public Running Day, locomotives using holding point #1 shall generally be those fitted with vacuum brake equipment and capable of hauling the 4 coach sets. This may include locomotives coupled to work a train with double heading. At a Birthday Party or other event where only un-braked coaches are in service then any locomotive may use this location.
- (ii) Locomotives held here are likely to be required to be available for haulage duties at short notice. They shall wait at this point until instructed to proceed by the Station Master (or Motive power Co-ordinator, if one is on duty).
- (iii) On receiving such an instruction they shall move forward, clear of the pointwork leading to the Arrivals Platform and on to the down line. Remaining engines on No. 2 Road shall then move forward to wait their turn behind the holding position. The released engine shall then reverse onto the vehicles left in the platform. After coupling up, when both the Guard and the Station Master are satisfied that it is safe to do so, the Driver shall be instructed by the Station Master to pull forward with the train to holding point #4 at the end of the Departures platform.

4. Locomotives held at holding point #2

- (i) At a Public Running Day, locomotives using holding point #2 shall generally be those capable of hauling the 3 coach set. They may or may not be fitted with vacuum brake equipment.
- (ii) Locomotives held here are likely to be required to be available for haulage duties at short notice. They shall wait at this point until instructed to proceed by the Station Master (or Motive power Co-ordinator, if one is on duty).
- (iii) On receiving a signal to proceed from the Motive Power Co-ordinator (where appointed) or the Station Master, the locomotive driver shall confirm that the route indicator display for point P1 is appropriate for the intended route.
- (iv) The route indicator displays a strip of white lights, on both sides of the box, indicating the set of the point as either 'NORMAL' (to/from the platform) or 'REVERSE' (to/from No.3 Road). Red flashing lights located above the white strips indicate that the point blades are either moving or if flashing for more than a few moments, that the blades are obstructed.
- (v) The white lights indicate the set of the point and must not be interpreted as a signal authorising a driver to proceed. In all cases, before passing over the points, the driver is responsible for ensuring that they are set for the correct route, that the switchblades are fully home and that the route ahead is clear. Failure to observe this requirement will cause damage to the equipment and may result in a derailment.
- (vi) On receiving such an instruction the locomotive shall move forward, clear of the point P1 and come to a stand at holding point #5
- (vii) Remaining engines on No.3 Road shall then move forward to wait their turn behind the holding position #2. The released engine shall after checking the point setting and display, then reverse onto the vehicles left in the platform. After coupling up, when both the Guard and the Station Master are satisfied that it is safe to do so, the Driver shall be instructed by the Station Master to pull forward with the train to holding point #4 at the end of the Departures platform.

5. Light engine running

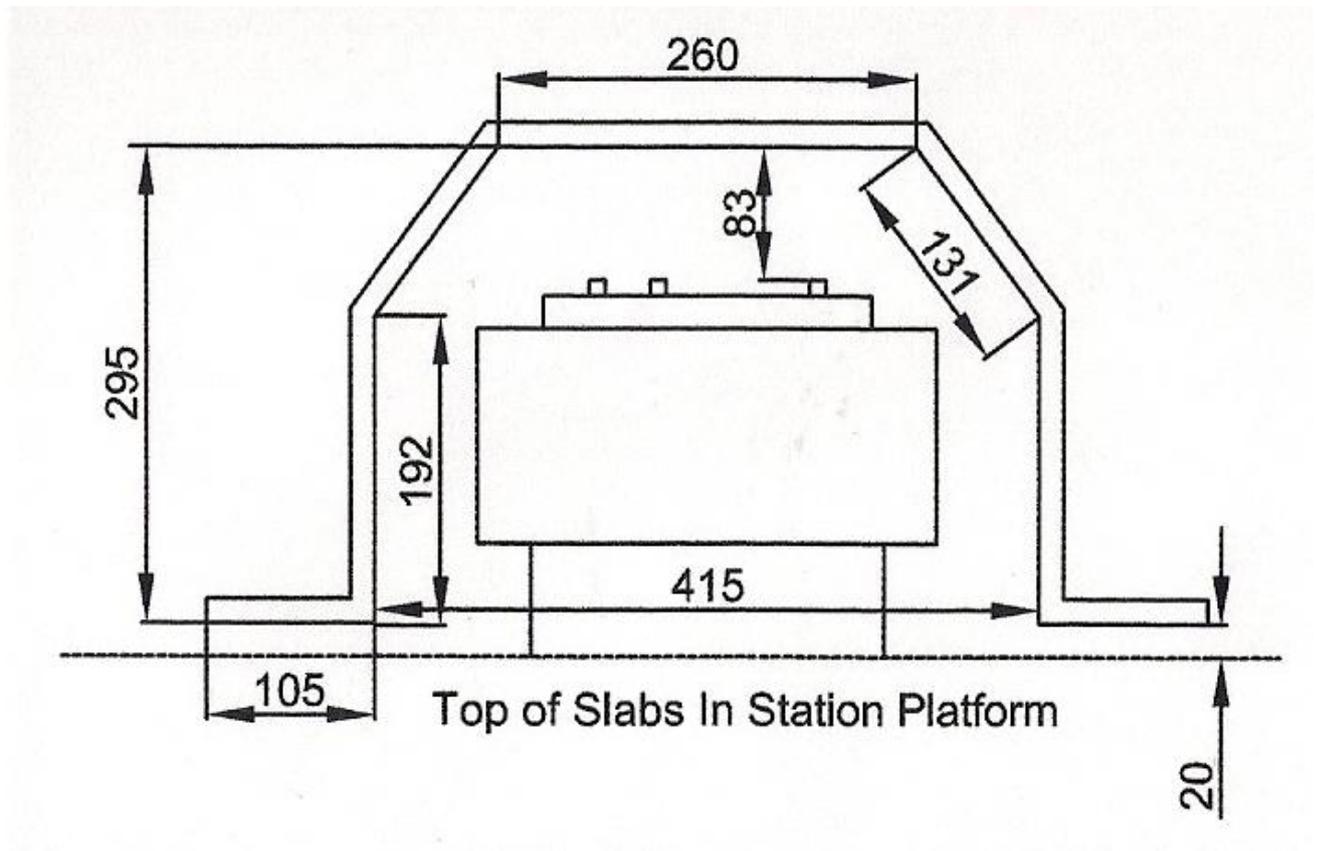
- (i) If it is intended to proceed onto the running line for a run without any vehicles, then the Driver may proceed directly onto the Down line after receiving authority to do so from the Station Master.
- (ii) Note: During Public Running sessions, the running of light engines shall not be permitted unless there are good operational reasons and the Station Master has authorised the run.

6. Other Movements

- (i) These shall all be carried out under the authority of the Station Master. In particular, if there are operational problems during a running session (e.g. engine failure) at their discretion, the Station Master may authorise movements contrary to any or all the above to resolve the problems subject to ensuring conflicting and unsafe movements are avoided.

Appendix (viii)

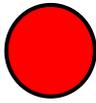
Raised track truck running clearances



Note: The above profile is based on a truck with 46 inch bogie centres. The clearances should be adjusted by truck builders in proportion for trucks with longer bogie centres and may be reduced in proportion for trucks with shorter bogie centres.

Appendix (x)

Signal Indications on the Delapre Tracks



STOP



PROCEED WITH CAUTION –
Next signal is currently Red



PROCEED WITH CAUTION –
Next signal is currently Yellow



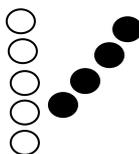
PROCEED – Line ahead is clear to the
next signal



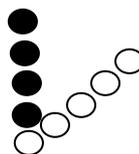
**PROCEED UNDER EXTREME
CAUTION –** Line ahead is blocked but
you may proceed past the red signal up to the
obstruction



Ground Level Point Indications



Road set for straight ahead



Road set for right diversion



**Point has not set properly. Stop and
investigate cause before proceeding.**