

Crowle Peatland Railway	Reference	Issue	Date	Status
Title: Rule Book	O1	1.0	06/08/2019	Issued

Crowle Peatland Railway



Rule Book

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CPR RULE BOOK

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INTRODUCTION

In order to operate the Crowle Peatland Railway safely and efficiently CPR have formulated the rules set out below. These were originally based, where applicable, on the B.R. Rule Book and have subsequently been reviewed CPR members. Recommendations they made have been incorporated in this revision. The Rules are primarily intended to provide a safe environment for members of the public when they visit the railway, and a safe environment for members, whether working on the railway or simply visiting. This issue of the Rules and Regulations (otherwise known as The Rule Book) replaces all previous Issues and Supplements.

These rules are for the operation of the railway. They should not be construed as permitting any unsafe act not defined within them. The Safety Management System is prepared to cover all aspects of the railways work and must be consulted by all those carrying out work on or about the railway.

Public contact

Employees in contact with the public should always be polite and courteous. They should present as tidy an appearance as the duty allows. The appearance and behaviour of employees is largely responsible for the image of the railway.

Smoking

There is a no smoking rule within all North Lincolnshire Council sites. We are subject to this rule. If any member of the public or employee is found smoking, please direct them with courtesy to the smoking area which is situated outside on the road beyond the main gates.

Lone working

It is not permitted to work alone.

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Safety Critical Grades.

- Driver
- Shunter
- Guard
- Controller
- Responsible officer
- Mechanical Supervisor
- Infrastructure Supervisor
- Responsible officer
- Safety Supervisor.

"Safety Critical staff are subject to documented job specific training and assessment. Assessment is both initial on commencing duties and periodic to provide evidence of continuing competence.

Each employee in the above grades will be issued with a grade card detailing competences which is signed annually as authorised to undertake these duties by a person appointed from the Board.

Employees without such cards must not perform the duties unless under direct instruction

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DEFINITIONS

The Company	Crowle Peatland Railway (CPR)
Company Trustees	The elected board of Trustees of the CPR.
Employee/Staff	Paid or unpaid person working at the railway with the permission of the Responsible officer.
Limit of shunt	The place on the running line to which shunting is permitted by a train not in possession of the appropriate staff
Running Line	The track over which passenger trains are operated
Train	Any wheeled vehicle operating on the railway, however propelled.
Works Train	Non-passenger train.
Responsible Officer (RO)	In charge of the railway during one train operation, or when no trains are running. The RO will note their duty in the rulebook.
Controller	Appointed to assist the RO on open days.
Grade Card	A card issued by the Company Trustees commensurate with the volunteer's ability, training and examinations.
Authorised Person	A person so authorised by the issuing of the appropriate Grade Card.
Station Limits	The running line and associated sidings and loops between the workshop stop signal on the running line near. and the colour light signal on the running line before Reaching the edge of the acknowledged Nature Reserve.
Train Staff	A token clearly marked with the section of line over which it authorises a train to travel.

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1 General Rules for all Working Members.

All members: -

- 1.1 Must note their arrival, and departure from the site, in the signing-in book, and check for any new notices.
- 1.2 Must ensure, as their chief concern, the safety of the public, themselves and other members.
- 1.3 Must assist in carrying out these rules and regulations and obey the instructions of the Responsible Officer (RO) and Company Trustees.
- 1.4 Must be civil and obliging to passengers and visitors and uphold the good name of the Company.
- 1.5 Must restrict themselves to Company property and must see that passengers and visitors to the railway do not wander.
- 1.6 Must, when involved in the operation of passenger or engineering trains, have the appropriate Grade Card as issued by the Company Trustees.
- 1.7 Must not report for duty under the influence of intoxicating liquor or dangerous drugs or consume such whilst on duty.
- 1.8 Are prohibited from walking upon the line or crossing the rails (except at approved crossings) unless they are required to do so in the execution of their duty.
- 1.9 Must not indulge in any work concerning the operation, maintenance, modification or adjustment of any fixed structure, locomotive or rolling stock without the knowledge and authority of the RO.
- 1.10 Must, if involved in any work (as specified in 1.9 above), acquaint themselves with the remaining sections of this Rule Book, and any local regulations or notices.
- 1.11 Must undergo any medical, drug and alcohol tests as and when requested by the trustees and must report any changes to medications.
- 1.12 Must, if required, make good any article provided by the Crowle Peatland Railway (CPR) if lost or damaged by improper use on their part.
- 1.13 Must respect the confidentiality of any information regarding CPR business or operations.

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- 1.14 May have their membership suspended or terminated by resolution of the CPR Trustees for breach of rules or regulations, or other actions or behaviour deemed unacceptable by the Trustees.
- 1.15 No one shall interfere with or misuse any equipment or facility provided for the health, safety or welfare of employees or the public.
- 1.16 The last person must before leaving the site, make sure all gates are shut and padlocked, all access doors to railway buildings are shut and secured, and the alarm system is activated.

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2 Rules for Members working on the Lineside.

Working Members: -

- 2.1 Must acquaint themselves with the contents of this Rule Book.
- 2.2 Must, when their duties require them to be on or about the line, or in the yard, or the workshop: -
 - a) Wear personal protective equipment and/or clothing appropriate to the work they are performing (e.g. high visibility vest ORANGE or clothing, safety footwear, gloves, eye protection, noise protection, hard hat as may be required). NB HV clothing is not required inside the workshop, nor inside a locomotive cab.
 - b) Look in each direction before crossing any running line.
 - c) Expect trains in any direction on any running line.
 - d) Acknowledge audible warnings given by train crews by raising one arm above the head and moving to a place of safety.
 - e) Not remain on any running line or between running lines when a train is approaching and must remain in a position of safety until certain that no other train is approaching on any line.
- 2.3 Must keep a lookout for anything which might prejudice their own safety, the safety of other members, or the safety of trains. Any such occurrence must be reported at once to the RO and, in the event of the safety of a train being prejudiced, every attempt must be made immediately to stop the train.
- 2.4 Must **not** go between vehicles for any purpose unless the vehicles are at rest and they have agreement from the Driver that they are not going to be moved.
- 2.5 Must **not** - unless they are authorised so to do by the RO or Controller:
 - a) Move any vehicle, start up or move any locomotive or carriage.
 - b) Couple or uncouple any vehicle.
 - c) Attach or detach any Hydraulic or pneumatic pipes or electrical jumpers on any vehicle.
 - d) Place any item or object against any vehicle at any time.
 - e) Fix or remove any scotch blocks or wedges or any object of any kind designed to retain vehicles for safety reasons.

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- 2.6 Must, when requested to couple or uncouple vehicles, ensure that any locomotive crews involved are aware that they are doing so and inform the locomotive crews when they have completed their task. ONLY the person who is to go, or has been, between vehicles should give indications to the crews.
- 2.7 Must, when walking upon the railway (with due regard to 1.8) walk either on the approved footway or cess but on no account on the rails or sleepers or where applicable the ballast shoulder. Only walk between the sleepers as sleepers become very slippery in damp conditions.

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3 Single Line Control and Signalling (Staff System and Station Limit Rules)

3.1 Description

3.1.1 The object of the Staff system is to prevent collisions on a single line. All Drivers, Driver assistants, Guards and RO/Controllers are to ensure they are fully conversant with the Staff system before operating trains.

3.1.2 The Railway is divided into two parts by "STOP AND AWAIT INSTRUCTIONS" signs. One part is the lines on the shed side of the "STOP AND AWAIT INSTRUCTIONS" signs. on both lines. This is the area in which shunting may take place without a staff. To proceed beyond the "STOP AND AWAIT INSTRUCTIONS" sign the driver must be in possession of the staff. They may then proceed to the end of the line and return, as far as the "STOP AND AWAIT INSTRUCTIONS" sign . The essential feature being that there is only one Train Staff marked for the section.

3.1.3 If a train fails in section and a second locomotive has to be sent to rescue it, the driver of the failed train must be instructed to remain where they are. The staff must be carried back to the workshop by the Guard or other competent person and assistance requested. The second locomotive, accompanied by the person who carried the staff back from the failed train, then proceeds at caution to rescue the failed train.

3.1.4 Description of Train Staff.

	Marked	Colour	Shape
Staff	CPR LIMIT	BLUE	Square

3.2 Rules

3.2.1 The Driver is responsible for the safe keeping of the Train Staff on the locomotive and must ensure that under no circumstances is the Train Staff taken beyond the end of the Block Section to which it applies. If more than one locomotive is working on a train the staff will be held on the rearmost locomotive.

3.2.2 The Driver of each train entering a Block Section must possess on the locomotive:

- i. The Train Staff for the Block Section ahead.

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4 Flag, Lamp, Hand, Whistle and Fixed Signals

4.1 Flag, Lamp, Hand and Whistle Signals

- 4.1.1 A red flag or red hand lamp indicates danger and must only be used when it is necessary to stop a train. If there is no red flag or red light available, any light waved violently denotes danger.
- 4.1.2 A green flag or green hand lamp, or a white hand lamp, held steady by the Guard or Controller indicates an "All Right" or "Right Away" signal to the Driver. This should always be acknowledged by the Driver.
- 4.1.3 A white hand lamp moved up and down means move slowly away from signal.
- 4.1.4 A white hand lamp moved from side to side means move slowly towards the signal.
- 4.1.5 In the absence of flags or lamps the following hand signals should be used;-
- a) Both arms held above the head indicates danger - i.e. Stop!
 - b) One arm held steadily above the head denotes "All Right".
 - c) One arm held horizontally and moved slowly up and down denotes caution or slow down.
 - d) One arm moved in a circular manner across and away from the body denotes move away from the signal.
 - e) One arm moved across and towards the body at shoulder height denotes move towards the signal.

See Appendix 2

4.2 Fixed Signals and Indicators

- 4.3 The stop boards at Crowle Peatland station indicate "Stop and Await Instructions" This sign must not be passed by trains arriving from the running line until the staff has been handed to the RO or Controller and the driver has been given a green signal. Failure to stop is a SPAD (Signal passed at danger).

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5 Duties of Train Crews

5.1 The Driver and Fireman.

- 5.1.1 Must arrive in good time to ensure the locomotive is fully prepared for the running of trains at the published times.
- 5.1.2 Must not start up or switch on a locomotive without the proper authority.
- 5.1.3 Must satisfy themselves that their locomotive is in proper order and correctly prepared before operating it.
- 5.1.4 Must ascertain from the Site Register if there is anything requiring special attention before working their locomotive and train, then carry out the Inspection and complete their own Site Register entry. Any serious defects affecting the operation of the next day's running MUST be communicated to that crew immediately.
- 5.1.5 Must ensure that the locomotives and rolling stock are clean.
- 5.1.6 Must ensure that tools or other items are properly secured so that nothing can fall off while the locomotive is in motion.
- 5.1.7 Must, before commencing the running of passenger trains, ensure the satisfactory operation of the train brakes by means of a brake test.
- 5.1.8 Must not start a passenger train unless and until given, and acknowledged, the 'Right Away' by the Controller and Guard.
- 5.1.9 Works trains may operate without a guard but when propelling more than two vehicles there must be a competent person on the leading vehicle with a red flag.
- 5.1.10 Must not leave their locomotive unattended unless it is in an appropriate place and has been properly stabled with the handbrake or scotches applied.
- 5.1.11 Must, on disposal of their locomotive, ensure that it is left in neutral gear with hand brake fully on and key removed and returned to key cabinet. Scotch's should also be placed front and rear on all Loco's and rolling stock.
- 5.1.12 Must not board or jump or step down from a locomotive or other vehicle whilst in motion but must wait until it has been brought to a complete stop.
- 5.1.13 Must observe all signals and the speed restriction on all running tracks and DEAD SLOW upon entering or leaving the workshop. One blast on the horn must be sounded when entering or leaving the workshop.

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5.1.14 Must keep a good lookout when the locomotive is in motion, especially in the vicinity of the sheep or other livestock.

5.1.15 Must not enter or foul the entrance to a section or siding unless they have proper authority.

5.1.16 Must not allow their locomotive or any rolling stock to run through any set of points unless they are properly set for the direction of travel.

5.1.17 May only allow other persons to ride on the footplate at the discretion of the Driver and the permission of the responsible Officer (RO).

5.1.18 Must ensure that any defects or problems with the train are logged in the Site Register and, if appropriate, notified to others so that remedial action can be taken before the next running day. If the vehicles are unsafe a "NOT TO BE MOVED" sign should be placed on the vehicle and if appropriate on the loco driver's cab panel.

5.1.19 "NOT TO BE MOVED" signs may only be removed by the person who applied them or RO.

5.1.20 Any vehicles displaying a "NOT TO BE MOVED" sign shall not be approached closer than 6 feet by another vehicle.

5.2 Guards

5.2.1 Must arrive in good time before trains are due to start operation to ensure that the carriages are cleaned and prepared and take necessary action to maintain the cleanliness of the carriage windows to an acceptable standard.

5.2.2 Must obey the instructions of the (RO), and any written notices.

5.2.3 Must, as each train is under their control, give the Driver any instructions necessary for its working. If the train is operating without a Guard (Driver only or Driver and Assistant) then the Driver is in charge and must assume the responsibilities of the Guard.

5.2.4 Must, before the start of the running day, ensure the correct operation of the train brake by means of a brake test carried out in conjunction with the Driver (see check sheets) which will confirm that the train brakes can be applied by the Driver.

5.2.5 Must also, before the start of running, ensure that:

- a) All couplings between vehicles are coupled/uncoupled as appropriate.
- b) The correct lamps are in position (Head/Tail).
- c) All hand brakes are correctly set (except those for which the Driver is responsible).

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- d) The load and formation of the train is in accordance with instructions and that all vehicles appear safe to travel.
 - e) All doors and/or chains are properly closed/secured in position.
- 5.2.6 Must carry red and green flags, a watch showing correct time, a whistle and the air-horn (for attracting Driver's attention when running).
- 5.2.7 Must check that the Driver has the appropriate Train Staff aboard the loco.
- 5.2.8 Must, before the start of each journey, ensure that: -
- a) All passengers are safely aboard and seated.
 - b) All travel tickets have been checked and punched
 - c) No more passengers are approaching who want to travel on that train
 - d) All doors and/or chains are properly closed/secured in position.
 - e) All hand brakes are in the OFF position
- 5.2.9 Must keep a good look out and if he observes anything that might prejudice the safety of the train make the Driver aware by means of red flag or air horn.
- 5.2.10 Should exchange signals with the engine crew at suitable points to confirm all is in order.
- 5.2.11 Must not board or jump or step down from a locomotive or other vehicle whilst in motion but must wait until it has been brought to a complete stop.
- 5.2.12 May appoint responsible persons to operate handbrakes when necessary.
- 5.2.13 Must prevent passengers from tampering with brake handles.
- 5.2.14 If it is detained out on the line take steps to advise the RO of the problem. See section 3.1.4.
- 5.2.15 Should, if necessary, assist the Driver and Assistant in disassembling the train and stabling the coaches and rolling stock at the end of running.
- 5.2.16 Must when any vehicle is detached from a train, make sure it is carefully secured. Either hand brake (where available) or scotch blocks should be used.

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6 Duties of Controllers (on Passenger Carrying Days).

- 6.1 On Passenger Carrying Days the Responsible Officer (RO) will appoint a Controller. They will be responsible for authorising all locomotive and train movements on all running lines and within station limits. The RO remains in overall control of the site.
- 6.2 On all other running days the railway operates without a Controller and the (RO) will take the responsibility.

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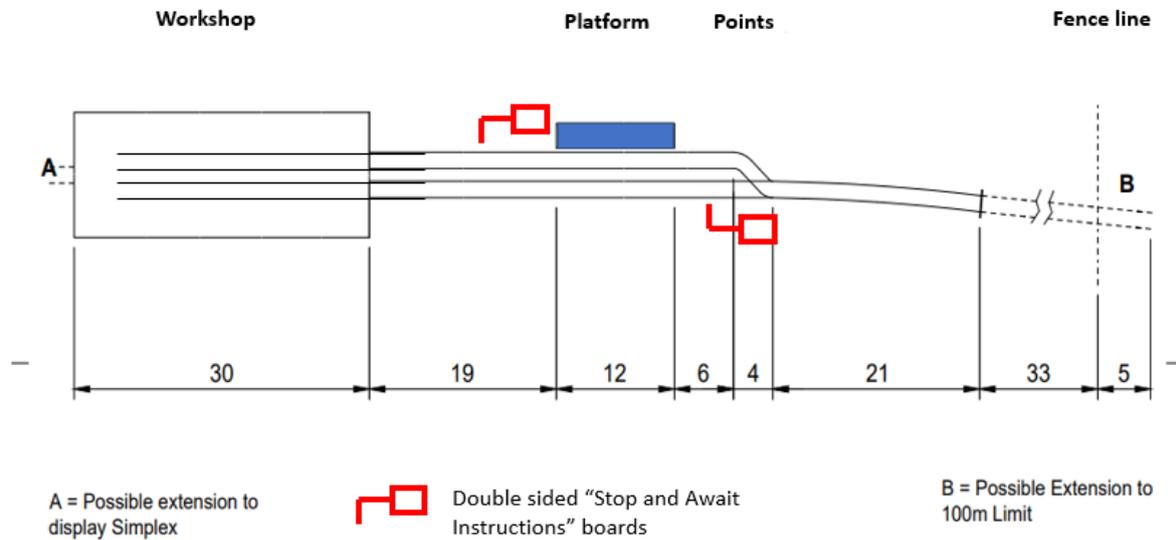
7 Duties of all Operating Staff

- 7.1 Staff should all take responsibility for ensuring the safety of passengers and must ensure that passengers are kept clear of the platform edge or other lines when shunting or other train movements are taking place.
- 7.2 Staff should see that all coach doors and door chains remain closed to prevent passengers from entering or leaving a moving train.
- 7.3 Staff should always remain vigilant and respond appropriately to any situation where the safety of visitors or of members is prejudiced or compromised and report all incidents without delay to the Responsible Officer (RO).

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8 Appendices:

APPENDIX 1: Crowle Peatland Track Diagram



Note The stop boards will be in operation on Passenger Running Days. The stop boards are double sided to stop a train from either leaving the workshop without the staff or entering the workshop without the RO/Controller having recovered the staff and given permission.

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Appendix 2: Hand, Flag & Lamp Signals

1 – STOP



The most important signal. This is given with both arms straight up, palms forward, and requires a full and immediate brake application under ALL circumstances. If the reason is not clear, the Driver should stop and make the train safe and then seek clarification. On a moving train it may not be possible to raise both arms, so an alternative is to raise and lower rapidly from the shoulder, an outstretched arm, palm facing down.

Flag: A red flag shown to the Driver

Lamp: A red lamp shown to the Driver or any colour lamp waved violently

2 - ALL CLEAR

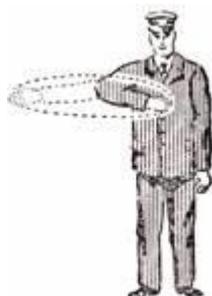


This is given with one arm vertical or nearly vertical, palm facing forward, and is the signal a Guard might give the Driver in the absence of a whistle, or by staff working lineside to indicate to the Driver that they are aware of the train/the line is clear .

Flag: A steady green flag held aloft

Lamp: A steady green or white lamp indication to the Driver

3 - MOVE TOWARDS.



Stand facing the Driver, and move an arm horizontally across the body, from the elbow, palm facing down. This indicates to the Driver to move towards the signal. As the train passes the signal changes to 4 or 5 below

Flag: not used at Crowle Peatland

Lamp: A green or white lamp moved from side to side

4 - MOVE AWAY



The arm is rotated from the elbow in such a fashion as to inscribe a circle in front of the body, with the finger tips. Again, it is important to face the Driver at all times so that the movement is distinct. The signal instructs the Driver to move away from the shunter.

Flag: not used at Crowle Peatland

Lamp: A green or white lamp moved vertically up and down

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5 - MOVE SLOWLY



This signal follows directly after either 3 or 4 above, at the end of the manoeuvre, and indicates to the Driver that the movement is almost complete, and he should be prepared to stop. The signal consists of an arm outstretched to the side, palm down, with the hand moved up and down from the wrist only.

Flag: not used at Crowle Peatland

Lamp: (usually at the end of a movement controlled as in 3 and 4) given by moving a green or white lamp slowly up and down.