

**PERSONAL TRACK SAFETY POLICY****Introduction**

The instructions contained within this policy are for your personal safety when on or near the line or lineside of the Bodmin & Wenford Railway. They are for the use of both BWR staff and other persons authorised by the BWR to go on the line or lineside.

Note: **On the line or lineside** is defined as all areas of the railway within the boundary fence that are outside the areas of public access.

**NOTHING in this Personal Track Safety Policy shall replace or over-ride anything contained in the Rulebook of the Bodmin & Wenford Railway.**

**General**

You must NOT go on the line or lineside unless it is absolutely necessary in the course of your duties and you have been given specific permission to do so.

When on the lineside, you MUST comply with the rules and instructions contained in the Company's Personal Track Safety Policy.

You are reminded that the SAFETY of the public, yourself and others who may be affected by your actions MUST be your first concern AT ALL TIMES.

**Terms used**

- BWR staff – includes all members of staff, both paid employees and volunteers
- Cess – the space alongside the outer extremities of the railway lines
- Four-foot – the space between the rails on the same line
- Running line – a line used by trains in normal running
- Siding – all other lines
- Position of Safety – a place, or properly constructed refuge, which has a minimum clearance of two metres between you and the nearest rail of any line
- Authorised walking route – a specially designated route for use when walking to or from a booking on point to a place of work or when going about duties

**Before you start**

- You must not report for duty or other work on BWR property whilst under the influence of intoxicating liquor or any drug (including prescribed drugs) which might impair your performance in carrying out that duty or work, nor consume any such drink or drug whilst on duty.
- If you have any medical condition that may endanger your safety – e.g. defective hearing or vision – you MUST declare these when seeking permission to access the line or lineside.

- Sign-on at the appropriate signing-on point (in the case of contractors, you must report to the Main Office at Bodmin General Station).
- You must not work alone and unsupervised unless you have been given express permission from an authorised person to do so. When permission is given, always ensure someone knows of your whereabouts at all times. You must NOT work alone if the task has an unavoidable element of risk or if you have a medical condition that may endanger your safety.
- You should inform the General Manager, his appointed deputy, or the Responsible Officer (the person in charge of Railway operations on a given day) of your intended location(s) before you start work, unless you are part of an organised working party.
- You must wear high visibility clothing (which must be of reasonable cleanliness) and stout footwear must be worn. In darkness you must wear high visibility clothing with reflective markings. Protective footwear (steel toe-capped boots) must be worn if the work involves any risk to the foot (crushing, risk of falling items etc). When in a designated 'Hard Hat' area an approved safety helmet must be worn.

**Vigilance**

- Look and listen for approaching trains – they can come from either direction at any time. They may not see you and therefore will not whistle or sound a horn well in advance. Do not use anything that could impair your hearing an approaching train – e.g. walkman/radio.
- Look up and around in both directions frequently and do not allow yourself to get distracted. Do not rely on anybody giving you a warning of an approaching train.
- Do not rely on signals at danger or knowing the timetable – additional train movements may run at short notice, day and night.
- Do NOT cross the line in front of any moving train or vehicle, or go under any stationary vehicle, or cross the line within 15 metres (50 feet) of stationary vehicles unless there is clearly no possibility of them being moved.
- Be alert to anything suspicious on or near Railway premises. If you have any suspicions contact the Main Office at Bodmin General Station (Tel: 01208 73666).

**Getting to and from your place of work**

- Wherever possible, use approved access points to the Railway premises and the lineside. Ensure any gates are shut, and locked if necessary, in favour of the Railway.
- Use approved walking routes, bridges and obvious pathways. Do not walk on the lineside if there is a reasonable alternative.
- If you have to walk on the lineside, keep to the cess (the space either side of the track) – do NOT walk in the 'four-foot'.

- Look both ways before crossing the line. Take extra care when stepping out from behind a vehicle or structure.
- Step over, not on, rails and sleepers – they can be very slippery, particularly when wet.
- Be aware of hazardous conditions underfoot, such as uneven surfaces, cables and trunking and brambles.
- Keep clear of point blades and point/signal control mechanisms and linkages, which may move without warning at any time.
- Keep well clear of shunting and craning operations, and do not distract others involved in such activity.
- Do not walk on the trackbed through stations – use the platform, unless your duties require otherwise.
- During darkness use a hand lamp/torch, displaying a WHITE light.

### **When a train approaches**

- IMMEDIATELY move clear of all lines and to a position of safety (a minimum of 2 metres between you and the nearest rail of any line on which a train is approaching).
- Acknowledge any whistle/horn by raising one hand above the head.
- Before the train passes, lower to the ground any equipment being carried – and ensure all tools/equipment are clear of the line.
- Do NOT stand where there is limited clearance – as indicated by a red and white chequered sign.
- If you find yourself caught between adjacent lines, or cannot safely get to a position of safety, lie down as far back from the track as possible where the ground is not obstructed, but NEVER in the 'four-foot'.
- Stand still and remain in a position of safety until the train has passed and it is safe to continue.

### **At the worksite**

- Take instructions only from the person in charge or the appointed deputy.
- Familiarise yourself with the location before starting any work and seek to identify any potential hazards.
- Take extra care in noisy areas, and/or during high winds, darkness or poor visibility.
- If you are working within two metres of the nearest rail on any line that is open to trains, and without a Lookout, do not do any work that will stop you from hearing an oncoming train, or will stop you from looking in both directions about every five seconds.
- If you do need to do work that will stop you from hearing an oncoming train, or will stop you from looking in both directions about every five seconds, then a Lookout must be arranged prior to starting the work.

- Do not use any plant or equipment near any line that is open to trains such that if the equipment slipped or fell it could possibly get within two metres of the nearest rail.
- Special care must be taken when driving or parking vehicles and mobile constructional plant close to a line.
- Do not use your mobile telephone, or any radio equipment etc, unless you are in a position of safety.
- If plant or equipment must be used within two metres of the nearest rail then prior permission must be obtained from the Chief Mechanical Engineer (or, in his absence, the General Manager) and a Possession arranged.
- Ladders must not be erected closer than two metres from the nearest rail of a line open to trains (or from the edge of platforms) unless a safe method of working has been arranged. All concerned must know the method of working and comply with it. Where necessary, a Lookout should be appointed.
- If you are working at a worksite where fencing (permanent or temporary) protects you from trains then you do not need to move to a place of safety or acknowledge approaching trains.
- If you get into difficulty, or there is a danger to a train or its passengers, IMMEDIATELY telephone the Main Office at Bodmin General Station (Tel: 01208 73666).

### **In an emergency**

If an emergency occurs which could endanger trains, immediate action must be taken to stop trains and clear the obstruction.

- Do NOT endanger yourself, and obey any instructions from the person who takes charge;
- If a train is approaching, signal the Driver to stop by raising both hands vertically above your head or use a red flag. At night, use a red light or wave any light you have available vigorously about.
- To raise the alarm, telephone the Duty Officer at Bodmin General Station (Tel: 01208 73666).
- When raising the alarm you MUST state "This is an emergency call" and give your name, location and details of the emergency.
- If necessary, ask for the emergency services appropriate to the emergency – ambulance, fire etc. If unsure, ask for them – a false alarm is better than an incident being made worse because they were not called soon enough.
- Communicate all messages clearly and accurately.
- When you make an emergency call, ALWAYS ask for the recipient to repeat back the information to you to avoid any misunderstanding and ensure they are fully understood by both parties.