

**NORWICH and DISTRICT SOCIETY of MODEL ENGINEERS
EATON PARK RAILWAY CODE OF PRACTICE
PRACTICES and PROCEDURES**

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**ADOPTED BY THE COMMITTEE OF THE
NORWICH AND DISTRICT SOCIETY OF MODEL ENGINEERS LIMITED**

**THIS VOLUME INCORPORATES THE PRACTICES AND PROCEDURES WHICH GOVERN
THE OPERATION OF TRAINS ON THE NORWICH AND DISTRICT SOCIETY OF MODEL
ENGINEERS LIMITED, EATON PARK RAILWAY.**

**THESE PRACTICES AND PROCEDURES WILL BE EFFECTIVE FROM THE DATE SHOWN
AT THE BOTTOM OF EACH PAGE AND WILL SUPERSEDE ANY PREVIOUSLY PUBLISHED
DOCUMENTS.**

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NB Throughout this document "he" may also refer to "she"

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INTRODUCTION

The society has, over many years, successfully operated a miniature railway at its site at Eaton Park, Norwich, and has earned considerable public regard. The burdens imposed upon the society by legislation and the increasing readiness of the public to seek compensation in the case of injury has prompted a review of the practices and procedures of the society in the light of past experiences and changes to operating procedures.

The committee of the society has adopted the following statement of policy: -

“The Norwich and District Society of Model Engineers Limited intends to conduct itself in such a way that there is no unacceptable risk to the health and safety of members, visitors or guests who may be affected by the operation of the Eaton Park Railway and seeks the support of all members, in maintaining this rewarding and pleasurable service to the people of Norwich and district.”

The review has resulted in the production of a code of practice to be adopted in the operation of the Eaton Park Railway. The objectives of the code of practice include, amongst other matters, clear statements of the roles and responsibilities of members performing duties; the operating procedures to be adopted and the actions to be undertaken in the event of a serious incident.

All members of the society should realise that their acts or omissions, however inadvertent, could affect the health and safety of others with serious damage to both the reputation and financial position of the society.

Members should at all times comply with the code of practice, actively encourage others to do so and at all times refrain from any conduct likely to bring the society into disrepute.

Members should also refrain from using any foul language in front of the public that may cause offence.

Any member of the society, upon becoming aware of circumstances likely to affect the health or safety of any person, shall take action to curtail or prevent such action, including prompt suspension of passenger carrying where necessary. In any instance of doubt the safest source of action must be taken.

All practices and procedures are formulated to comply with the recommendations laid out in [HS2020 - Managing health and safety at passenger-carrying miniature railways](#)

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CHILD PROTECTION POLICY

The policy of the society is that the society's premises and activities shall present a safe environment where young people may participate, either as members of the society or as members of the public

The society is not classed as a 'childcare organisation' as defined under the Child Protection Act1999 and therefore has no legal obligation under that act, however it is the policy of the society that the act will be taken into consideration on a voluntary basis as described below.

These rules relate to any member of the society under the age of 18 years and are not restricted to any one class of membership; they will also apply to young persons signed in as visitors to the society's premises.

Young people who are not members of the society are expressly excluded from participating in society activities other than as members of the public.

It is the young person's responsibility to obtain written parental authority for the activities to be performed as follows: -

A copy of the 'Application for Junior Membership' form is to be completed, signed and dated by the parent/guardian/responsible adult, and if necessary annotated with any specific constraints.

The signature of the parent/guardian/responsible adult shall confirm that they are aware of and accept the rules of the society; takes responsibility for the young person's conduct; and has verified that the young person fully understands these rules and the need to always obey them; and can be relied on to obey them. Any exclusion to this permission must be annotated on the form.

Any lapse by the young person shall be treated as a lapse by the guardian.

The authority of the document shall be deemed to apply until the young persons 18th birthday or until rescinded or revised.

The membership secretary shall retain the completed 'Application for Junior Membership' form and make it available for supervisors to check for any relevant exclusion annotated therein.

A young person must be supervised by a senior member competent to perform the task:

Under 14 yrs – The parent/guardian/responsible adult (hereafter known as guardian) who is a member of the society and a supervisor if required, shall be in direct close supervision of the young person at all times.

14 to 15 yrs – A supervisor is required except where the person in charge of the equipment grants the young person the authority to use the equipment under the terms of adult members. The young person must obtain the agreement of the supervisor for each activity on each day that any activity is to be performed. If no competent person is willing to supervise the young person, for whatever reason, the young person must not perform any task requiring supervision.

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The young person must stop work immediately/not start work whenever:

- 1- The supervisor so directs.
- 2 - A supervisor who is required to be present is absent or leaves or ceases to be able to supervise the task.
- 3 - A new phase of work is to be undertaken which requires different instruction.

Members who act as supervisors are under no obligation to do so and are free to decline.

All the rules of the society apply to young persons and the guardian is responsible for the young persons actions and not the supervisor.

The society shall not adopt the role of child supervisor, minder or carer as defined in the Child Protection Act 1999. The parent of guardian must have made all arrangements for the proper care of the young person.

Any person who agrees to act as a child minder or carer does so in a personal capacity and not on behalf of the society.

Agreement to act as an engineering/safety tutor or supervisor shall not be construed as agreement to act as a child supervisor, minder or carer under the act.

16-18 yrs – no supervision required except in exceptional circumstances

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STATION MASTERS DUTIES

GENERAL

The stationmaster represents the authority of the committee whilst acting in this role during public running operations.

His primary responsibilities are: -

- (a) To ensure the safety of the passengers waiting on the platform and boarding or alighting from trains;
- (b) To control the movement of all trains within the station area in order to achieve and always maintain safe operations.

SPECIFICS

Before commencing a tour of duty, he shall ensure that he is fully conversant with the practices and procedures defined in the Code of Practice and any special rules which may have been introduced in respect of the particular running session.

Before opening the railway to the public, he shall: -

- 1. ensure all safety barriers and public notices have been correctly installed see **Appendix I**;
- 2. ensure that he has authorised operators present fulfilling the roles of Assistant Stationmaster (if required) and Cashier;
- 3. ensure all signalling systems are functioning correctly (if they are to be used);
- 4. ensure that the daily record sheet is completed and signed.
- 5. The station may then be opened to the public and running may then commence.

During the operating session the stationmaster: -

- 6. will liaise with the station staff to resolve such routine issues as may arise during the running session. A brief note of any such issue, not falling within the scope of the **EMERGENCY AND SPECIAL INCIDENTS PROCEDURES** shown at **Appendix F**, shall be entered on the daily record.
- 7. shall be present at the station throughout the running session. When it is necessary to absent himself, he will hand over his responsibilities to his assistant for the period of his absence.
- 8. may restrict access to the station in order to ensure that the number of passengers waiting on the platform is at a safe level.

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9. and his assistant(s) shall load passengers in accordance with the procedures described at **Appendix C**. The stationmaster shall have the authority to refuse permission to any passenger to board any train if he believes that such permission is in breach of the code of practice or may jeopardise the safety of the public, themselves or any other persons.
10. shall ensure that the safety message is communicated to the passengers in accordance with **Appendix C**.
11. **The Stationmaster may at any time suspend all operations** in all cases where he believes that danger is or is likely to be caused to any person or the practices and procedures defined within the Code of Practice have not been complied with... **Operations shall not resume** until the Stationmaster and an independent member of the committee agree that it is safe to do so. Train crews and passengers will always be kept advised of the situation by radio.
- In the event of a serious problem arising the stationmaster or deputy will broadcast 'Stop all Trains' over the radio. When the problem is resolved 'Resume Normal Operations' will be broadcast.
12. When open to the Public the priority is to the trains carrying public. At the discretion of the station master members will be allowed to run light with their loco's so long as it doesn't impact public running.

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ASSISTANT STATIONMASTERS DUTIES

GENERAL

The assistant stationmaster works under the direction of the stationmaster.

His primary responsibility is to ensure the safety of the passengers waiting on the station platform and the passengers boarding and alighting from the trains.

SPECIFICS

Before commencing a tour of duty, he will ensure that he is: -

- (a) fully conversant with the practices and procedures defined in the Code of Practice and any special rules which may have been introduced in respect of the running session.
- (b) In possession of a whistle for emergency signalling purposes.
- (c) Prepared to assume the role of stationmaster if required to do so.

During the session he shall: -

- (1) pay attention to the safety of all persons on the station platforms and the passengers boarding and alighting from the trains.
- (2) Perform duties as directed by the stationmaster to facilitate the safe and efficient operation of the railway.

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SIGNALMAN'S DUTIES (IF REQUIRED)

GENERAL

The signalman is responsible for the correct setting of all the signals and points in the system during running sessions thus ensuring the safety of all operations.

SPECIFICS

Before commencing a tour of duty, he will ensure that he is fully conversant with the practices and procedures defined in the Code of Practice and any special rules which may have been introduced in respect of the particular running session.

Prior to the commencement of public running he is to check the correct operation of all signals and points controlled from the signal box and advise the stationmaster that the system is operating correctly

During public running sessions he is to 'set the road' for arriving and departing trains according to the requirements of the stationmaster or his deputy or requests from loco drivers if they wish to enter or leave the running lines
Trains will depart as directed by the stationmaster or his deputy's instructions.

At the end of a running session the air compressor must be switched off, the air system vented, and the points exercised to ensure that no residual pressure is left in the system. This procedure will ensure that the manual point levers can be used without causing damage to the pneumatic system components.

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CASHIERS DUTIES**

GENERAL

The cashier works under the direction of the stationmaster.

His primary responsibilities are: -

- (a) to receive cash or card payments from the public.
- (b) to answer queries from the public as necessary.
- (c) To ensure effective use of the society's resources in order to maintain an effective service to the public.

SPECIFICS

Before commencing a tour of duty, he shall ensure that he is: -

- (a) Fully conversant with the practices and procedures defined in the Code of Practice and any special rules which may have been introduced in respect of the particular running session.

During the operating session he will: -

- (1) Alert the stationmaster or his deputy to any breaches of the practices and procedures relating to passengers.
- (2) Ensure that at the end of the session that the takings are recorded, and the cash handed to the treasurer or placed in the safe along with the 'float' for the next public running session.

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DRIVERS DUTIES

GENERAL

The primary responsibilities of a driver of a train are: -

- (a) to ensure the safety of his passengers;
- (b) to ensure the safety of his locomotive and train.

SPECIFICS

All passenger carrying trains working during a public running session shall be driven by an authorised operator performing the duties of a driver.

Before entering service, the driver shall ensure that he is: -

- (1) fully conversant with the practices and procedures defined in the Code of Practice and any special rules which may have been introduced in respect of the running session.
- (2) When required produce a valid boiler certificate and if not a member of the society, a valid certificate of insurance to the stationmaster.
- (3) The loco is fitted with a Spark arrestor if steam powered.
- (4) If required, demonstrate to the stationmaster or a person acting on his behalf, his competence to drive that class of locomotive on the societies track.
- (5) Ensure that his locomotive is safe and, in all respects, fit for service and in respect of the requirements for brakes and couplings as defined in appendix B and appendix C to these practices and procedures.
- (6) Ensure that he has an authorised person to act as guard on his train.
- (7) Engines should not be operated under power unless the driver is sitting in the driving position
- (8) Is not allowed to use a mobile phone or handheld camera while the locomotive is under motion.
- (9) Push – Pull operations are not allowed during public running.
- (10) Advise the stationmaster of his readiness to enter service

He shall not enter service or occupy the running line until he has obtained the permission of the stationmaster.

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- (11) comply with all signals (light and semaphore) and instruction from the stationmaster or his deputy, in particular regarding entering, loading and unloading passengers within the station; Driver must monitor vacuum gauge for any unexpected changes.
- (12) keep his eyes and mind on the locomotive, the track, signals, any trains ahead and remain alert for any signals from the guard.
- (13) Stop the train on hearing any repeated blasts on the guard's whistle and not to proceed until he has ascertained that it is safe to do so;
- (14) When the train is stopped due to an emergency or incident, remain with the train and ensure the safety of the passengers;
- (15) Always maintain a safe speed. The maximum speed shall not exceed 6 mph outside the station and 3 mph in the station area. All trains shall approach the station and any crossings or blind spots at dead slow speed, conforming with any signs or signals and giving audible warning of approach;
- (16) Maintain a minimum distance of 10 metres from any preceding train unless he has a signalled instruction;
- (17) Not normally leave a train which is accessible to the public unattended.
- If it is necessary to leave a locomotive unattended for a short time the following procedures will apply: -**
- a. a steam locomotive may be left unattended for a short time with the brakes on, the fire banked, the reversing lever in mid gear and a good supply of water in the boiler.
 - b. An electrically propelled locomotive may be left unattended provided that the master switch is off, the control box is disconnected and removed, or the dead man's strap removed.
 - c. A locomotive propelled by an internal combustion engine may be left unattended provided that the engine is switched off, the ignition key withdrawn, and the brakes set to on.

**A locomotive powered by an internal combustion engine may only be refuelled in an area designated for that purpose.
Any locomotive 'running light' during public running must have a magnet fitted to activate the signal system if the signal system is activated.**

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GUARDS DUTIES

GENERAL

The primary responsibilities of the guard are to ensure the safety of the passengers and to protect the rear of the train; he is in overall charge of the train at all times.

SPECIFICS

Before commencing a tour of duty, the guard should ensure that he is: -

- (a) Fully conversant with the practices and procedures defined in the Code of Practice and any special rules which may have been introduced in respect of the particular running session.
- (b) Equipped with a whistle.
- (c) Is not allowed to use a mobile phone or handheld camera while the locomotive is under motion.
- (d) Should wear an orange hi-viz vest or jacket at all times whilst they are on duty.

Note.

The whistle should only be used for the following purposes: -

- (a) to advise the driver that the train is ready to proceed (Platform duties complete) as a complement to the showing of the green flag or lamp.
- (b) to alert the driver to stop the train. A minimum of three short blasts is accepted practice.

When performing his duties, the guard shall: -

- (a) be seated behind the last passenger on the rearmost trolley or on a guard's trolley
- (b) assist the station staff in loading and unloading the train.
- (c) before the commencement of each journey, ensure that the following safety announcement is verbally broadcast to the passengers

“All passengers must face forward with their feet on the footboards throughout the journey, and must not lean outwards, stand up or attempt to grab lineside plants or equipment”. If a coach is so designed, passengers may sit with their backs to the engine. The guard is to stop the train if any passenger disobeys these rules.

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- (d) In all cases when a train is stopped away from the station the guard must protect the rear of the train by walking back a minimum of 20 metres and displaying a red flag to the driver of the following train. If the situation requires it this action may be delegated to a passenger.

This procedure **MUST** be repeated by the guard of any following train(s).

Only when the following train is at a standstill may the guard investigate the cause of the stoppage or assist the locomotive driver.

When the safety of the following train is assured the station master should be informed of the problem using the radio.

If the broadcast 'Stop all trains' is heard over the radio the guard must signal the driver to stop the train, apply the train brake and follow the above procedure.

The train must remain stationary until the 'Resume Normal Operations' message is broadcast.

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REPAIR/RECOVERY TEAM

GENERAL

Occasions may arise during operating sessions when it is necessary to form a repair or recovery team.

In all cases the following procedure will apply: -

- (1) **Before commencing any recovery operations all traffic is to be brought to a stop.** This will be achieved by the stationmaster broadcasting 'Stop all Trains' on the radio.
- (2) The team will work under the direction of the stationmaster or a deputy.
- (3) **Public running operations will not resume until the EMERGENCY AND SPECIAL INCIDENT PROCEDURES, as shown in Appendix F have been satisfactorily completed.**

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PUBLIC RUNNING REQUIREMENTS**

DATE 202...

Before a public running session can commence a minimum number of members of the society, authorised to perform the following duties, must be present: -

GROUND LEVEL TRACK

RAISED TRACK / FIELD

Stationmaster

Stationmaster

Cashier

Cashier

Driver (For each train)

Driver (For each train)

Guard (For each train)

Guard (For each train)

Signalman. (Optional.)

The automated field exit light must be turned on during **any** GL use. During Public running either the tunnel Token or the automated compound signal system must be used. It is up to the discretion of the acting Station Master on which system they want to use.

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All members, visitors or guests performing any of the above duties must sign the Day Record. Their signature acknowledges that they are fully conversant with the society procedures and agree to comply with same.

VISITORS/GUESTS.

All visitors and guests present during public running must sign the visitor's book and be sponsored by a member who must also sign the visitor's book.

The member sponsoring visitors or guests must advise them as to their conduct and the safety procedures to be observed and be held responsible for their conduct.

MEMBERS, VISITORS OR GUESTS ACCOMPANIED BY CHILDREN OR VUNERABLE PERSONS ON THE SOCIETIES PREMISES MUST BE REMINDED THAT THE CARE AND SAFETY OF SUCH PERSONS IS THEIR RESPONSIBILITY AT ALL TIMES.

FIRST AID

In cases of minor injury, the casualty or parent/guardian may be offered the use of the first aid kit located in the club room.

In more serious cases or at the request of the casualty or parent/guardian the stationmaster may call the ambulance service as required.

In all cases of personal injury, the stationmaster must complete an incident report and enter the details in the accident book

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STATION MASTERS PRE-RUNNING INSPECTION.

This record is to be completed and signed prior to any public running taking place.
The completed forms are to be retained at the society's premises for one year.

GROUND LEVEL/RAISED TRACK DATE.....202....
(Delete as required)

The station master must ensure that: -

- 1 – The minimum numbers of members required are present and have signed on duty.
- 2 – The track has been inspected and found to be in good order.
- 3 – All warning signs, notices etc are in position.
- 4 – The signalling system is in good working order/Token system in use (delete as required)
- 5 – All locomotives have valid boiler and insurance certificates (Where required).
- 6 -- All passenger trolleys are fit for service

DEFECT REPORT (Including action taken)

DECLARATION

I certify that the railway is, in all respects, fit for service and the carrying of public passengers.

SIGNED _____ NAME(Print) _____

DATE _____ 202__

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LOCOMOTIVES IN SERVICE

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Loco Name..... Owner Name.....
Boiler Certificate Checked? Insurance Checked?.....
Can apply train brake?..... Spark arrestor fitted?.....

Note: - Boiler and insurance details are not required for NDSME members, these details are retained by the society in the clubhouse.

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APPENDIX A-LOCOMOTIVE BOILER INSPECTIONS

The inspection and certification of locomotive boilers is to be carried out in accordance with the instructions, guidance and paperwork distributed by the Southern Federation of Model Engineering Societies, the Northern Society of Model Engineers, the Midland Society of Model Engineers and the Seven and a Quarter Gauge Society

The society members designated as boiler inspectors by the society are responsible for maintaining the relevant documentation and ensuring that it is kept up to date and available for reference by any member of the society.

The decision as to the suitability of a boiler for the issue of a certificate in all cases rests with the society's boiler inspector(s).

The boiler inspectors are only permitted to certify boilers owned by members of the NDSME or the NDSME.

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APPENDIX B - BRAKING AND DEADMAN REQUIREMENTS

All locomotives and loco/tender/driving trolley combinations in use during public running sessions must be fitted with a braking system capable of bringing the combination to a safe stop under normal or emergency situations.

In addition, the coupling between locomotive and tender/driving trolley must be augmented by a safety chain to guard against runaway. The use of an electronic system is acceptable instead of a chain e.g. the locomotive will automatically shutdown when it becomes disconnect from the driving trolley and come to a stop.

For public running electric locomotives must be fitted with an electrical Deadman's button or pedal that requires positive pressure to be maintained. A spring-loaded potentiometer (such as fitted on a standard 4QD handset) or a wrist cord type is not an acceptable form of Deadman's for public running.

The society ground level passenger trolleys are fitted with a vacuum braking system. These brakes must be capable of being activated by the driver or guard. If the locomotive is not able to create a vacuum then a suitable guard's trolley with a vacuum pump must be used. No passenger train may be used without operating vacuum brakes In the event of a breakaway all passenger trolley brakes will be automatically applied.

The society raised track trolleys have a hand operated brake on each trolley to be used by the driver when the trolley is used as a driving trolley, or by the guard when being used as a guards trolley, in addition the trolleys have an overrun brake which will be applied if the trolley is not being propelled forward by the locomotive.

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**APPENDIX C - PASSENGER TROLLEY LOADING,
MANAGEMENT AND SERVICEABILITY.**

GENERAL – LOADING

Responsibility for the safe loading of passengers lies with the stationmaster, his assistant and station staff.

The safety of passengers is paramount and station staff should not feel under pressure to overload the trolleys due to the number of passengers waiting for rides. Experience has shown that members of the public will willingly wait for rides.

TROLLEY LOADING.

- (1) Load trains from front to rear.
- (2) All passengers must face forward (unless in the rear facing seat in Number 7 carriage).
- (3) Load passengers to equalise the weight distribution on each trolley. Heavy passengers should be located near the centre of the trolley.
- (4) Do not exceed 6 adult passengers on ground level trolleys.
Do not exceed 4 adult passengers on raised track trolleys.
- (5) Small children should be accompanied by a parent or guardian.
- (6) Disabled persons requiring mobility assistance must have a competent assistant accompanying them.
- (7) Persons whose behaviour may be unpredictable must be accompanied by a competent person who is always capable of maintaining physical control of that person.
- (8) Passengers with cameras must be advised to avoid leaning outwards whilst taking photographs.
- (10) Passengers must not encroach on the space allocated for the guard when he rides on a passenger trolley and he must be satisfied that he has enough space to perform his duties.
- (11) The station staff have absolute discretion to refuse admission to any person and decline to carry any person. Any refusal should be expressed politely and should not extend to a discussion of the reason for their decision.

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TRAIN AND LOCOMOTIVE MANAGEMENT

All classes of trains and locomotives shall enter the station area in compliance with the signalling system.

Trolleys shall be loaded and unloaded in the areas of the station designated for that purpose.

Only members and guests authorised by the committee may operate trains carrying members of the public.

When operating the GROUND LEVEL TRACK, the following procedure will apply: -

Where the platform assistant (PA) or dispatcher is not present

The driver will signal his readiness to proceed by raising his arm and the guard, will attract the drivers attention with their whistle and display a green flag or lamp to signify station duties are complete. Driver must ensure that they see a positive signal from their guard.

Where the platform assistant or dispatcher is present. (see Appendix J)

Dispatcher/PA will, when they have ascertained that the driver is ready and have possession, attract the guards attention by whistle and raised lollipop. The guard will then respond as above. Where a driver is unable to observe a green signal directly or in the mirror, the dispatcher/PA will tell them when the green has been given by the Guard.

The train will be dispatched by the Dispatcher see **Appendix J** for procedure.

If a train stops for any reason other than a red signal the guard must protect the rear of the train before taking any other action.

When operating the RAISED TRACK the following procedure will apply:-

When used for the public the track is limited to two locomotives only.

When all station duties are complete and the previous locomotive is visible on the return leg of the circuit the stationmaster will indicate to the driver that he is clear to depart, and the driver will signal his readiness by raising his hand.

If a train stops for any reason the guard must protect the rear of the train before taking any other action.

IF ANY AUDIBLE OR MANUAL ALARM SIGNAL IS MADE ALL TRAFFIC MUST HALT UNTIL SUCH TIME AS CAUSE IS ESTABLISHED, AND THE SYSTEM MADE SAFE. TRAFFIC MAY NOT RESUME UNTIL THE STATION MASTER DECLARES IT SAFE TO DO SO.

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A passenger may be allowed to dismount at any point on the journey in the event of a personal emergency or may be required to dismount in the event of misconduct. The guard will exercise discretion in these instances.

If a train is stopped for any reason except a signal at danger the primary duty of the guard is to protect the rear of the train.

SERVICEABILITY

All passenger/guards/driving trolleys shall be inspected and certified as fit for service as part of the pre running inspection.

All passenger trolleys must have serviceable brakes in accordance with the society requirements as defined in appendix B.

All passenger trolleys and locomotives employed in public running operations shall be coupled in accordance with the society's requirements as defined at appendix B.

In the event of a defect occurring in service the passenger/guard's trolley shall be withdrawn from service immediately. A defect report shall be raised, and the trolley will remain out of service until satisfactory repairs have been carried out and the trolley has been certified as fit for service.

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APPENDIX D - SIGNALLING

GENERAL

The following hand, whistle, buzzer, flag, whistle, coloured light and semaphore signals shall be properly observed and used during all operating sessions when the public are to be carried.

It is the responsibility of the stationmaster, all station staff, drivers and guards to know, to observe, to use and comply with these signals when passenger trains are operating.

If there is any doubt as to the meaning of a signal it must be regarded as a STOP.

WHISTLE/BUZZER/HORN/FLAG SIGNALS

The stationmaster, platform staff and passenger train guards will all carry whistles. Locomotives shall be equipped with a whistle or horn capable of sounding the signals laid out below.

A whistle blast is used by the guard to draw attention to the display of a green signal
READY TO PROCEED/STATION DUTIES COMPLETE.

In the event of a train stopping on the running lines the guard **MUST** proceed back along the track for 20 metres with a red flag in view to warn any oncoming train of the danger.

The guard on the following train must do likewise until all trains are stationary. After noting the warning, the following trains may pull up to no closer than 10 metres from the train in front.

When the problem is resolved, the trains may proceed ensuring that enough gap is kept between trains to avoid 'bunching' at the station.

IF ANY AUDIBLE OR OTHER ALARM IS SOUNDED OR GIVEN ALL TRAFFIC MUST HALT UNTIL SUCH TIME AS THE CAUSE IS ESTABLISHED AND THE SYSTEM MADE SAFE.

Continued on next page.

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RAISED TRACK COLOURED LIGHT SIGNALS

There is currently no automated signalling system on the raised track. There is one signal that must be installed on the bend near the entrance gate for public running. This will illuminate red if the entrance bridge is opened. When used for the public the track is limited to two locomotives only.

When the stationmaster (or his deputy) is satisfied that the standing train has been safely loaded and the safety warning has been given. The station master will only release the train when the previous one is visible on the return leg of the circuit

GROUND LEVEL TRACK COLOURED LIGHT/SEMAPHORE SIGNALS`

The field exit light ~~is~~ is an automated system and requires no signalman. This must be turned on during **any** GL use.

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During Public running the Tunnel Token or the automated compound signal system must be used. It is up to the discretion of the acting Station Master on which system they want to use.

If the compound signal system is used it does not require a signalman however the Station Master or dispatcher will have to use the control box in the station to select the relevant station for departure. They can also reset/clear all signals if required and it's safe to do so (normally required after shunting rolling stock).

The dispatcher controls the departure of the train see **Appendix J** (a green signal only means the route is clear and a driver must still not leave the station till dispatched).

The compound signal system currently detects trains using magnets fitted to the guard trucks. For the system to function correctly every train must pull a guard's truck at the rear of the train. If the system is being used it is mandatory for a guard truck to be present at the rear of the train during public running (this should not be an issue as it is already mandatory for a guard to be present on all trains during public running).

Point levers are fitted with indicators to show the position of the points and drivers **MUST** ensure that the points are set correctly before proceeding.

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APPENDIX E – OPERATION OF HYDRAULIC LIFT

GENERAL

All persons operating the hydraulic lift must be fully conversant with its operation.
For safety reasons more than one person should be present when the lift is used.

SPECIFICS

When a locomotive or rolling stock is being unloaded from a trailer or other vehicle, the trailer or vehicle must be: -

Correctly aligned with the lift table, the lift table can be traversed to achieve this, and braced in position using the brakes and/or stabiliser legs.

The electrical supply to the control box must be switched on at the consumer unit in the container. The supply **MUST** be switched off at the cessation of running.
An additional master switch is located on the control panel.

When the table is raised the safety ratchet **MUST** always be engaged.

When the table is to be lowered ensure that all personnel are clear of the table before releasing the safety ratchet

It may be necessary to raise the table slightly to release the ratchet.
The table lowering control is **VERY** sensitive and must be used with care.

If the lift table is to be used for locomotive inspection or maintenance the safety ratchet mechanism must be engaged.

After use the safety chain must be replaced.

The hydraulic lift must only be operated by competent society members.

The maximum capacity of the lift is 600kg and must not be exceeded.

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APPENDIX F - EMERGENCY AND SPECIAL INCIDENT
PROCEDURES

GENERAL

All society members engaged in the operation of the railway must be fully conversant with these procedures.

All visitors and guests engaged in the running of the railway must be made aware of these procedures before undertaking any duties.

EMERGENCY PROCEDURE

Where an incident has occurred or is likely to occur the first member on the scene shall: -

1. take steps to secure the scene and ensure the safety of any members of the public or any other members present.
2. in the event of a derailment or case of a train being unable to proceed, ensure that the guard or other member protects the train from following trains.
3. cause the stationmaster to be informed of the problem.
4. attend to the concerns of those involved.
5. where serious injury has been caused seek the assistance of the appropriate emergency services.
6. where minor injuries have been caused offer the use of the first aid kit kept in the clubhouse.
7. In all cases of alleged personal injury or damage to property, all persons involved, whether casualties or potential witnesses should be encouraged to remain at the scene until their personal details have been recorded.
8. Any locomotive or rolling stock involved in the incident should be inspected and confirmed to be fit for further service before being accepted for further passenger hauling duties.
9. the stationmaster shall attend all incidents and take charge, in the event of any injury the accident book is to be used to record all details.

Continued on next page.

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10. **WHILST EXPRESSIONS OF SYMPATHY AND REGRET MAY BE APPROPRIATE UNDER THESE CIRCUMSTANCES, MEMBERS MUST NOT DISCUSS THE POSSIBLE CAUSES OF THE INCIDENT WITH ANYONE, INCLUDING OTHER MEMBERS. IN PARTICULAR THEY MUST NOT ACCEPT OR APPEAR TO ACCEPT, LIABILITY ON BEHALF OF THE SOCIETY.**

UNRULY PASSENGERS/MEMBERS OF THE PUBLIC

GENERAL

Members of the society are entitled to require unruly passengers or members of the public to vacate the premise occupied by the society.

No member is to use force, or the threat of force, at any time, to remove such a person from a train or the premises occupied by the society, unless that person's actions clearly endanger other members of the public or members of the society.

A report of the incident and details of those involved is to be made in the day record.

TRAIN PASSENGERS IN TRANSIT

Where a passenger is unruly the guard shall stop the train and require the passenger to leave advising the driver or stationmaster of his actions. In the event of a refusal to comply the guard shall summon assistance

In all instances the guard shall ensure the safety of the train and any following traffic.

In all instances a report shall be made in the day record giving details of the incident and all those involved.

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APPENDIX G – RADIO COMMUNICATIONS**

Handheld radios will be issued to the following personnel: -

Station Master
Signalman
Guards of all trains in service.

The radios are for the communication of messages of an important or emergency nature, constant chatter on the radio will result in people 'zoning out' and missing important information.

When transmitting a message, first identify the recipient, then the caller and a brief description of the problem.

In the instance of a train stopping for any length of time the guard should advise the station master who will transmit 'Stop all Trains' and all guards should react accordingly.

When the problem is resolved the stationmaster will transmit 'Resume normal Running' and trains can resume normal operation.

Communication between the station master and signal cabin will be made using the control box at the departure end of Parkside station or by a separate radio on a different frequency to avoid unnecessary blocking of the radio link twixt guards and station.

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APPENDIX H – Private Running (inc. organised member days)

1. 2 full members must always be present for private running. They are restricted to the NDSME compound e.g. **not** allowed to cross park foot paths and use the ground level track in the field unless they have approval from the directors.
2. If members wish to use the ground level track outside the compound approval from the directors is required. This can be obtained by completing the form at <https://ndsme.org/contact-us/> and using the option "Visiting loco's/Private member Use". Please include the name of the other full member that will be present.
3. If Ground level is to be used outside the compound temporary signs must be installed as specified in **Appendix I**. Any driver that goes out on track is responsible for ensuring they are present and must immediately stop if they are missing.
4. Directors will assign a supervisor for organised member days (e.g. 2nd and 4th Saturdays of month). They will be the point of contact for members to raise any safety concerns too.
5. Track limits must be followed 3mph in compound and public park, 6mph in field and it's mandatory to come to a complete stop and blow whistle before exiting the field at 1mph.
6. Drivers are not permitted to use mobile phones or handheld cameras while the locomotive is in motion. If video is to be recorded by the driver the phone or camera must be physically mounted.
7. Visiting locomotives are only allowed on organised member days or when a director is present (Tuesdays and Sundays also permitted). Pre-approval must be obtained by completing the form <https://ndsme.org/contact-us/> and using the option "Visiting Loco's/Private member Use".
8. If locomotive has no control over vacuum brakes the member is limited to pulling 1 passenger trolley.
9. If the member pulls more than 1 passenger trolley the vacuum brakes must be connected and functioning.
10. The use of the tunnel token is not required on private days, however, do not leave the station till previous loco has exited the tunnel.
11. Probationary/prospective members cannot sponsor a visiting locomotive.
12. Under no circumstances can members of the public be given rides unless signed in as a visitor.
13. All members are responsible in ensuring all rules are followed e.g. ignoring a member that breaks a rule is just as bad as breaking the rule yourself.

All Visitors and guests present during private running must sign the visitors book and be sponsored by a member who must also sign the visitors' book. The member sponsoring visitors or guests must advise them as to their conduct and safety procedures to be observed and will be held responsible for their conduct.

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APPENDIX I – Temporary Signage Requirements**

The use of the automatic field exit light and wig wag signs is mandatory during **any** use of the Ground level track. There is a discrete on button at the bottom of the control cabinet. Press this button and it will initialise the system and then automatically turn off after 7hrs.



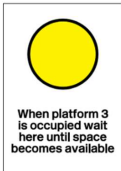
Temporary signs as indicated below must be installed in the public area of the park before use of the GL will commence.

Type A Stop Look Listen mandatory for **any** GL use (These are on aluminium posts). Four of these need to be installed.



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Type B Platform 3 warning sign (optional for non-public days) mandatory for public running. (Magnetic sign that attaches to a permanent post).



The location of these signs is shown on Map below



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APPENDIX J – Dispatcher Role and Procedure

ROLE

The Dispatcher (DP) role is one step up from “Platform Assistant” (PA) and has additional duties and responsibilities. It also adds a visual effect to enhance visitor experience.

The DP can act in addition to a PA, or alone, combining both roles.

Besides overseeing loading of the train in the same way as the PA, the DP also,

- Actively intercedes between Driver (DVR) and Guard (GRD) to communicate and relay signals and meanings and ensures the train departs safely.
- Provides a visible and audible confirmation to the passengers that the train is about to depart.

PROCEDURE

- 1) Having either directly loaded the train or seen that it is correctly loaded by a PA, the DP positions themselves alongside the DVR. This so they may easily communicate to the DVR, are easily visible to the GRD, and may also be seen by passengers. DP has the following equipment – orange hi-vis, white lollipop or white lamp, whistle.
- 2) When the token system is in operation, the DP asks the DVR if they have the token and are ready to proceed. (This is important with steam which may need time to boil up) If the token is not present then the DVR is not ready to start.
- 3) When signals are in use the DP checks that the DVR is ready. (Again, this is important with steam which may need time to boil up)
- 4) DP checks that there are no more intending passengers about to enter the station before taking step (5)
- 5) If yes in (2) or (3) then DP raises lollipop (or white light) such that it will be clearly visible to the GRD and blows whistle to attract GRD's attention (Suggestion: whistle one or two identical tones, not the “traditional” swirling tone used by guards. This is so DVRs do not (incorrectly) misinterpret the tone as a “GO” signal). This action tells the guard that the DVR is ready to start and is awaiting confirmation from the GRD that it is safe to proceed (ie that “station duties are complete”). This action also attracts the passenger's attention and indicates to them that the train is about to depart. NB The DP will, where required deliver the obligatory cautions to passengers before indicating to the GRD that DVR is ready.



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- 6) The GRD, when ready will, in response to the DP, display a green flag or light, or other hand signal to the DVR and will use a whistle to attract their attention.
- 7) DVR sees the green from GRD and starts when ready.
- 8) On occasions, the DVR may not see the green from the GRD due to, eg a long train or the flag not being visible in the mirrors, and may continue to wait. In this eventuality, the DP may confirm with the DVR that a green has been seen and they may start.
- 9) There may also be times when a DVR either cannot, or will not, look back to see a green signal from the GRD. In this situation, the DP acts as in (8) above.

NB. This whole procedure works in reverse to that found on full size rail, which transmits the green from the GRD to the DVR. It is adapted to our requirements.

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APPENDIX K – NDSME Discipline Policy**

A formal discipline policy is detailed below. This is to provide fairness and clarity to members and for the club to act against persistent minor rule breakers.

For a minor breach of rules by a member they will be given written notice, and the warning will remain valid for a period of 1 month from issue.

If a second breach of rules is observed in this 1-month period, a second written warning will be issued and remain valid for a period of 3 months from issue.

If a third breach of the rules is observed in this period the member will be temporarily banned from the club for a period of 1 month. On return, they will be in position as if a second written warning has been issued.

If no further breaches are recorded the warning expires at the end of its validity period.

Examples of minor breaches

Not using the tunnel token in public running
Not having a Guard present when running light during public running
Poor conduct (bad language) during public running
Breaking track rules e.g. speed limits or not stopping when exiting the field

Note If a visitor breaks a rule, then the discipline may be taken against the sponsoring member (e.g. as if they have broken the rule). Depending on the seriousness the visitor may be banned from attending the park in future

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APPENDIX L ACCESSIBLE CARRIAGE

Object: Staff should be familiar with the features of the accessible carriage (AC) and are competent in the safe use of the AC.

Definition of disability under the Equality Act 2010 You are regarded as disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. NB May not be visible!

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Underlying philosophy. Wheelchair users are just like us except that they use a wheelchair. They have the same expectations as us and, just like us, they neither want nor expect to be singled out for "special attention". To this end, use of the AC should be as low key as possible and the experience of the wheelchair user should be as, but not more, memorable as anyone using the sit astride stock. The contemporary emphasis is on what people can do, rather than what they can't – and it is the same for wheelchair users! A practical application of this could be not automatically giving "assistance" to a chair user. If they want assistance they will ask for it! We, for example, might feel a bit miffed if we were continually being asked if we wanted assistance with walking.

Style note. We should always refer to this vehicle as either No7 (its fleet number) or as an accessible carriage (or car, coach) because this is exactly what it is, and that is a positive label. "Disabled carriage" is rather more negative and has connotations. "Wheelchair carriage" is not accurate because it may be used by other groups than wheelchair users. (See next two paras.)

Types of user. There are three types of wheelchair user we may encounter. These groups are all first priority users.

1) Independent hand propelled user. Invariably competent in chair use, they will expect to be able propel themselves onto the carriage, with our guidance only. Just as motorists know how to place a car into a restricted space, so an independent chair user will know how to manipulate their chair for best effect.

2) Independent electric propelled chair user. Similar to (1).

3) Carer assisted hand propelled. This is where the chair user is unable to propel themselves and relies on a carer or attendant. This user may require assistance.

These cats all have equal status viz-a-viz each other. If any user in cats 1-3 above is a young person, they may be accompanied by a parent/guardian who should also be accommodated in the AC.

Marshalling of AC in train. This should be at the front of the train next to the loco, and be accompanied by either one or two regular carriages, depending on requirements. The AC becomes then just a part of a regular train. It may, or may not, be used by a wheelchair according to demand. This is an inclusive approach and treats a chair user as just one of a number of passengers on that train. Segregation of chair users into their own special train (comprising only car No7), is not inclusive and is contrary to modern practice and for these reasons is no longer permitted.

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Other Priority Users. The AC may be used by other user groups if not required by a wheelchair user in Cats 1-3 on any particular journey. These are second priority users

- 4) infirm but ambulant people who cannot use the sit astride stock, (age irrelevant)
- 5) accompanied infants in pushchair or pram
- 6) at train staff discretion, accompanied large dog.

Other Users. The AC may, if not required by any of the ranked priority groups listed, be used as a regular carriage with the addition of the demountable sit-astride seat. Capacity 5 max adults or equivalent.

The AC is also used to convey large or nervous dogs. No dog need be left behind.

Important - a wheelchair user who is waiting takes priority over any other user group. For the purposes of the Equality Act 2010 (which superseded the Disability Discrimination Act 1995) a blind person with stick or dog is regarded as if they were a wheelchair user.

Capacity. The capacity of the AC is one wheelchair (or pushchair or, at staff discretion, accompanied dog) and up to two other riders on the end seats. Where the demountable central bench seat is used then a max of five adults or equivalent. The AC may also be used as a two-seat "walk-in" style car without the central bench. Extra-wide double buggies may be conveyed if they fit. Some may be too wide.

Demountable Bench. This is marked with an A end which must match the A end of the AC when in use. When not in use, the bench must be secured on the platform in the fixings provided. NB It is very heavy and must not be allowed to topple over.

Loading and unloading. A regular stopping place will be identified to load the AC and the driver should ensure that the AC stops at the correct (identified) point. Train brakes must be applied by the driver. The AC has automatically deployable supports to ensure the loading process does not tip the AC on the rails. These will be calibrated for the loading point. If necessary, both sides may be lowered for ease of loading but this may foul track 2. For the unloading point, where the platform level will be lower, packing pieces will be carried in the AC to ensure a correct level is maintained. Train staff should be competent in the use of these.

Once the AC user is in position in the carriage, the guard (or driver) will put up and secure the ramp.

Strapping down. This is a bit of an ambiguous area. In the experience of the manufacturer, users do not always want to have their chair strapped down (and strapping down may be rendered nugatory if the user is not themselves strapped down into the wheelchair) and, indeed, most chairs have brakes fitted but where a chair does not have brakes then it should be secured to prevent rolling.

Drivers. All drivers of a train of which the AC is a part should have undergone familiarisation in correct use. Attendance on a training day will be evidence of this. They should be familiar with the requirements of hauling this carriage, tare weight 350kg (½ ton), in particular any train braking requirements. Both bogies are vacuum

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braked. Speed should be moderated where required and drivers should take the full seven minutes for a circuit. Note that there is no mandatory lower maximum speed. Drivers are expected to use discretion within the line speed limits. The AC will always be loaded at the appointed space on Plat. One (between the yellow dods) and disembarked at the allotted place on the arrivals area.

Potential for derailments - are no greater for this car than for our other stock when used correctly. The CoG is so low than the car is unlikely to topple in an uncomplicated derailment. The exception to this is facing points (FPs). Drivers should moderate speed when passing over FPs and check that the AC has passed over without incident.

Tunnel, Use of AC in, There is adequate clearance between the tunnel entrance shutter and the head of a rider sat on the end seats. The shutter will be secured by magnets to prevent dropping. Drivers should always look out and ensure that the shutters are in a safe position on each circuit. The guard and/or driver should instruct (when loading the AC) riders that they must not stand up in the carriage at any time.

Platform 2 Use of AC The AC should not be allowed to enter into platform 2 with passengers because of limited clearance. If two continuous circuits are being undertaken the AC must pass through platform 1. If necessary, any empty train waiting in P1 may be asked to vacate, either into P2 if free, or by undertaking a ECS circuit

Brakes. The AC is fitted with vacuum brakes on both bogies. The release valve is located under the end seat at the B end. Train brakes must always be applied when loading or unloading passengers.

Guards. All guards on a train of which the AC is a part should have undergone familiarisation in correct use. Attendance on a training day will be evidence of this. It is primarily the duty of the guard to oversee loading of the AC.

Fares, (notes for kiosk staff), are as follows.

Wheelchair user – standard fare

Carer/attendant – 100% concession

Blind person with dog – standard fare

Assistance dog – no fare

Other dogs, at crew discretion, – no fare.

Pram/pushchair – no fare

The underlying philosophy here is that a wheelchair user who requires an attendant to take part in activities should not be penalised by having to pay twice. The carer concession also applies to disabled non-wheelchair users if this criterion can be met, as is currently applied.

Mobility scooters

No7 is not suitable for mobility scooters