



Rules for track activities

RULES FOR CHIPPERFIELD TRACK

St Albans and District Model Engineering Society

Foreword:

One of the benefits of Society membership is insurance cover whilst using the Puffing Field track at Chipperfield. Naturally this cover is provided only on condition that safety standards are always maintained. The Society has written the following rules to promote safe use of the track and ensure that we endeavour to meet insurance requirements. Members are reminded that failure to adhere to these rules will render you uninsured.

General Rules:

- 1.1 There shall always be at least two persons over 18 years of age present when the track is in use.
- 1.2 A Track Marshal approved by the committee shall be appointed to be in charge at every running session to ensure that all procedures laid down in the rules are followed. The Track Marshal shall be a member of the Society who is familiar with these rules and with the safe operation of miniature steam and electric locomotives.
- 1.3 A 'Running Record Book' shall be kept to include all dates when persons are running, names of all drivers and their locomotives, and details of boiler certificates relating to steam locomotives running on the track.
- 1.4 Details of any accident must be entered in the Accident Record Book and the Honorary Secretary notified.
- 1.5 The site of the nearest telephone should be ascertained. [If a mobile phone is used the reception should be checked]

General Site Rules:

- 2.1 All vehicles entering the site shall be driven and parked carefully.
- 2.2 Parents and guardians shall keep their children under control at all times and in all places on the site.
- 2.3 Spectators should keep clear and be aware of moving trains.
- 2.4 A suitable First Aid kit shall be available as per HSE.
- 2.5 All locomotives shall be transferred from vehicles to the track only via the steaming bays beside the loading ramp. Carrying of any locomotive up or down the steps in the station is not permitted.
- 2.6 Fire buckets shall be placed around the track when running during the summer months and at any other times when the ground conditions are tinder dry.

- 2.7 People working on the site are advised to wear gloves and appropriate eye protection when using machinery, power tools, etc.

Steaming Bay Rules:

- 3.1 On arrival locomotive drivers should report to the Track Marshal and obtain a time for running their loco. If a steaming bay is available for you to run you may unload your locomotive. (Small locomotives may share a steaming bay by arrangement with other members)
- 3.2 Park your vehicle alongside the steaming bays and unload using the trolley provided. Please immediately remove your vehicle to the main car park when unloading is completed.
- 3.3 When steam raising is complete obtain permission from the Track Marshal to move your loco onto the track and commence running. Drivers shall record the time they take to the track in the Running Record Book. In busy periods when locos are waiting to raise steam members should run for no more than one hour in order to allow others to have a run.
- 3.4 Before joining the track a signal must be given to stop all locos already on the track just short of the steaming bays whilst you place your loco on the track using the trolley provided. (Remember to signal all clear when transfer is completed)
- 3.5 When you finish your run ensure a signal is used to stop locos on the track and transfer your loco to a vacant steaming bay using the trolley provided. (Remember to signal all clear when transfer is completed)
- 3.6 Please ensure all ash and cinders are placed in the bin provided and not just emptied onto the floor. If others are waiting to raise steam please vacate the steaming bay as soon as you can.

Running Rules:

- 4.1 The track and the surrounding area shall be examined and a Safety Checklist completed by the Track Marshal before running commences.
- 4.2 No steam locomotive will be allowed on the track without a valid boiler certificate.
- 4.3 Passenger and driving trucks should be inspected before being used.
- 4.4 It is the responsibility of the owner/drivers of the locomotives to see that they are safe and in good running order. Note that the Track Marshal may prohibit a locomotive from running if he/she considers it is not safe. This especially applies to coupling arrangements between the locomotive and driving/passenger trucks.
- 4.5 All trains, of whatever length, must display a red light on their rearmost point (bicycle type LED rear lights are suitable).
- 4.6 Locomotives shall only run in a clockwise direction.

- 4.7 No more than four locomotives shall be on the track at the same time.
- 4.8 Drivers under 16 years of age shall always be supervised by an adult over the age of 18 years riding with them.
- 4.9 Drivers shall keep a good look out ahead at all times and drive in a manner so as to not make contact with the preceding train/locomotive whether the preceding train/locomotive is moving or stationary. Special care shall be taken when running through the tunnel and rounding curves with a restricted forward view.
- 4.10 Drivers shall obey track-side signals at all times when the signalling system is in operation.
- 4.11 Drivers may only haul passengers if they have passed as qualified to do so under a Society driver approval scheme. Until such time as that scheme is set in place drivers may haul passengers with the prior approval of the Society committee or the approval of the Track Marshal on the day. No person under the age of 16 years is allowed to drive with passengers other than an adult supervisor.
- 4.12 Locomotives used for passenger hauling shall have either a spark arrester or a chimney blast deflecting device fitted to protect passengers from falling sparks and cinders.
- 4.13 The driver shall be responsible for instructing any passengers to behave in a safe manner.
- 4.14 If train consists of more than one passenger car a Guard shall ride at the rear.

End of Session:

- 5.1 At the end of the session the Track Marshal shall check the following before leaving:
 - Running, Accident and Visitor record books returned to shed;
 - Passenger car seat pads put away in shed;
 - Fire buckets returned to shed (may be left full of water);
 - Passenger cars pushed into tunnel and tunnel gates locked at both ends;
 - Water tower valve turned off, valve handle and hose removed and put in shed;
 - Check that all hot ashes have been put in the ash bin;
 - Steaming bay transfer trolley returned to its shed and door locked;
 - Keys have all been returned to the usual place in the shed;
- 5.2 Ensure that the main entrance gate is locked when the last person leaves.