



Rheilffyrdd Ffestiniog ac Eryri
Ffestiniog & Welsh Highland Railways

Gorsafyr Harbwr / Harbour Station, Porthmadog, Gwynedd, LL49 9NF

Infrastructure Department.

Guidance notes and Registration form for new Infrastructure Volunteers.

Reference:	IN GNN 001
Issue:	A04
Date:	19/1/18
Status:	approved

Author	A. Spring
Checked	N. Griffiths
Approved	A. Spring

PREAMBLE

Approved read-only copies of this Guidance shall be made available on the Ffwhr domain and the Company management documents library.

Revision Record

<u>Issue</u>	<u>Date</u>	<u>Status</u>	<u>Comments</u>
D01	11/12/12	Draft	First Draft for Review. Replaces CE POL 100 A02 dated 4/2/2010
A01	18/12/2012	Approved	First Approved version
D02	9/1/2013	Draft	Further reference documentation added
A02	11/01/2013	Approved	Second approved version
A03	13/3/2017	Approved	Revision, reflecting decisions made at safety meeting 164 – 27/2/17
A04	18/1/17	Approved	Combined notes and registration form.

1. Safety Management System:

You will be given should be given a copy of SM POL 120 A01 (Safety Notes for Staff and Visitors) Please read.

You can request a ffwhr.com account at the link below

<http://apply.ffwhr.com>

If the request is approved this allows you to access the SMS online and other official documentation (Weekly Notice, STN's Roster's etc)

Further reading of the following documents is suggested; these are documents setting out the primary purpose of the Permanent Way Section (CE POL 100), the Buildings & Facilities Section (BE POL 100), the Line-side Management Section (LN POL 100) and the Signals & Telecoms Section (ST POL 100) and Horticulture (formerly Parks & Gardens). These documents can be downloaded from the Company's 'Sharepoint' system, or you can ask for a paper copy – Remember paper documents are only current at the time of printing.

2. Volunteer/Staff Registration Form:

You must complete a Volunteer/Staff Registration Form. These are available in advance via the Railway Company's official website, the Welsh Highland Railway Society's website, or by post from the Volunteer Resources Manager, Harbour Station, Porthmadog, LL49 9NF or the Infrastructure offices at Minffordd or Dinas. Forms completed in advance must be returned to the Infrastructure office or relevant Department Manager. You will not be permitted to work unless the registration form has been completed and the slip at the end of these notes signed and returned.

3. Reporting for Duty & Security of Personal items:

You must contact the appropriate supervisor for the working group that you intend to join to confirm that the work is taking place and where and what time they must join the gang. Details of organised working parties are available on sharepoint, in the *Ffestiniog Railway Magazine*, *The Snowdon Ranger*, or the CRhE/WHRS's website.

You must report to the supervisor and sign the daily timesheet prior to commencing work, this confirms that you are fit to work and free of Drugs and Alcohol. You are not insured unless you have signed on for duty.

You are responsible for your own personal effects and bring them on to the railway at your own risk.

4. Site and task briefing:

You will receive a site briefing prior to commencing any work. This will cover any site-specific safety and protection arrangements as well as details of the task being undertaken; this will include details of any tools required as well as any possible hazards that may be encountered. If volunteers are unsure of any instruction received, you must seek clarification from the supervisor.

You must follow the instructions of the supervisor at all times.

5. Alcohol & Drugs:

You must not report for duty under the influence of alcohol or drugs and must not consume alcohol or drugs whilst on duty. The term 'drugs' includes both prescribed and 'bought over the counter' medication that can affect performance or judgement. Such products are often marked 'may cause drowsiness' or 'do not drive or operate machinery after taking'. 'Influence' means more than 29mg of alcohol in 100ml of blood or the presence of drugs for which there is no legitimate medical need.

If you consider that you may have an addiction to alcohol or drugs you **MUST** volunteer this information to your manager or supervisor. Volunteers in 'Safety Critical' posts must be aware that it is a CRIMINAL OFFENCE for them to report for duty under the influence of alcohol or drugs. Volunteers must be aware that the Company carries out random testing for alcohol and drugs.

6. Medication:

If you are taking medication, either long or short term, you must consult your supervisor for advice. If you are asked to do a job that you consider inappropriate because of your medication, you must, by law, make this known to the supervisor. Additionally, it could well be beneficial to the volunteer if for any reason they need to receive medical attention.

7. Responsibility for Safety of Self and Others:

YOU are responsible for your own safety and that of your colleagues. Any inappropriate action must be reported to the supervisor.

Ladders & scaffolding must be inspected before use, any fault must be immediately reported and the item put out of use. Ensure that ladders and scaffolding are secure before use. Only those trained to do so can erect Tower Scaffolding.

You must be especially careful when any plant or machinery is in use on a work site. You must keep well outside the machine's operating area and must not cross in front of any moving plant unless signalled by the operator to do so.

Any defective plant or equipment you come into contact with must be reported to the supervisor

You must not operate any mechanical equipment or tool unless you have been trained in its operation and deemed competent to use the equipment.

Any work above the height of a railway vehicle under overhead power lines must only be carried out under specific safety measures and instructions.

Leptospirosis may be present in puddles and ditches where water is or has been standing, which could be contaminated with rat's urine.

8. Responsibilities, Horseplay, Animals & Social Media:

We want everybody to enjoy themselves but the railway is not a playground and conduct on the work site must reflect this. Animals, such as dogs, must not be brought on to a worksite; they may cause a hazard in the vicinity of machinery. Out on the operating railway they could worry sheep or native wild life.

Social Media - The railway accepts that social media is very much a part of everyday life however, staff should not publish anything that is likely to bring the railway into disrepute or cause controversy. Photo's should be reviewed to ensure they do not contain unsafe acts before publication and that coworkers are agreeable to their publication. More details can be found in the Companies social media policy.

9. Fire Precautions/Assembly:

Inflammable materials, such as oily rags, must not be left close to sources of ignition (such as a generator exhausts) nor must they be left lying around for any long period of time.

If you discover a fire, first make sure that everyone is aware of the possible danger and are at a safe distance from the fire. DO NOT alarm people by shouting 'FIRE', instead inform everyone in a calm and orderly way. In the case of buildings evacuate all personnel should make their way to the 'Assembly Point'.

Only attempt to tackle the fire if it is of a minor nature and you are sure that you are not putting yourself in danger. There are fire extinguishers in all workshops, mess rooms and mess coaches. The different types of fire extinguisher are:

Red panel - water; for wood & paper.

Blue panel - dry powder; for electrical fires.

Black panel - CO₂, for all fires other than liquids.

Cream panel - for flammable liquid fires.

Green panel - BCF for all fires other than liquids, use in well ventilated areas; not now in general use.

If the fire cannot be easily extinguished call the fire brigade, use the nearest available telephone, which in the case of company premises may require you to dial 9 first then 999.

Mobile telephones must not be relied upon; especially out on the running line where there are places where no mobile telephone network is available.

Inform the supervisor as soon as is possible.

10. First Aid:

First Aid boxes are located in every workshop, mess, mess coach, brake van, office building. If you hold any current First Aid qualification and would like to be included as an Ff&WHR First Aider, please advise the Supervisor or any manager.

11. Accident and Near Miss Reporting:

All accidents and near misses **MUST** be reported, firstly to the supervisor verbally on site. Accident report forms are located in first aid boxes or can be downloaded from Sharepoint and completed electronically. The purpose of reporting an accident or near miss is to enable action to be taken to avoid a future recurrence, thus making the railway a safer place for everybody.

12. Track Safety:

Unless you are deemed competent, hold a 'Track Safe Certificate' OR are accompanied by a Track Safe Supervisor who has briefed and instructed you, you **MUST NEVER** venture onto any running line, or within 1500mm of any running line (platforms excepted). A Track Safe Supervisor is responsible for everyone's safety, therefore, when working on the operating railway you must obey all instructions from the Track Safe Supervisor. You must be vigilant in yards and sidings when train movements can occur at any time.

When work is taking place alongside the operating railway behind a blue safety fence staff must remain behind the fence at all times, unless instructed otherwise by a Track Safe Supervisor.

You must ensure that all tools are stowed well clear of the running line.

You must not wander away from the worksite. If you wish to leave for any reason you must inform the supervisor.

Radios and other audio equipment are not permitted on any worksites.

Use of mobile phones is prohibited whilst on the operating line. If it is necessary to use a mobile phone whilst on the running line you must move to a place of safety before doing so.

13. Train Safety

It may sometimes be necessary to ride in a wagon on a engineers train If you are required to so, you must remain seated on the floor or on the temporary seat provided with all your limbs within the confines of the vehicle at all times whilst the vehicle is in motion. This is for your safety and is due to the risk of falling out of the vehicle if you are not seated. You and all others must obey all instructions given by the supervisor, or train crew.

You must not get on to or alight from a train whilst it is in motion. You must not alight from a Works Train until told to do so by the supervisor, the train may stop momentarily then move on.

14. Lifting and Manual Handling:

A great deal of the materials and equipment used on the railway are heavy and bulky. Moving these items must be done according to the supervisor's instructions. You must not attempt to lift anything that will cause you injury and, if in doubt, ask for assistance.

Only if you have been trained in the correct way of doing so must you move rail, especially when moving rail from a rail stack or rail-carrier wagons. Always keep your feet clear when rail is being raised on a jack.

Sleeper tongs must be used to move large nonstandard sleepers.

Mechanical handling will be used wherever large heavy objects need to be moved.

If you have any doubt about any job or instruction, stop work and ask the supervisor for guidance.

15. C.O.S.H.H.:

C.O.S.H.H. regulations require the Company to keep data sheets about all the substances that are used on the railway which are controlled by these regulations. The C.O.S.H.H. Register is available for inspection in the Infrastructure Manager's office at Minffordd.

Some of the substances that come under C.O.S.H.H. regulations that you are more likely to encounter on the railway are: petrol, diesel, fuel oil, lubricating oils and grease, paint solvents and cement.

Prolonged skin contact with these substances can cause irritation and rashes; You should wash off the substance as soon as is possible. Gloves can be supplied by the Company. Any spillage of petro-chemicals must be immediately reported to the supervisor.

16. Asbestos:

The railway maintains a record of all asbestos installations on the railway. Generally, staff will not be expected to work in areas that are known to contain asbestos without it having first been removed by specialist contractors. If you think you have discovered asbestos do NOT disturb it as it is relatively benign if left alone, cease work and report it immediately to your supervisor. Complete an incident report form

17. Tidiness:

It is important we keep the workplace tidy for the sake of your own safety and that of others working with you. Walking routes at work sites must be kept clear of tools and materials, these can present a trip hazard as can cable beside the track.

Redundant materials, such as sleepers at a worksite, must be stacked out of the way so as not to present a trip hazard and every effort must be made to clear worksites of such redundant materials which could encourage vandalism. Waste paper, rags, etc. left lying around are not only a fire hazard but also look untidy.

18. Tools/Power Tools:

The Company will supply all general tools as well as any specialist tools for tasks on the railway. If you are bringing your own tools to use these must have been approved by the Infrastructure Manager before they can be used.

Any piece of equipment or tool found to be faulty must immediately be taken out of use and reported to the supervisor and / or manager.

19. Prohibited Areas:

As well as the running line all inspection pits are out of bounds unless you are authorised by the supervisor or the Permanent Way Manager or the Infrastructure Manager to enter them.

The footplate of a locomotive whilst it is hauling a train is out of bounds unless you have a 'Footplate Pass' and are permitted by the driver to travel on the footplate.

20. Welfare, Toilet and Washing Facilities:

The main Infrastructure Department volunteer mess room on the WHR is at Dinas; on the FfR they are at Minffordd and Glan y Pwll, toilets are located in all these yards. There are also station toilets at Caernarfon, Waunfawr, Beddgelert, Pont Croesor, Harbour Station, Porthmadog, Minffordd, Tan y Bwlch and Blaenau Ffestiniog. These toilets are also used by the public and care must be taken not to leave them in a dirty condition. There are also mess and toilet facilities at Boston Lodge Works.

21. High Visibility Clothing and Other Personal Protection:

All volunteers working on the railway must wear sturdy footwear appropriate to the job they are undertaking. If working on the operational railway (PWay,S&T) this will need to be compliant with EN 345 (a minimum of steel toe caps). You are responsible for the provision of footwear and you may be turned away from a worksite if you present yourself for duty in footwear that is deemed inadequate by the supervisor for the work being undertaken. Rigger boots **are not permitted** for PW and S&T work as these provide inadequate ankle support. If an orange Hi-viz vest is required the company will provide one that is compliant with EN471.. Full Hi-viz clothing must be worn if working on the Network Rail crossing at Cae Pawb. Items of clothing coloured **Red or Green** must not be worn near the running line. As these colours are reserved for signalling purposes.

Care must be taken to ensure that Hi-Viz clothing when NOT being worn is placed where it cannot be seen by engine crew who could be misled into believing that there is a person there and take emergency action (e.g. Jackets left on fence posts with the owner having moved away).

Safety head protection (hard hats) will be issued if the job in hand requires them to be used.

The Company will normally supply gloves to all volunteers suitable to the task being undertaken. Overalls are recommended, if Hi-Viz they must be compliant with EN471. You are not permitted to wear shorts on work sites.

Ear defenders, safety spectacles or goggles will be made available if required. If using a disc saw you must wear all of the above and the protective over-trousers supplied.

Once you have finished work for the day and signed off duty please take any Hi-Viz clothing off so it is clear to other staff and members of the public that you are not on

duty. It is expressly forbidden to wear FFWHR branded Hi Viz clothing in any licensed premises.

22. Smoking:

It is not permitted to smoke in any workplace or enclosed public premises; this also applies to platforms and other public areas of the railway. Smoking is not permitted in any mess room, mess-coach, locomotive footplate, brake-van or other railway vehicle rail or road. Those who do smoke are asked to ensure that they do so in designated areas and use the ash bins provided or ensure that their cigarette/cigar is fully extinguished and disposed of properly.

23. Company Vehicles and Car Parking:

Only those persons authorised by the Infrastructure Manager are permitted to drive Company vehicles subject to the necessary eligibility check having been undertaken. Drivers must be over 21 years of age. Any restriction imposed by the police/courts or points added by the DVLA must be reported to the Company immediately.

Adherence to parking restrictions and parking fees for any company vehicle is the responsibility of the driver. Parking on Company premises' is permitted at Dinas on the right hand side of the car park (as seen as you enter) in the North Yard. If there is no room, ask the supervisor for an alternative location. Car parking is permitted by the mess cabin or by the Infrastructure office at Minffordd.

Car parking for volunteers or Company vehicles working on the railway at Waunfawr is permitted at the end of the Snowdonia Parc's car park, near the steps to the station.

There are no Company car parking facilities at Bontnewydd, Plas y Nant, Snowdon Ranger, Meillionen, Beddgelert, Nantmor, Pont Croesor, Penrhyn, Dduallt, and Blaenau Ffestiniog. There is limited parking at Tryfan Junction, Rhyd Ddu, Hafod y Llyn and Glan y Pwll (when the yard is open); restrictions apply at Caernarfon, Porthmadog and Tan y Bwlch. There is car parking at Dinas, Minffordd and Tanygrisiau.

24. Public Relations:

You must stay within the railway boundary when working on the railway and must not trespass onto a neighbour's land. If access is needed it will have been arranged in advance. If an adjoining landowner objects to you being on their land, return

immediately onto railway property. Do not get involved in any dispute with any of the railway's neighbours or others. Inform the person concerned, that you will get the supervisor to deal with the matter and inform the supervisor.

If the supervisor is not readily available, ask the person who is making the complaint for their name and contact details, the nature of their complaint or problem and inform them that you will pass the information on to the supervisor as soon as possible. You must be polite however lacking in politeness the other person is at all times.

When working on stations or in public places, you should always behave in a polite and diplomatic manner. If there is cause to discuss railway business, please ensure it is out of the earshot of the general public. Similarly, when dealing with issues and complaints from member of the public, please make every attempt to deal with the matter quietly, discreetly and as privately as the situation allows.

You should be aware that the railway operates in an area that is predominantly Welsh speaking and the language and culture of the railways' environment should be respected.

25. Competency Assurance

Many tasks on the railway require you to have specific qualifications/experience with regard to competency, in order to perform the task. Do not undertake any task for which you have not been assessed and advised unless the railway has made it clear, that it considers you to be competent. If you are unsure as to whether you have a specific competency always ask the supervisor.

This page is intentionally blank.

Once you have read through this document please sign and date in the section below and return to your supervisor

Supervisors are responsible returning the signature slip, with the completed Volunteer Registration Forms, to the Infrastructure Office at Minffordd or

Name of Volunteer

Signature

Date

Form received by.....

Scanned and Entered on database

This page is intentionally blank.



RHEILFFYRDD FFESTINIOG AC ERYRI

Ffestiniog and Welsh Highland Railways

VOLUNTEER/STAFF REGISTRATION FORM

(PLEASE COMPLETE IN BLOCK CAPITALS)

For Office Use Only

IDN:

Surname.....	<p>We ask the following questions so that we do not set unsuitable tasks.</p> <table><thead><tr><th>Please tick appropriate box</th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>Is your eyesight normal?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>If no, do you wear glasses/contact lenses to correct the defect?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Do you have normal hearing?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>If no, do you wear a hearing aid which corrects the defect?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Have you any condition which may render you unconscious e.g. epilepsy, diabetes or fainting attacks?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td colspan="3">Please specify.....</td></tr><tr><td colspan="3">.....</td></tr><tr><td>If yes, do you have any treatments which normally control this?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Do you take any illegal drugs?</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>	Please tick appropriate box	YES	NO	Is your eyesight normal?	<input type="checkbox"/>	<input type="checkbox"/>	If no, do you wear glasses/contact lenses to correct the defect?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have normal hearing?	<input type="checkbox"/>	<input type="checkbox"/>	If no, do you wear a hearing aid which corrects the defect?	<input type="checkbox"/>	<input type="checkbox"/>	Have you any condition which may render you unconscious e.g. epilepsy, diabetes or fainting attacks?	<input type="checkbox"/>	<input type="checkbox"/>	Please specify.....					If yes, do you have any treatments which normally control this?	<input type="checkbox"/>	<input type="checkbox"/>	Do you take any illegal drugs?	<input type="checkbox"/>	<input type="checkbox"/>
Please tick appropriate box		YES	NO																												
Is your eyesight normal?		<input type="checkbox"/>	<input type="checkbox"/>																												
If no, do you wear glasses/contact lenses to correct the defect?		<input type="checkbox"/>	<input type="checkbox"/>																												
Do you have normal hearing?		<input type="checkbox"/>	<input type="checkbox"/>																												
If no, do you wear a hearing aid which corrects the defect?		<input type="checkbox"/>	<input type="checkbox"/>																												
Have you any condition which may render you unconscious e.g. epilepsy, diabetes or fainting attacks?		<input type="checkbox"/>	<input type="checkbox"/>																												
Please specify.....																															
.....																															
If yes, do you have any treatments which normally control this?		<input type="checkbox"/>	<input type="checkbox"/>																												
Do you take any illegal drugs?	<input type="checkbox"/>	<input type="checkbox"/>																													
First Name(s).....																															
Address.....																															
.....																															
.....Postcode.....																															
Tel. N° Home.....																															
Tel. N° Work/Day.....																															
Tel N° Mobile.....																															
Email Address:																															
Date of Birth:																															
I have read the guidance notes attached to this form																															
Signed.....																															
To be countersigned by Parent/Guardian if volunteer is under 18																															
Date.....																															

Name, address and telephone number of the person we should inform in the event of an emergency.	Is there anything else which may affect the safety of yourself or others that we should know about e.g. asthma, back trouble etc.				
Name.....				
Address.....				
.....	Is there anything else which, if you had an accident or were taken ill, would be relevant e.g. allergy to particular drug/s or food/s, unusual blood group, religious beliefs or cultural taboos?				
.....Postcode.....				
Tel. N° Home.....				
Tel. N° Work/Day.....				
Tel. N° Mobile.....				
<u>Please inform us if there is any change to this information</u>				
Please advise the railway if you have any objection to your data being held on computer for railway use only.	Do you wish to discuss any of these with one of the Ff&WHR doctors?				
Society memberships held (if applicable)	<table><thead><tr><th>YES</th><th>NO</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>				
.....	Do you have a First Aid at Work Certificate?				
Department /Gang joining/ usually worked for	<table><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
.....	If yes when does it expire?				
	Do you have a clean/current driving licence?				
	<table><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				

Your details will be stored electronically but will not be shared with or sold to any third party