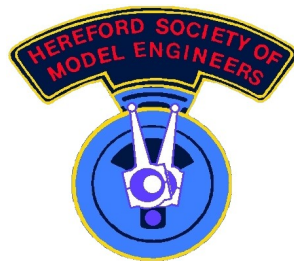


# Hereford Society of Model Engineers Members Handbook



## Contents

<a href="#">Constitution of Hereford Society of Model Engineers</a> .....	2
<a href="#">Membership</a> .....	2
<a href="#">Visitors</a> .....	4
<a href="#">Subscriptions</a> .....	4
<a href="#">General Meetings</a> .....	4
<a href="#">Committee</a> .....	5
<a href="#">Business</a> .....	5
<a href="#">Safety and Health Policy Statement</a> .....	7
<a href="#">Emergency Procedures</a> .....	8
<a href="#">Derailment</a> .....	8
<a href="#">Fire</a> .....	8
<a href="#">Evacuation Point</a> .....	8
<a href="#">Child Protection Code of Practice and Procedures</a> .....	9
<a href="#">Policy Statement on Child Protection</a> .....	10
<a href="#">Broomy Hill Railway Operating Procedure</a> .....	11
<a href="#">Objective</a> .....	11

## **Constitution of Hereford Society of Model Engineers**

1. The Society is incorporated as a company, every member of the Society is a member of the company. The name of the company is 'The Hereford Society of Model Engineers Limited (HSME)'. The Society's objective is encourage and promote all aspects and disciplines in model engineering. The clubroom of the Society is at the Broomy Hill Site.
2. The company is governed by its "Articles of Association", which are available for inspection. The following is a summary of the principle provisions of the articles and amendments adopted by members at a General Meeting.
3. The Company is limited by guarantee and does not have any share capital. Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1.00) to the Company's assets if it should be wound up while he/she is still a member or within one year after he/she ceases to be a member.
4. The Company (Society) is run by an executive Committee, which shall be elected by its members at an Annual General Meeting. All members of the Executive Committee are Officers of the Company.

### ***Membership***

5. The Club will be affiliated to a Federation of the Model Engineers Societies and shall consist of ordinary members (minimum age 10 years) together with such honorary members as are hereinafter mentioned, being equal and entitled to vote at general meetings, together with junior members and probationary (who are not eligible to vote) regardless of religious faith, sexual orientation, ability, or ethnic background. The Honorary President can be changed by the club committee, and shall stand for a period not exceeding 2 years, when the existing President can stand for re-election alongside other candidates; this election is by the club committee members.
6. Every person wishing to become a member of the Society must complete an application form. The membership secretary will notify the applicant in person or in writing if his/her application has been accepted. There will be a probationary period of 6 months for new members. The committee shall have the right to reject any application.
7. All members joining the Society agree to be bound by its rules and to abide by

its Codes of Practice in particular the Safety rules and the requirements of the Societies insurers (these will be issued separately).

8. The committee has the right to reject a renewal of membership.
9. The privilege of being a member is not transferable. The member shall cease to be a member if any subscription remains unpaid 2 months after it was due.
10. A member may at any time, by giving one month's notice to the Membership secretary, resign his membership of the Society. Subscriptions will not be refunded and any property of the Society or its members must be returned.
11. Members may not use the name of the Society or claim to represent it without the authority of the Committee. Members may not use the names of other members without their knowledge and consent.
12. Any permanent change of address must be reported to the membership secretary.
13. The committee shall be entitled to expel any member. A member who is to be considered for expulsion is to be given seven days notice of the meeting of the committee. The member will be entitled to attend and speak his/her case or in certain circumstances, by means of written representations. In all cases the committee will give its final decision in writing. The committee's decision will be final and a simple majority will approve the expulsion.
14. The committee may suspend immediately the membership of any member whose conduct, whether on club premises or elsewhere, is or has been in the opinion of the committee contrary to the interests of the club or injurious to its reputation. Immediately upon the suspension under rule 14 of the membership of any member, the committee shall:
  - 14.1. Cause a committee meeting to be summoned for a day between 14 and 28 days following the suspension; and
  - 14.2. Give notice to the suspended member at his/her address as last notified to the membership secretary under rule 13 of his/her suspension, and inform him/her that if he/she so desires he/she may be present at the said meeting.
  - 14.3. At any such meeting any allegations against the suspended member shall be related to the meeting by a member of the committee, and the suspended member shall be heard in answer, a reasonable adjournment to enable him/her to prepare his/her answer being allowed at the discretion of the committee.
  - 14.4. The decision at the said meeting or at any adjourned meeting

whether to reinstate or terminate the membership shall be taken by vote and shall be final and conclusive.

### ***Visitors***

15. Members may introduce guests to the club, who must sign the visitors book. Bona Fide members of another of another model engineering club will be considered guests of the club and will sign the visitors book. The member introducing the guest shall be responsible for the guest strictly observing these constitution rules and shall not leave the club before the guest. No person who is suspended or terminated as a member may introduce a guest.
16. Exclusion of Liability; Neither the club nor any officer thereof shall be personally liable to any member or guest of a member for any loss or damage to any property occurring, from whatever cause, in or about the club premises, nor for any injury sustained by any member or guest whilst on or entering or leaving the club premises. Any claim should be made to the club's insurance company.

### ***Subscriptions***

17. The annual subscription will be payable on or before the 1<sup>st</sup> of January in each year. Annual subscriptions shall be set by the committee who will notify the membership one month before they become due of any change in the membership rates.

### ***General Meetings***

18. An Annual General Meeting (AGM) will take place within 15 months of the previous AGM.
19. A minimum of 21 days notice will be given of any AGM. If an Extraordinary General Meeting is called, a minimum of 14 days notice will be given.
20. A quorum for a General Meeting shall be 2 members present or by proxy or 10% of the total membership, whichever is the greater.
21. The Chairman of the Committee shall preside over every General Meeting or, if not present, Officers shall elect one of their number as Chairman.
22. Any resolution put to the vote may be decided by a show of hands. A poll may be demanded before or upon the declaration of a show of hands by the

Chairman or at least two members present in person or by proxy, or by any member representing not less than 10% of the total voting rights of all members.

23. The Chairman of the meeting shall be entitled to a second or casting vote.

### ***Committee***

24. The number of Officers shall not be less than two nor more than eleven (including co-opted officers).
25. At each AGM one half of the serving Officers shall retire. The Officers who shall retire will be those who have been longest in Office.
26. The committee may co-opt a member to be an officer, provided the number of officers does not exceed eleven. Co-opted officers must retire at the next AGM but are eligible for re-election.
27. The Officers shall appoint a Secretary of the Company (Society) and may elect a Chairman, a Vice Chairman, and a Treasurer.
28. Any member reaching the end of his third successive year as chairman shall be ineligible from election as chairman or Vice-chairman for a period of eleven months. Appointments are to be approved by members at the AGM.
29. The Committee may exercise all the powers of the Company (Society), except those described in the Articles that require the passing of a resolution at a General Meeting.
30. The quorum for a Committee meeting has been set at four. Minutes will be taken of every meeting. Minutes will also be taken of every meeting of a Sub-Committee. Any member of the society may attend any meeting of the committee as an observer but he or she must not engage in the business of the meeting unless invited to do so by the chairman.
31. A resolution in writing, signed by all the officers, shall be as valid as if a meeting had been convened.

### ***Business***

32. The Committee shall provide safe custody of the Company Seal.
33. Cheques shall be signed by two Officers.

34. The committee will not be held responsible for any expenditure or commitment made by any member of the Society unless the said expenditure or commitment has been authorised by the Committee.
35. The Committee may set subscriptions, joining fees, classes of membership, terms on which classes of membership may make use of premises, equipment etc.
36. The Committee may make regulations for appointment of honorary or associate members.
37. The Committee will arrange for accounting records and annual accounts to be prepared in accordance with statutory provisions. Accounts will be presented to members annually. A balance sheet and reports of the Auditors and the Committee shall be sent to members 21 days before the AGM.
38. These rules may be amended at an Annual General Meeting or Extraordinary General Meeting provided that the amended rules fall within the provisions of the Memorandum and Articles of Association of the Society. Any proposal for an amendment of these rules, signed by the proposer and seconder must be given in writing to the Company Secretary at least 28 days before the due date of such a meeting. Such a proposal must be notified to all members at least 21 days before the due date of such a meeting. The proposal must be adopted by no less than a two-thirds majority of those members present and voting, and take effect from that meeting.
39. If at any General Meeting a resolution for the dissolution of the society shall be passed by a majority of the members present and such a resolution be confirmed at a General meeting held not less than two months thereafter at which not less than three-quarters of the members present support such a motion, the committee shall then, or at some future date as may be specified by the resolution, dispose of the property of the Society according to the provisions of the Memorandum of Association and the society shall then be dissolved.

## **Safety and Health Policy Statement.**

The club requires that all members working at the club site, or any other premises where they represent the club, work in a safe and sensible manner.

### **Points to note**

- ◆ Whatever you do ensure your own and other peoples safety.
- ◆ You are not allowed to work alone at the club site.
- ◆ You must wear the requisite and appropriate safety clothing.
- ◆ Before use check electrical and gas equipment for safe working operation.
- ◆ Make sure hand tools are well looked after.
- ◆ Do not exceed the safe working loads on lifting equipment.
- ◆ Follow all safety signs.
- ◆ Do not wear loose clothing and tie back loose hair.
- ◆ Wear masks when welding.
- ◆ When grinding beware of sparks.
- ◆ Ensure you have been trained in machining operations for the machine in use.
- ◆ Do not allow juniors to be alone in the workshop.
- ◆ Do not allow juniors to use any equipment without supervision.
- ◆ Ensure that the appropriate safety guards are fitted to the equipment in use.

## **Emergency Procedures**

### ***Derailment***

- ◆ Guard place red flag 25 metres behind the train and inform signal box on radio, if available
- ◆ Check passengers and assist if necessary
- ◆ Driver
  - Steam Engine
    - Brake on
    - Shut off Blower
    - Close fire doors
    - Check Water Level
  - Petrol
    - Brake on
    - Turn off
  - If derailed – get help, after above and passengers assisted.
- ◆ Assist passengers as required, e.g. to reboard, escort to station, to club house for minor treatment, phone ambulance, if required (directions and guiding to the site).
- ◆ Notify engine drivers beyond affected area to proceed with caution.
- ◆ Advise signal box/station staff
- ◆ If a person is taken to hospital, the Health and Safety Executive must be advised.

### ***Fire***

In the Clubhouse, Tunnel or Workshops:

- ◆ Initially use a fire extinguisher, but if the fire gets out of hand
- ◆ Evacuate the building
- ◆ Turn off the mains power, if safe to do so
- ◆ Phone for the Fire Brigade and Ambulance if required
- ◆ Keep public back
- ◆ Stop all trains that are running

### ***Evacuation Point***

Ground Level Station



## Child Protection Code of Practice and Procedures

It is possible to reduce situations for abuse of children and help to protect adult members from false allegations being made by promoting good practice.

Some **common sense** guidelines for everyone dealing with children:-

1. Within your organization:
  - ◆ Do not spend excessive amounts of time alone with children away from others.
  - ◆ Do not take children alone in a car on a journey, however short.
  - ◆ Do not take children to your home.
  - ◆ Do not photograph or video children or publish their pictures, without the knowledge and consent of their parents.
  - ◆ Do not publish information, in print or on a website, which may enable someone to contact the child.

Members should never

- ◆ Engage in rough, physical or sexually provocative games, including horseplay.
  - ◆ Allow or engage in inappropriate touching in any form.
  - ◆ Allow children to use inappropriate language unchallenged
  - ◆ Make sexually suggestive comments to a child, even in fun.
  - ◆ Let allegations a child makes go unchallenged or unrecorded; always act. (An Incident Report Form is in the filing cabinet)
2. Visiting your organisation:
    - ◆ Avoid accepting children on site unless they are either accompanied by a parent or guardian or there is a society member present who has been subjected to background vetting. Alternatively, appoint a Welfare Officer who has undergone the appropriate vetting and would be on site at all times the public is present.
    - ◆ Never be in a one-to-one situation with a visiting child.
    - ◆ Except in emergencies or to prevent danger, avoid physical contact with children. Parents or guardians should be asked to lift children on and off rides and where possible, accompany them on the ride.
    - ◆ Clear and concise instructions should be announced before the commencement of each ride.

- ◆ If a child puts itself in possible danger by, for example attempting to touch equipment, being in a hazardous position adjacent to miniature railways or road locomotives or running alongside them, their parents or guardians must be advised. The potential dangers should be pointed out and the parent or guardian asked to supervise the child appropriately.
- ◆ If children enter an operating area they should be instructed to leave and their parent or guardian advised of the reason for the instruction.
- ◆ In the event of distress or injury the parent or guardian must take the initiative to console and administer initial treatment.
- ◆ Nothing above should preclude a member from taking timely action to prevent an accident or injury or to act to treat a life threatening injury.
- ◆ Never let allegations a child makes go unchallenged or unrecorded; always act. (An Incident Report Form is in the filing cabinet).
- ◆ If an allegation is made by a child against a member of the club/society this should be reported immediately to the secretary or appointed officer of the committee. It may be necessary to involve Social Services.
- ◆ Relationships do build up between children and adults, if the child reports of problems at home this must be taken seriously and reported to Social Services. Social Services have a special phone number to which these cases can be referred in confidence. The secretary should have this number in his records and can be obtained from the local office.
- ◆ Remember in all cases of abuse or problems at home ***Just Listen*** - leave it to the experts Social Services to deal with the problem.

## **Policy Statement on Child Protection**

This is as follows: -

The child's welfare is paramount.

- ◆ All children whatever their age, culture, disability, gender, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- ◆ All suspicions and allegations of inappropriate behavior will be taken seriously and responded to swiftly and appropriately.
- ◆ As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document
- ◆ This policy will be kept under periodic review.

# Broomy Hill Railway Operating Procedure

## ***Objective***

The objective of the practices outlined in this section is to ensure that the risk of accident, causing injury or damage, is minimised by all reasonable means. HSME members have a responsibility at all times to take all practical measures to minimise the risk of accidents while running trains on the miniature railways at Broomy Hill.

The primary responsibility of drivers and Members is to the safety and well being of the passengers and other members of the public.

## **1. General Operation**

- 1.1 A suitably competent Society Member, preferably a Committee Member, must be in overall charge of each running day.
- 1.2 A record of each public running session should be kept, showing details of the person in charge, members and guests, and visiting locomotives.
- 1.3 All incidents which had, or may have had, safety implications must be fully investigated and recorded in an incident book at the time of the occurrence. The Committee must consider all such reports and take all appropriate action.
- 1.4 Public passenger running must not be undertaken unless there are sufficient persons available to ensure safe operation, with a minimum of 3.
- 1.5 No driver under the age of 16 years may drive trains when rides are being given to members of the public on the same line.
- 1.6 Drivers under 16 years old, driving when no member of the public is present, must be supervised by a responsible and competent adult riding on the vehicle.
- 1.7 No driver may operate trains on the railway when the public is admitted until he/she is familiar with the layout of the track, its signalling system if in use, its general method of operation, and the areas where particular care is necessary.
- 1.8 No visiting driver is to drive on the track unless his/her name is entered in the Visitors Book, having read, understood and signed for the Operating Information.
- 1.9 If the signalling system is in use, its instructions must be obeyed at all times by all drivers.
- 1.10 Train speed must not exceed 8 miles per hour, or as posted.

- 1.11 Drivers must at all times restrain their speed, making allowances for the braking ability of their train, so that they are able to stop at the direction of the signalling system or within their line of sight
- 1.12 Passengers must not be allowed to ride trains if carrying heavy, awkward or large items which may endanger them or other passengers. In this case they should be asked to leave them on the platform before embarking.
- 1.13 All trains consisting of more than ONE coach must carry a guard.
- 1.14 No passengers shall be allowed to join or leave the train other than at the main station unless:
  1. Special arrangements have been made to use Howards Halt
  2. Or this is necessary because of an incident.
- 1.15 No trains will pass through the station without stopping unless by prior arrangement with the station staff, and knowledge of the passengers.
- 1.16 Drivers of passenger carrying trains should only leave the station at the direction of the guard, if carried, and when the signals permit them to do so.
- 1.17 Locomotives or rolling stock which are not being used must be held away from the station area, off the normal running lines, and out of reach of the public.
- 1.18 Points and signals must only be operated by Society Members who are aged sixteen or over, and who fully understand the implications of their actions.
- 1.19 No members of the public may be carried on trains in conditions of poor visibility or darkness, unless specific arrangements have been made. These must include red tail lights for all trains.
- 1.20 Admittance must be refused to any member of the public whose behavior suggests that he/she may represent a hazard to other passengers.

## **2. Main Station Operation**

### **Station Master**

- 1.21 The Station Master is responsible for the safe operation of the station.
- 1.22 The Station Master is responsible for signing in all members on running days.
- 1.23 He/she must organize the station staff.
- 1.24 He/she must ensure the efficient loading of the trains.
- 1.25 He/she must make sure that only sufficient trains are in use, i.e. if loading is light, to take trains out of service, or to put trains into

service when loading is heavy.

### **Station Staff**

- 1.26 Keep passengers behind the barrier until train has stopped in the station or while another train is moving in the station
- 1.27 To prevent passenger tripping, ensure they walk on the platform, not on the track.
- 1.28 They support the Guard in loading the train, limiting the number of passengers coming onto the platform to the number that can be seated on a train, if there is a queue.

## **3. Guards Duties**

- 1.29 The guard is responsible for operation of the train.
- 1.30 The guard must be equipped with red and green flags plus a whistle.
- 1.31 The guard must ride at the rear of the train.
- 1.32 The guard is responsible for carrying out a brake test.
- 1.33 The Guard must give the signal to the driver to proceed when the train is ready to start.
- 1.34 The guard is responsible for the safe seating of the passengers, ensuring all adult and children face forward.
- 1.35 The guard must ensure that passengers remain seated, do not DRAG THEIR FEET on the ground and do NOT LEAN out of the train and grab passing items.
- 1.36 The guard should advise any passengers with cameras or video cameras should take care not to lean out too far.
- 1.37 The guard is responsible for ensuring that passengers do not attempt to join or alight from a moving train or at a non recognised pick up and set down point unless necessary because of an incident.
- 1.38 The guard must protect the rear of the train, if a locomotive failure or derailment should take place, by drawing the attention of the driver of the following train set by placing a red flag 25 metres behind the train.
- 1.39 The guard will use whistle signals as follows:
  - 1. One long blast....Stop and set brakes.
  - 2. Two short blasts....Release brakes and proceed forward.
  - 3. Three short blasts....Backup.

## **4. The Driver**

- 1.40 The driver must ensure the locomotive he/she is driving meets the requirements laid down in section 7.
- 1.41 All drivers during public running must be 16yrs or over and be passed as competent to drive.
- 1.42 The driver must ensure the couplings are secure throughout the train.
- 1.43 The driver must ensure the braking system is working correctly.

- 1.44 The number of passengers carried on one train is at the discretion of the driver.
- 1.45 The speed limit at Broomy Hill railway is 8mph.
- 1.46 The driver must keep a lookout for obstructions on the track and check the points are set correctly.
- 1.47 The driver must observe and obey all signals.
- 1.48 The driver must obey signals communicated by the guard.
- 1.49 Spark arrestors must be fitted.
- 1.50 All accidents must be reported to the society member in charge.
- 1.51 A train must not move off from the station without permission from the signalman and the guard or stationmaster.
- 1.52 Drivers must give timely notice when wishing to terminate running.
- 1.53 The driver must interpret whistle signals as follows:
  - 1. One long blast....Stop and set brakes.
  - 2. Two short blasts....Release brakes and proceed forward.
  - 3. Three short blasts....Backup.

## **5. Raised Level Track**

### **Station Master**

- 1.54 He/she must ensure the safe operation of the track
- 1.55 He/she must be sure that trains are properly coupled
- 1.56 He/she must ensure that train loading is controlled
- 1.57 He/she must make certain that passengers are warned about leaning over too far (watch for photography)
- 1.58 He/she must tell passengers to remain seated whilst the train is in motion.

## **6. Rolling Stock**

- 1.59 All passenger carrying coaches used by members of the public on the ground level track should preferably run on the 71/4" gauge track. They must be in good condition, be well maintained and provide adequate stability.
- 1.60 Any train used whilst members of the public are admitted must have an adequate braking system,
- 1.61 Any train used for carrying members of the public should preferably have a braking System which operates on at least half of the total number of vehicles in the train including the driving truck if one is used-
- 1.62 No braking systems which act directly on the track may be used at any time.
- 1.63 All trains used whilst the public are admitted must have couplings of

an adequate strength and of a design which makes inadvertent disconnection impossible. Safety chains or links should be used between locomotives and tenders, and between locomotives or their tenders and driving trucks where practicable-

- 1.64 When connecting locomotives to trains and to riding cars, arrangements must be made to ensure correct alignment of buffers or buffing plates, and to ensure that couplings and safety chains are aligned parallel to the track in both horizontal and vertical planes.
- 1.65 All club owned vehicles, or those on loan, used for passenger carrying- must be inspected as per the maintenance schedule to ensure that they are fit for use. A written record of this inspection must be kept. This record must show the date of the inspection, whether the vehicle was fit for use at the time and the names of the individuals who carried out the inspection.
- 1.66 No vehicle which has been recorded as unfit for use may be used for any purpose until it has been repaired and inspected.
- 1.67 If there is any doubt about a vehicle's suitability it must be withdrawn from use at the direction of any two Committee Members.

## **7. Locomotives**

- 1.68 All steam locomotives must have a valid Boiler Certificate which has been issued in accordance with the conditions laid down in 'The Examination & Testing of Miniature Steam Boilers' (New Edition 2006), issued by the Federation of Model Engineering Societies (the Red Book).
- 1.69 Steam locomotives must not be left unattended when steam is raised, unless they are in mid gear with brakes on and drain cocks open, and with an adequate water level in the boiler.
- 1.70 Electric or internal combustion powered locomotives must not be left unattended unless their control system makes inadvertent movement impossible.
- 1.71 All locomotives must be in good mechanical order.
- 1.72 All locomotives must be provided with a means of providing an audible warning of approach.
- 1.73 All locomotives, or the driving truck to which they are firmly attached, must have a handbrake of adequate strength. In the case of tender locomotives this brake may operate on the wheels of the tender.
- 1.74 Locomotives powered by internal combustion engines must only be refuelled in one of the designated areas.

## **8. Infrastructure**

- 1.75 No passenger carrying trains may operate until the track and lineside

features have been inspected to ensure that they are fit for use on the day in question. At least one complete train must travel the entire length of track to be used before any members of the public are carried.

- 1.76 During public passenger running no work may be undertaken on any area of the track without the prior knowledge of the station staff, signal box staff and all drivers. If any work involves disruption to the track itself, train operation must cease until the work is complete. Any person working trackside for more than a few minutes is required to wear a hi-viz vest.
- 1.77 If any doubt about the condition of the track arises during operation, all passenger carrying must cease on that section of the track until all reasonable steps have been taken to ensure safe operations. The effect of any remedial work undertaken must be proved by the passage of at least one complete train through the area in question before passenger carrying is resumed.
- 1.78 There must be no access to the track for motor vehicles, whether belonging to Society Members, visitors or the public whilst trains are being operated. Where it is necessary for road vehicles to cross the track, Society Members must supervise the vehicle movement, ensure the signal box halts all trains before the crossing point and that any drivers of trains are given adequate warning of the danger.
- 1.79 During running days the Broomy Hill Junction Station is run by the Station Master.
- 1.80 The station must be staffed by Society Members who have reached the age of sixteen. Members under sixteen may only participate under the direct supervision of an adult Member.
- 1.81 No members of the public may proceed further than the station area unless they are personally escorted by a Society Member.
- 1.82 Society Members must ensure that their children and those of any of their guests do not create any hazards to the travelling public.

## **9. Changes to Procedures**

- 1.83 Suggestions for changes or additions to these practices should be made to any Committee Member.
- 1.84 The responsibility for changing the practices is held by the Committee of the H.S.M.E.