



# Introduction

## Members Handbook

### Rules and Operating Working Instructions

Can I welcome you to our Society and hope you enjoy being 'on board'.

To make the most of your membership we have produced this Members Handbook, your guide to the structure and organisation of the Bahamas Locomotive Society, one of the few Societies to have a working locomotive on the main line as well its own operating base and museum, at Ingrow on the Keighley and Worth Valley Railway.

This Handbook includes guidance, and the rules and operating working instructions, should you wish to become more involved as a volunteer, which we would encourage you to do. There are many roles to consider; such as the support team to look after *Bahamas* on the main line or our other locomotives at Ingrow, or within the museum, the outside events we attend, or as a 'meet and greet' in the Learning Coach.

Please retain the handbook for your reference and should you wish to actively join our team please do get in contact. And if you have any ideas which you think would be beneficial to your Society do let us know.

A reminder that if you change your address or other details make sure our membership secretary is advised.

Most of all, please do enjoy your membership of our happy band.

Keith Whitmore - Chairman  
September 2018

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## Your Society

The Bahamas Locomotive Society is one of the few mainline locomotive-owning groups that:

- has its own operational base,
- has its own support structure for the repair and maintenance of its locomotives and rolling stock,
- is an accredited museum with an interpretative exhibition on locomotive and railway history open to the public
- has its own archive and library available for research.

The Society works closely with its partners, the Keighley & Worth Valley Railway and the Vintage Carriages Trust, as part of the Rail Story attraction at Ingrow, while remaining a wholly independent organisation. The Society has its own aims, managerial and locomotive operational structures, and procedures.

The headquarters is the former Midland Railway goods shed at Ingrow, which is on a long-term lease from the Keighley & Worth Valley Railway. Created as the Ingrow Loco Museum it is now the Engine Shed, an integral part of the Rail Story concept.

The tasks undertaken in the museum and workshop, as well as outreach events, provides any member the opportunity to become involved with any of the Society's activities as it continues to pursue its aims.

No particular skills are required for anyone who wishes to partake in these activities, for relevant training, mentoring, or guidance, is concurrent with the work we do. Indeed it is found that new volunteers bring their own skills and experience which assists greatly the work of the Society.

We consider that the dedicated volunteer workforce is its own

community; working, maturing and changing as it faces the challenge of continuing to care for the Society's collections.

It is understood, however, that not all members wish to participate in the activities, but are willing to support our aims in other ways.

All Members have free entry to the *Engine Shed*, and are welcome to attend the Annual General Meeting, when there is the opportunity to hear the departmental reports as well as question any of the Officers about current or future plans. We look forward to seeing you.

In addition, each Member receives the *Journal*, published quarterly, which reports on the Society's activities and includes articles on railway or locomotive topics.



## Organisational Structure

The Bahamas Locomotive Society is a Company limited by guarantee, first registered in England as 956100 on 12 June 1969 and is governed by its Memorandum and Articles of Association. Each adult member is liable to a maximum of £1.50 (juniors £0.75) for the liabilities of the Company if it is wound up in so far liabilities exceed assets. The Company has also been registered as a Charity for Educational Purposes as No.259626 since 10 August 1970.

A Committee of Management currently consisting of 11 Directors/ Trustees hold monthly meetings to manage the activities of the Society.

A subsidiary company, Bahamas Loco Trading Limited, was formed in 1991 with a working capital of £5000. This company is responsible for all trading activities, such as locomotive hire, souvenir sales, etc. Profits are covenanted to the Society in return for free use of the Society's locomotives.

The Society is a volunteer-led organisation. As a consequence of the HLF award in 2012 for the overhaul of *Bahamas*, funding became available to provide employment for an Audience Development Co-ordinator and Duty Officers. These two roles were created to help promote the museum and improve awareness of the Society's aims. Notwithstanding these roles, the ethos of the Society is to use volunteer support wherever possible and only resort to the use of contract labour where the skills and expertise are not otherwise available, or as dictated by legislation.



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## The Engine Shed

The Society's base is the *Engine Shed* at Rail Story, a collaborative concept aimed to help 'railway history come alive'. As the Ingrow Loco Museum, the Society is registered (No.1883) under the Arts Council Museum Accreditation scheme.

The museum's statement of purpose is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public in the museum, or via any relevant outreach opportunity.

The museum incorporates an interpretative exhibition and tells a story of the steam locomotive and some of the social history surrounding their design, operation and maintenance. It also provides an introduction to the story of railway enthusiasm and heritage railways.

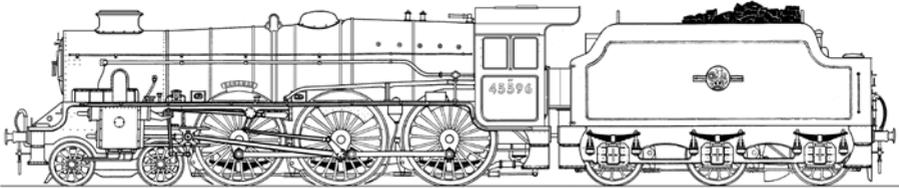
The workshop has the necessary facilities for the maintenance and overhaul of the locomotives and rolling stock either owned by, or in the care of, the Society.

## The collection

The Society owns and cares for various locomotives and items of rolling stock. These are usually based at Ingrow, although operational locomotives may be temporarily housed at Haworth and elsewhere, depending on requests for appearance from heritage railways or other train operators.

Artefacts and objects of railway interest are displayed as part of the

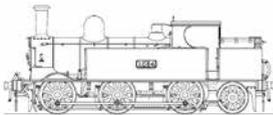
exhibition in the Museum and in the Learning Coach, accessible from Ingrow West station platform. An archive of drawings, books, magazines paperwork and other ephemera relating to locomotive history and the growth of railway enthusiasm has been created and is available for research by prior arrangement.



*Bahamas* was built in Glasgow by the North British Locomotive Co, and entered traffic with the LMS Railway in 1935. The engine was fitted with a double exhaust system in 1961, the last experiment undertaken by BR to improve the performance of its fleet of steam locomotives. *Bahamas* was purchased by the Society in 1967 after withdrawal from British Railways service and has had two periods of operation on the main line. At the time of this publication, the engine is nearing the end of an extensive overhaul supported by the Heritage Lottery Fund.

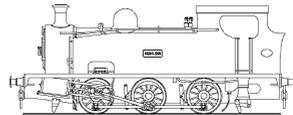
withdrawn from service in 1958 and became the first steam locomotive to be purchased for preservation with money raised by public subscription. The engine was subsequently presented to the National Trust, from whom the Society has a long-term agreement for its care.

1054



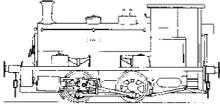
The 'Coal Tank' was built at the Crewe works of the London & North Western Railway in 1888. It was

1704 *Nunlow*



*Nunlow* was built by Hudswell Clarke & Co of Leeds in 1938 for the cement works of G & T Earle Ltd at Hope in Derbyshire. It was purchased by the Society in 1969 and used for many years at the Dinting Railway Centre. Expiry of its boiler insurance certificate in 2018 saw the engine out of use until a repair can be effected to enable it a further 10-years of operation.

2258 *Tiny*



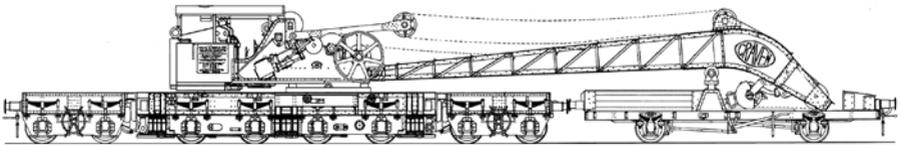
*Tiny* was built in 1949 by Andrew Barclay, Son & Co Ltd at Kilmarnock, and was donated to the Society in 1970 by the North West Gas Board. Originally named *R Walker*, it was renamed *Tiny* soon after arrival at Dinting where it became another regular performer. It is currently awaiting overhaul.

7069 *Southwick*

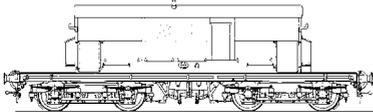
The crane tank was built in 1942 by Robert Stephenson & Hawthorn for William Doxford & Sons Ltd of Sunderland. It was purchased by the Society in 1971, but sold to two members on the closure of the Dinting Railway Centre in 1990. At the time of this publication the locomotive is undergoing dismantling and overhaul to ascertain the full extent of the cost to have it made operational.

Other vehicles in the collection include:

Craven 50-ton steam breakdown crane



SR 'Queen Mary' bogie brake van



Ruston 0-4-0 Diesel shunter *James*



'Learning Coach', a former LMS corridor composite coach

BR Mk2A BFK 'support' coach

Miscellaneous goods vehicles



## Historical overview

The Society's audio CD, *Steam – in our soul*, is the recommended source for those who wish to understand the origins of the Society in 1967, the creation of the Dinting Railway Centre, and the subsequent move to Ingrow in 1990.

The following chronology highlight some of the major events and achievements since 1966.

**1966** - 'Jubilee' Class 6P No. 45596 *Bahamas* withdrawn from service. A request made to BR seeking its purchase price.

**1967** - Stockport (Bahamas) Locomotive Society formed in July and accepts a loan to buy *Bahamas*. The locomotive was purchased in September and sent to the Hunslet Engine Co in Leeds for overhaul.

**1968** - In March, *Bahamas* returns from Hunslet's to Stockport Edgeley in steam. The following weekend it was on view with 70013 *Oliver Cromwell* and 4472 *Flying Scotsman*. The former Dinting loco depot was purchased by a member and leased to the Society for a nominal rent. Working parties commence to make it habitable. *Bahamas* moved from Stockport to Bury for storage before arriving at Dinting during November. McEwan Pratt 0-4-0 'Jacob' arrives on loan.

**1969** - *Nunlow* purchased from Hope Cement Works, 0-6-0ST *Warrington* purchased by a member, and *Scots Guardsman* arrive. Ceremonies held for the renaming of *Scots Guardsman* and the naming of *Warrington*. Limited Company incorporated.

**1970** - *Tiny*, donated by the North West Gas Board, and the steam tram arrive. Society registered as a Charity. The first Vintage Transport Day, with *Bahamas* on display at Glossop station. The Society promotes the first Standard Gauge Steam Convention held at the Renold Theatre in Manchester.

**1971** - Crane Tank *Southwick*, purchased from Doxford's, arrives. *Nunlow* returns to steam after overhaul – the first restoration project. Meeting of the ARPS Return to Steam committee at Dinting.

**1972** - Final payment for the overhaul of *Bahamas* made to the Hunslet Engine Co. Final payment made on the loan to buy *Bahamas*. *Bahamas* first railtour between Shrewsbury and Hereford.

**1973** - New exhibition hall completed. *Leander* purchased by a member, Arrival of the LNWR Coal Tank, on loan from the National Trust, and *Cheltenham* from the NRM. *Bahamas*, *Warrington* and *Cheltenham* travel to the BR Open Day at Reddish. Three railtours between Guide Bridge and Sheffield, two hauled by *Bahamas* and the other by *Leander*.

**1974** - Diesel Hydraulic 0-4-0 RS8 obtained from ICI. Visit by *Flying Scotsman*. *Leander* out on two railtours. George Davies retires as Chairman. Dr Simon Bryant takes his place.

**STEAM** at the DINTING RAILWAY CENTRE  
DINTING LANE, GLOSSOP, DERBYSHIRE  
WHY NOT JOIN THE 'BAHAMAS' LOCOMOTIVE SOCIETY?! – OR JUST COME ALONG TO DINTING  
● ● ● REGULAR STEAMING OF ONE OR MORE ENGINES THROUGHOUT THE SUMMER ● ● ●

**1975** - ex L&Y Medical Officer's saloon arrives. The spur on No.4 road now open for traffic. Avonside 0-6-0ST No.1883 purchased from the National Coal Board, is re-tubed and put into traffic. *Leander* and 'Jacob' to Darlington for S&DR 150<sup>th</sup> event at Shildon. *Leander* on railtour between Chester and Hereford.

**1976** - GCR 2-8-0 arrives from Leicester following axlebox repairs at Longsight. The first Enthusiasts' Day. *Leander* on railtour between Guide Bridge and Sheffield. Two Brake Vans purchased.

**1977** - Brake Van rides replace footplate rides for visitors. Visit by the LMS 4-6-0 5305, double-heads with *Leander* on a railtour. Buxton Model Engineering Society miniature railway opens. *Cheltenham* returns to the NRM at York. Dinting Mutual Improvement Class visit to the NRM.

**1978** - *Blue Peter* and *Bittern* arrive. *Scots Guardsman* restoration complete and hauls two mainline railtours. Visit by *Sir Nigel Gresley* and the 'Midland Compound'. New power signalling system commissioned on No.4 road. Grafton diesel rail crane arrives from ICI.

**1979** - *Leander* departs. Visit by *Flying Scotsman* and *Green Arrow*. *Green Arrow* and the 'Midland Compound' return to York on a railtour.

**1980** - Coal Tank restoration completed and attends the 150<sup>th</sup> anniversary of the L&MR at Rainhill. *Scots Guardsman* attends the event at Liverpool Road, Manchester.

**1981** - Visitors to Dinting exceed 27,000. EM1 26020 arrives on loan from the NRM. Craven 50-ton

steam breakdown crane purchased. Return visit of L&MR *Lion*. Repairs undertaken to *Hardwicke* on behalf of the NRM. Restoration of *Tiny* complete and into traffic.

**1982** - *Blue Peter* returns to steam. Boiler overhaul of *Nunlow* complete. Two groups of Society members fly out to Australia to help with the restoration of a Victoria Railways 'R' Class 4-6-0 and a 'K' Class 2-8-0.

**1983** - The protection of the Landlord & Tenant Act is lost through solicitor's negligence. New refreshment room opens. The platform on No.4 road is completed. Workshop facility built adjacent to the old shed. RS8 wheels and axleboxes overhauled. *Scots Guardsman* withdrawn from service. Work completed on 790 *Hardwicke* to improve its LNWR authenticity and returned to York with the EM1.

**1984** - The treasurer reported that the future of Dinting continuing as a viable concern was in doubt unless income could dramatically increase to offset the rise in rent. Coal Tank was out on the main line for Wilson's brewery shuttle service from Manchester Victoria.

**1985** - *Blue Peter* travels to the Didcot Railway Centre. Visit by LMS 2-8-0 8431 from the KWVR following the Didcot trip, and used for Enthusiasts' Day. The result of a postal ballot of members decides the colour of *Bahamas*, 192 in favour of BR green and 172 in favour of LMS red.

**1986** - Arrival of diesel 0-4-0 *James*, purchased by a member. Coal Tank visits the KWVR, the Severn Valley Railway, and returns with the SLS Cam Camwell railtour on the main line from Shrewsbury. *Blue Peter*, *Bittern*

and the Gresley coach depart to the North East into the care of NELPG.

**1987** - *Lion* arrives during August for repairs. Coal Tank withdrawn for overhaul. Society members fly out to Australia to help with the restoration of a Victoria Railways 'A' Class 4-6-0. 50-ton steam crane boiler re-tubed.

**1988** - The Society celebrates its 21<sup>st</sup> anniversary. *Bahamas* overhaul complete.

**1989** - Contract boiler work undertaken on GWR Prairie Tank at the Crewe Heritage Centre. *Bahamas* returns for its second period of mainline activity with six mainline railtours and two visits to BR open days. *Scots Guardsman* departs.

**1990** - Dinting closes to the public following the Easter Steam Weekend. The nucleus of the collection is relocated to Ingrow on the KWVR. *Bahamas* out on four railtours. *Nunlow* loaned to the Swanage Railway. Coal Tank visits Drax Power Station open day and Manchester Museum of Science & Industry. 'Bahamas Welcome' weekend on the KWVR.

**1991** - Timber extension of Ingrow goods shed demolished to make way for the new workshop. *Bahamas* out on 12 railtours.

**1992** - Steelwork for the new workshop erected and a new roof fitted to the whole building. *Bahamas* and Coal Tank to the BR Longsight open day. *Bahamas* out on three railtours and visits the Midland Railway Centre and BR Leicester open day.

**1993** - Inspection pit and mezzanine floor constructed, and timber cladding

and roller shutter door fitted to workshop. Temporary dividing wall removed between workshop and future museum area. Access road completed. *Bahamas* visits the East Lancashire Railway and out on five railtours.

**1994** - Oil separator and drains completed. Rails fitted to pit. *Bahamas* out on six railtours and main line certificate expires.

**1995** - Track in shed yard connected and the first loco, *James*, enters the workshop. Commence installation of workshop machinery. Contract work commences on boiler for Taff Vale 0-6-2 No.85 for the KWVR. *Bahamas* visits the East Lancashire Railway and the Nene Valley Railway

**1996** - Heritage Lottery Fund grant award for the museum and work starts on cleaning the interior of the stone walls. Partial re-tube of *Bahamas* boiler. Repairs to SR Van. Coal Tank visits the NRM for the 150<sup>th</sup> anniversary of the LNWR. *Bahamas* visits Shackerstone for work on the 'Battlefield Line'.

**1997** - Floor extended from workshop into the museum. Roller shutter door fitted to museum entrance. Concrete apron laid outside workshop entrance. *Bahamas* visits the Gloucester & Warwickshire Railway and later withdrawn from service. Coal Tank visits Shackerstone and Llangollen Railway.



**1998** - Workshop floor completed, and machinery and air compressor installed. Start on clearing museum area and preparation of foundations for balcony steelwork. Coal Tank visits Shackerstone and later withdrawn from service.

**1999** - Old office and loading platform demolished. Floor cleared and balcony foundations completed. Balcony constructed and decorative features added to columns. Brick flooring laid. Replica wooden door with fire exit installed in second doorway. Start on brick dividing wall between museum and workshop. Water, air and electrical services still ongoing. Installation of workshop machinery completed. 85's boiler completed. Provisional registration as a museum granted by the Museums & Galleries Commission.

**2000** - Water services complete. Floor fitted to balcony. Museum flooring completed except for minor details. Track bed excavated and track installed. Dividing wall completed and windows fitted. Boiler lifted from Coal Tank.

**2001** - Overhaul of boiler of 50-ton steam breakdown crane completed.

**2002** - Museum structure sufficiently completed to receive final payment of HLF grant. The audio CD *Steam – in our soul* is completed and released for sale

**2003** - Museum exhibition completed and opens to the public during May.

**2004** - Heritage Lottery Fund grant award for the overhaul of the Coal Tank. Coal Tank's firebox removed from the boiler. *James* is repainted. The last regular Wednesday night

Society meeting in Stockport is held.

**2005** - Website for the Coal Tank created. *Nunlow* visits Lafarge cement works in the Hope Valley. Yorkshire Museums Libraries & Archives Council grant award for the purchase of exhibition display material for *Nunlow's* visit to Hope.

**2006** - First new rivets fitted to Coal Tank's boiler. Railway photographic exhibition held at Ingrow.

**2007** - *Nunlow's* overhaul commences and the boiler removed and sent to Carnforth for repair.

**2008** - *Nunlow* overhaul completed and visits Lafarge Cement to open their new exchange rail link, then takes part in the KWVR festivities to mark their 40<sup>th</sup> anniversary. Ingrow Project Fund is closed after 25 years, having raised over £35,000. Exhibition stand attends the 50<sup>th</sup> anniversary event in Abergavenny of the last train to Merthyr. Visit to Ingrow by HRH Duke of Kent as part of his tour of the KWVR. The Society receives HRA's Certificate of Commendation award for the restoration of *Nunlow* and its return to the Hope cement works.

**2009** - Museum & Libraries Association grant award for improvement to the retail sales area in the museum. Audio documentary on the history of Coal Tanks completed and reproduced onto CD. Wickham trolley sold to the Churnett Valley Railway. The Society applied for and received Accreditation status as a museum.

**2010** - The Chairman, Dr Simon Bryant, retires. Mark Winderbank takes his place. Inner firebox refitted into the Coal Tank's boiler and a new cylinder block manufactured and

fitted to the engine frames. Last Blast Appeal launched to revitalize fund raising for *Bahamas*.

**2011** - The overhaul of the Coal Tank completed and 'launched' before invited guests, and the book *Bashers, Gadgets and Mourners* is published.

**2012** - The Coal Tank portrays three different liveries, re-enacts the last Abergavenny to Merthyr SLS special train with the NRM's 'Super D', and visits the Llangollen and Severn Valley Railways. *Bahamas* and the Coal Tank attend NRM's 'Railfest'. *Bahamas* remains on loan for display in the Great Hall. Coal Tank book receives Railway Book of the Year award. Coal Tank appears in BBC TV's 'Peaky Blinders'. First issue of the Members Handbook.

**2013** - SR Brake Van on loan to the NRM at Shildon. HLF award of £776,000 for the overhaul of *Bahamas* and supporting educational work. *Bahamas* returns to Ingrow from York and the engine moves to Tyseley. Palvan refurbished. 10th anniversary of the museum event. 'Coal Tank 125' event and presentation of the I Mech E Engineering Heritage Award. Vintage Steam Calendar published. 1054 visits GCR at Loughborough, NRM Shildon, and Pontypool & Blaenavon Railway. Riding & Tool Van to RRNE for external restoration. Overhaul of 50-ton steam crane boiler completed.

**2014** - Riding & Tool Van returns from RRNE Shildon and work commences on the internal restoration and exhibition. Museum Accreditation return completed for the Arts Council. Debbie Cross employed as Audience Development Co-ordinator. DVD on the Coal Tank produced. 1054 and *Nunlow* visit Barrow Hill roundhouse.

**2015** - The first two Duty Officers employed and the museum is now open each day. 1054 visits the Severn Valley and Nene Valley Railways, Tyseley Locomotive Works open day, and Warley model railway exhibition at the NEC. BR Mk2a BFK bought as a support coach.

**2016** - Rail Story created in partnership with the VCT and KWVR. Bachmann's model of the Coal Tank introduced. The Journal produced in full colour.

**2017** - The Society celebrates its Golden Anniversary, with a celebration at The Crown Hotel in Stockport. 1054 visits the Bluebell Railway. SR Brake Van visits NRM Shildon. Keith Whitmore takes over the role of Chairman from Mark Winderbank

**2018** - The tender for *Bahamas* is completed and moved to Tyseley. *Nunlow* is withdrawn from service. Rachel Maskel MP, Shadow Rail Minister, launches the Learning Coach. Refurbishment of Mk2A support coach completed by Nemesis Rail. Modifications to the museum shop. *Ingrow - a history of its industry and transport* is published. The overhaul of *Bahamas* is completed at Tyseley.



## Publications

### ***The Journal***

Provided free to members. Originated as a typewritten newsletter in 1967 with the intention of keeping members aware of ongoing activities. The current series continues with this aim, but also features items of railway interest in order to broaden its appeal. The editor welcomes articles or photographs for possible inclusion or correspondence on allied topics.

### ***The Footplate***

An early attempt to provide a magazine for members. Three editions were published 1967/68.

### ***Britannia Pacifics - an appreciation***

A brief overview of the BR Standard Class 7, published in 1967.

### ***Farewell to Steam***

A photographic album from the collection of John Leach, published in 1968.

### ***Two Jubilees***

A booklet providing a brief history of LMS 'Jubilees', focusing on *Bahamas* and *Leander*. Published in 1973.

### ***Illustrated Guide to the Dinting Railway Centre***

This guide ran to some four editions.

### ***The Dinting Story, 1968-1978***

A brief look at the first 10 years of the Dinting Railway Centre.

### ***21<sup>st</sup> Anniversary booklet 1967-1988***

A photographic guide to the first twenty-one years of the Society.

### ***Ingrow Loco Guide***

An ongoing series to cover the topics exhibited in the museum, including:

No.1 - *The Railway Enthusiast*, a guide to model railways and trainspotting.

No.2 - *Nunlow*.

No.3 - *The Coal Tank*.

No.4 - *The Learning Coach*.

### ***Steam - in our soul***

An audio documentary of railway enthusiasm and the rise and fall of the Dinting Railway Centre. Published on CD in 2002.

### ***Bashers, Gadgets and Mourners***

A history of the LNWR Coal Tanks. Published 2011.

### ***Ingrow - a history of its industry & transport***

A brief guide, to help support the exhibition in the Learning Coach, published 2018.

### **Organisational documents**

Copies are held in the office at Ingrow and may be consulted by prior arrangement.

### **Memorandum and Articles of Association**

The formal rules of the Company. Copies available by arrangement via the Registered Office.

### **Emergency Manual**

The basic procedures and guidelines to be followed in event of an emergency at Ingrow.

### **Museum Policies and Procedures Manual**

A guide to the management and control of the collections held in the museum and the policies relating to the welfare of volunteers.

### **Guidelines for Front of House Staff**

A guide for those who perform front-of-house duties in the museum.

## Opportunities for members

The Society relies on its members for the organisation to function and achieve its aims. Although it may be considered that the objects in the collection are the greatest assets, it is the members who are the most important component of the whole, for without them the Society would cease to function and the future of the collection would be in doubt.

Indeed, nothing has changed since the Society's inception in 1967 and the acquisition of the site at Dinting, when the preservation of *Bahamas* relied on people to dig trenches and lay water pipes and electric cables, or repair roofs or point brickwork. Today much of the infrastructure at Ingrow is sound and, other than the care and maintenance of the building, most of the work to 'preserve' our collection is focussed on the care and maintenance of the collection itself and looking after the visiting public.

The range of tasks required to achieve our aims is ever-widening. Indeed the scope, and thus the number, of opportunities for you are almost limitless.

From polishing the locomotives to polishing the display cases, from engaging the public in conversation to engaging the back gears on a lathe in the workshop, or from maintaining the museum to maintaining the small garden, the scope is almost limitless. So the offer is there for anyone to join in and help maintain the collection, to make new friends, and learn a new skill. Indeed, maybe your existing skills and expertise can make a difference to the Society.

Activities are not just confined to helping at Ingrow. With our locomotives likely to operate on a variety of railways, support is

always required. This is not just accompanying the locomotives, for creating and maintaining dialogue with the public encourages and educates them in what we do and how we do it. When *Bahamas* is operating on the national rail network there is also a need for volunteers to support our on-train sale of souvenirs.

Although there is an overriding obligation of care, consideration, and safety in all our activities, the basic concept is that we enjoy them.

Members who volunteer at Ingrow are requested to sign the Day Book located at the signing-on point in the workshop. The Day Book is a means of recording all those on site so as to account for their presence in event of any emergency or evacuation of the building. The assembly point is outside Ingrow West Station building.

In addition, the notice boards in the Workshop display relevant health and safety issues and operational notices. These notices should be consulted to ascertain any additions or alterations in working practices.

A Volunteer Policy has been created to provide a guide to the co-operation and understanding between the organisation and the individual member and is reproduced overleaf. The Safeguarding Policy explains the relationship members are expected to maintain when dealing with members of the public. It is a condition of your membership that you accept and abide by these policies.



# Volunteer Policy

## 1. Museum's statement of purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public in the Engine Shed and Learning Coach at Ingrow, and via any relevant outreach opportunity.

## 2. Purpose

The purpose of this document is to provide an outline of what volunteers can expect from the Society and summarise the responsibilities of all volunteers to the Society. This policy offers guidance as to the nature of the relationship between the volunteer and the Society. It is necessary that before any volunteer undertakes any duty on behalf of the Society, they read, understand and agree with this policy.

## 3. Introduction

The Society welcomes members who wish to volunteer and participate in Society activities. Membership of the Society is open to all persons over the age of 12 years and any member may volunteer to help the Society in continuing to achieve its aims. Some activities may prevent or limit members from undertaking specific tasks, for example, physical strength can be necessary for some engineering work.

## 4. General Principles

4.1 The Society is a not-for-profit organisation and is a limited company and registered charity. The success of its activities relies heavily on volunteer effort.

4.2 A member will usually offer to volunteer his or her services by contacting the Society or coming along to the Museum or Workshop and offering to help. Suitable training and supervision are provided. The Society will benefit from the work carried out and the volunteer will have the satisfaction of helping, developing their own skills and widening their social acquaintances.

4.3 Members/volunteers are covered by the Society's insurance providing that their membership is up-to-date.

4.4 Policies are in place for Health and Safety, working at Ingrow, locomotive operation, safeguarding and general conduct, to be adhered to when representing the Society in any activity. These are available in the Society's Handbook or can be obtained from the museum office. All volunteers are expected to make themselves aware of, and abide by, these guidelines for their mutual protection.

4.5 Volunteers should sign-on before commencing their duties at Ingrow or elsewhere and this implies acceptance of the terms of this policy.

## 5. Volunteer Voice

The Society has a relatively small membership and members can easily make their views known to members of the Committee of

Management whose names are published in the Society Journal. All eligible members have an opportunity to attend the Annual General Meeting to express their views and stand for election to the Committee.

## 6 Problem solving

Members and volunteers are encouraged to bring any problems to the attention of a Committee member. If these are unable to be resolved, and the member considers an appeal is necessary, these may be brought before the Committee of Management as the final stage in the process. If the Committee of Management is unable to resolve the issue, independent arbitration will be sought from outside the Society.

## 7 Health and safety

7.1 Medical examinations are required for certain duties, e.g. footplate work, locomotive support crew. Medical examinations are valid for a fixed period and renewal is arranged as required.

7.2 It may be necessary for the Society to prohibit a volunteer from performing certain tasks, for example, if the volunteer was not able to undertake their duties safely or satisfactorily. In this event the Society may suggest alternative activities or inform the volunteer that their services are no longer required. Membership of the Society will not be affected unless exceptional circumstances prevail.

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## Privacy Policy

The Bahamas Locomotive Society Ltd (the Society) maintains information on each member in order to promote the Society's activities and support the Society's stated aims. This information will have been gathered from each member at the time they completed and submitted their membership application or renewal form. The Society also records information for the sale of goods on behalf of its trading company (Bahamas Loco Trading Ltd) and the care and security of visitors to its museum.

The Society is the sole owner of all this collated information and will not share, sell, or rent this information to anyone other than its trustees, its trading company (Bahamas Loco Trading Ltd) or officers who have responsibility to manage and administer such information in order to fulfil our contractual obligation to

each member or user of the museum. This obligation includes such activities as:

- managing the membership database,
- preparing mailing lists for distribution of the Journal or promotional material such as fund raising, event notification, etc., as may arise from time to time,
- the sale of goods via the Society website as a means to promote its activities and raise funds
- the use of cctv to safeguard members, staff, visitors and the Society's collections.

Details stored may include name, address, telephone number, occupation, email address, cctv images.

Information will be held of past members in order to provide statistics

and trends on membership renewals, non-renewals or resignations, to help with future planning.

Photographs of Society events and activities are collected and maintained in an archive for the purpose of maintaining an historical record of events. These images may be used to report on these activities or promote the Society in accordance with its published aims.

Any changes to this policy will be notified to each member via notification in the Journal and by subsequent amendment of the

Members Handbook, or via the Society website.

Anyone wishing to have their information removed from the database may have to relinquish their status as a member, if, by so doing it obstructs the administration of their contact information.

Requests to see the content of their personal data or seek its removal should, in the first instance, notify the Chairman.



## Safeguarding Policy

### 1. Museum's statement of purpose

The purpose of the 'Bahamas' Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public in the Engine Shed and Learning Coach at Ingrow, and via any relevant outreach opportunity.

### 2. Introduction

The Society has a responsibility to ensure the safety of all visitors to the museum. This document discusses the issues relating to the safety of children and vulnerable adults visiting the museum and museum's duty to its staff to enable them to carry out their work in a safe and responsible manner.

This policy refers to all Society members and employees acting in customer facing roles, whether on-site at Ingrow or elsewhere.

### 3. Definitions

3.1 Children are people under the age of 18 years.

3.2 Vulnerable adults are people aged 18 years or older who need special care by reason of mental or other disability, age or illness and who are unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

3.3 Responsible adults or Carers are people of 18 years or older who have responsibility for the care of a child or a vulnerable adult.

3.4 Museum staff include Duty Officers, Education Facilitators and volunteer members of the Bahamas Locomotive Society who are responsible for the operation of the museum or any outreach activity.

### 4. Code of Conduct

The procedures as directed in the *Guidelines for Front-of-House Staff* must be followed at all times. The following is intended

to apply to specific situations when dealing with visitors who are either children or vulnerable adults.

Staff and volunteers should:

- treat all visitors with courtesy, respect and equality,
- ensure that visitors behave in a sensible manner by pointing out to carers that certain activities may be undesirable e.g. climbing on locomotives, signals, playing in the lift etc,
- ensure that visitors do not enter the workshop area unless authorised to do so,
- in the event of visitors becoming stuck in the lift or toilet, staff should follow the instructions for dealing with these situations,
- ensure that all visitors have left the museum at closing time,
- in the event of an accident, remember that the carer is responsible for giving whatever treatment is necessary. Museum staff can provide first aid equipment and first aid if requested and summon outside help if required. Full details of the incident should be recorded in the incident book.

Museum Staff should never:

- use language which might frighten or upset the visitor,
- have unnecessary contact with the visitor,
- be alone with children or vulnerable adults, e.g. do not take a child to the toilet.

## **5. Allegations**

- 5.1 If a visitor makes an allegation of inappropriate behaviour, this should be reported to the carer immediately.
- 5.2 Both the carer and the member should make a written statement immediately about the incident

and this should be passed to the member of the Committee of Management responsible. Any witness to the incident should be requested to give their details if appropriate. It is important not to say that any information about the incident will be kept confidential.

- 5.3 If appropriate that day's CCTV must be preserved.

## **6. Special situations**

A responsible adult, as defined above, should normally be in charge of the child or vulnerable adult. However members should be aware that vulnerable adults may not be accompanied or even aware of their disability. Similarly a person under 18 years may be unaccompanied and have no disability. Members should treat these visitors in the usual manner but must take care not to assume more responsibility than is normally required, i.e. not to assume the role of a carer.

## **7. Training of Museum Staff**

All members working in the museum, or on outreach duties, should make themselves aware of the *Guidelines for Front-of-House Staff* and this policy. Safeguarding training will be provided by the Society as part of the staff and volunteer induction process.

## **8. Disclosure and Barring Service Checks (DBS)**

Where staff or volunteer roles require significant contact with children or vulnerable adults a criminal records check through the Disclosure and Barring Service may be required.

# Rules and Operating Working Instructions

The following safety rules and guidelines of the Bahamas Locomotive Society (“the Society”) are to be observed by all members and others who may have reason to take part in any form of the Society’s activities or pursuits. In particular are those related to locomotive operation, for which adherence is mandatory.

They have been prepared in recognition of the necessity to ensure that anyone involved in these activities may do so safely and responsibly and in accordance with the overall objectives and aims of the Society.

These Rules supersede all previous issues.



## Section I - Health and Safety Policy

- 1.1 We, the Bahamas Locomotive Society, intend to provide and maintain, so far as reasonably practicable, a safe and healthy working environment, and to enlist the support of the members and the public towards achieving these ends.
  - legislative requirements and conforms to recognised good practices of health and safety,
  - encourages Society members and employees to pursue health and safety matters with the same degree of professionalism and commitment which we encourage in the pursuit of our aims within the railway preservation movement,
- 1.2 We are committed to maintaining the highest possible standards with regard to the safety of our members, our visitors, and all other people affected by our operations.
  - involves and consults the membership and employees to develop an effective health and safety policy and working practices,
  - provides the necessary safe environment, equipment, information, training and supervision to all people who are under our operational control.
- 1.3 We believe that high standards of Health and Safety will contribute to our success and will contribute positively to the success of the heritage railway movement.
- 1.4 In order to achieve this we will ensure that all Society operations implement an appropriate health and safety management system that:
  - effectively identifies, assesses and controls all foreseeable health and safety risks,
  - meets minimum and where practicable exceeds all relevant
- 1.5 To ensure that we meet these standards we intend to:
  - undertake periodic internal and independent audits for compliance with this policy,
  - regularly review, monitor and update all areas of our health and safety policy,

- obtain advice, and fully cooperate with outside authorities and bodies to assist with the development of health and safety matters,
- regularly review this policy in the light of new knowledge, changes in legislation, and developments within the Society.



## Section 2 - Health and Safety Statement

- 2.1 The Bahamas Locomotive Society Limited (“the Society”) recognises its Health and Safety responsibilities under the Health and Safety at Work etc. Act 1974, and associated regulations that have followed the original Act.
- 2.2 The Society has appointed a Director to constantly review and keep up-to-date the Society’s Health and Safety Policy and to liaise with the Keighley & Worth Valley Railway Company’s Chief Safety Officer as required.
- 2.3 The Society will maintain an accident book, which is always available.
- 2.4 The Society will, so far as is reasonably practicable:
- provide and maintain a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy environment,
  - consult with the membership on health and safety matters, and provide such information and instruction as may be necessary to ensure the health and safety of its volunteers and employees, and to promote awareness and understanding of health and safety for all. This will include update and refresher training where necessary.
- 2.5 All Society officials, employees, and members, must comply with their health and safety responsibilities for themselves and for others, and co-operate with the Society to enable it to carry out its Health and Safety duties towards them. Failure to comply with health and safety duties may lead to termination of employment, or membership of the Society, as appropriate.
- 2.6 Prime responsibility for Health and Safety lies with the Chairman and Committee of management of the Society. The Society regards itself as bound by any acts or omissions of the Chairman, any Director, and any Society Officer, provided only that such acts and/or omissions arise out of or during Society business. The prosecution of any Director or Society Officer shall not prevent a further prosecution against the Society.
- 2.7 The Society recognises its duty to ensure that all operations involving movement of vehicles, lifting with cranes or other working in the yard at Ingrow, will be carried out strictly in accordance with the Rule Book of the Keighley & Worth Valley Railway. It further recognises its duty to issue such instructions

as may be necessary from time to time to regulate working within the museum and workshop, or elsewhere. These instructions will be constantly reviewed and updated to reflect changes in regulations and improvements to good working practice.

- 2.8 The Society recognises its duties to the public and all visitors to its premises. The Society will take reasonable precautions to ensure the health and safety of visitors to the museum and workshop.

- 2.9 The Society recognises its responsibilities towards persons who may be undertaking work on the Society's premises. All such work must be carried out strictly within the appropriate regulations and in accordance with the Society's standing instructions, also where applicable the Keighley & Worth Valley Railway rule book. These persons will have responsibility for their own health and safety and that of others.

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### Sect 3 – General

- 3.1 The Committee of Management, its appointed Directors, or Officers, will control the authorisation of members and others to undertake specific tasks, duties or other responsibilities under its auspices.

- 3.2 No person is to undertake any task, or report for duty, under the influence of intoxicating liquor or of any drug that may impair the performance of their task or duties. They must not consume intoxicating liquor or any such drug whilst on duty.

- 3.2 Members on or about any locomotive, rolling stock, or railway infrastructure during any Society event, function, or business on a host Railway, must comply with the Rules and Regulations of that Railway.

- 3.4 Members, or employees, must not undertake any tasks identified as deficient on the agreed Competency Chart unless they are receiving supervision or training in that task.

- 3.5 Unauthorised persons must not attempt to repair, adjust or otherwise interfere with any part of any locomotive, vehicle, machinery, lifting equipment, ladders or staging, welding or cutting equipment, or electrical installation.

- 3.6 Members and employees must ensure that, when on site or elsewhere, any task undertaken is performed in a safe and efficient manner and when dealing with the public be courteous and respectful.

- 3.7 Members or employees involved with Museum 'front of house' duties or as attendants in the Learning Coach must follow the procedures and guidelines in the separate publications: *Guidelines for Front of House staff*; and *Guidance for the use of the Learning Coach*.

## Sect 4 - Working at Ingrow (“site”)

- 4.1 Members, or employees, working on site must sign the Day Book and record their arrival and departure time. Be aware that the first person to sign on each day will nominate themselves as Responsible Officer and will be responsible for any roll call in event of fire or emergency evacuation of the museum/workshop building.
- 4.2 Whenever possible, a minimum of two persons are to be on site at any time to ensure safe working is effectively supervised. Where, for practical reasons, it is necessary for only one person to be on site, they must adhere to the guidelines as stated in the *Standing Instructions for Lone Working*.
- 4.3 Members, or employees, undertaking any task or duty must comply with written procedures and be aware of relevant risk assessments. These are available for consultation in the Museum office.
- 4.4 Personnel working or visiting the Workshop are to wear effective personnel protective equipment suitable:
- for the task in hand,
  - when in the vicinity of work being carried out by others.
- 4.5 Access to the Workshop by visitors may only occur by special arrangement. They must be accompanied by a guide and wear personal protective clothing when asked to do so.
- 4.6 Where a task involves climbing onto locomotives or other structures it is essential to be aware of, and take precautions against, the risk of slipping, tripping, or falling.
- 4.7 Only authorised persons may use tools, machinery, lifting equipment, ladders or staging, gas welding or cutting equipment, electric welding equipment, compressed air equipment, etc.
- 4.8 Safety or protective equipment provided must be used for the relevant task, e.g. safety screens when welding. Always consider their effective use in the event of visitors observing such tasks from the museum.
- 4.9 When working with mobile cranes the person in charge of the work must:
- ensure that an approved Method Statement covering the specific lift or lifts is in place and complied with,
  - comply with any rules or regulations governing the use of such equipment by the Keighley & Worth Valley Railway,
  - ensure that where the jib or any other portion of the crane or load being handled might obstruct or foul any line in use for traffic purposes, or endanger any public access way or footpath, appropriate protection is in place.
  - ensure every member of the lift team understands their role and are made aware of each activity, movement or lift prior to the procedure taking place.

4.10 New volunteers, employees, or temporary Day Members, must undertake the relevant Induction Brief for the task they

wish to undertake. They must be made aware of any relevant health and safety issues before commencement of the task.



## Sect 5 - Movement of engines

5.1 When any locomotive or train is to be operated by Society members on any railway the movement is to be in accordance with the Rules & Regulations as laid down by that Railway.

mishap may cause an obstruction of the main running line, then the locomotive must carry detonators so as to provide protection as laid down by Rule 15 of the KWVR Rule Book.

5.2 The operation of any locomotive or train in Ingrow Yard, or any other part of the Keighley & Worth Valley Railway, is only to be undertaken by Society members who are appropriately authorised and certified. They must be paid-up members of the Keighley & Worth Valley Railway Light Railway Co Ltd.

Notwithstanding the above:

5.6 No unauthorised person must move or attempt to move any locomotive.

5.3 Society members must take instruction from the Railway's Officers concerning the movement or use of any locomotive or vehicle unless that instruction is deemed to be hazardous to personnel or equipment.

5.7 Where possible two authorised persons must be on the footplate when a movement is made.

5.8 No attempt must be made to move any locomotive that is displaying 'Not to be Moved' signs. Only authorised persons may remove these signs.

5.4 Where locomotives or vehicles are to be moved in, or adjacent to, the BLS workshop, or museum building, people at work or visiting must be warned in advance and asked to keep clear of any such movement. Access to public areas must be closed or restricted for the duration of the movement as appropriate.

5.9 Before any movement is made, the whistle, bell or horn must be sounded and anyone working on, or in the vicinity of, the locomotive must be made fully aware of the movement to be made.

5.5 When any locomotive or train movements are to be made in Ingrow Yard, which in event of a

5.10 When shunting is in progress the locomotive crew shall be in charge of all vehicle movements, point changing, coupling and uncoupling of wagons, operation of wagon brakes, and opening and closing of all gates etc. No movement is to take place until the driver is satisfied that all personnel are in a position of safety.

- 5.11 No one shall go between vehicles for any purpose unless the vehicles are at rest. They must receive acknowledgement from the driver before doing so and they must not remain between vehicles during an 'easing up' movement.
- 5.12 After a movement has been made, the locomotive must be properly secured as follows:
- Regulator or throttle properly closed.
  - Tender or handbrake hard on.
  - Engine into mid gear, or neutral.
  - Cylinder drain cocks open.
- 5.13 No locomotive must be left unattended whilst in steam when the public are present.
- 5.14 Fixed signals must be obeyed. In the absence of fixed signals, hand signals from an authorised person must be obeyed.
- 5.15 Under normal working conditions nobody must expose themselves to danger by riding on the footsteps or foot-framing of locomotives. The following exceptions apply.
- During the detection of mechanical faults.
  - Where the design of the steps allow a shunter to stand safely within the loading gauge.
- 5.16 Each Driver and Fireman must:
- attend for duty at the time laid down for his rostered turn, or as instructed, and before leaving duty ascertain the time at which he is again required for duty,
  - when commencing duty ascertain from the notices posted for his guidance anything requiring his attention.
- 5.17 Detonators are to be locked in the designated store when not in use. Written acknowledgment is required when withdrawing and returning them from store.



## **Section 6 - Passenger Carrying Rides in Ingrow Yard**

- 6.1 Passenger carrying rides in Ingrow Yard are operated under the auspices of the Keighley & Worth Valley Light Railway Co Ltd. All staff engaged in the operation must be authorised and certified for their duties.
- 6.2 A 5mph speed limit must be observed.
- 6.3 The SR 'Queen Mary' Brake Van, or similar vehicle which has latched entry doors and vacuum brakes, must be used. The continuous vacuum brake is to be in operation at all times.
- 6.4 The vehicle doors must be closed at all times, other than when passengers are boarding and alighting.
- 6.5 Passenger loading must only take place at suitable steps which must be firm and secure.
- 6.6 All facing turnouts to be clipped.
- 6.7 The lead from the main line must be clipped.
- 6.8 The lead to the Carriage Works must be clipped and locked.

- 6.9 All stock on adjacent roads and on the same roads on which the trips operate to be chocked.
- 6.10 Adequate steps must be taken to ensure that there can be no other movement of a motive power unit within the yard at Ingrow whilst passenger rides are operated.
- 6.11 The sidings in the yard must be fenced off from public access.
- 6.12 The Guard is responsible for ensuring that:
- the vehicle is suitable for operation and is clean, tidy and safe for access by the public,
  - when a Brake Van is being propelled, place yourself in the leading veranda, and be diligent to observe and take any relevant action should any member of the public appear to place themselves at risk.

### **Working Instructions**

- 6.12 All operations must be carried out in accordance with instructions from the KWVR Yard Foreman or Responsible Officer.
- 6.13 When attaching the engine to a Brake Van, couple the engine with the chimney away from the veranda whenever possible.
- 6.14 Carry out a vacuum brake test before the first movement of the day and before any public have boarded the Van.
- 6.15 The route must commence/terminate at the head shunt adjacent to the Engine Shed and one of the two sidings adjacent to the Carriage Works. It must not approach any area directly available to the public.
- 6.16 The Driver is responsible for ensuring that:
- all relevant points/turnouts are clipped,
  - passenger steps are located safely to allow for adequate clearance and safe boarding by passengers,
  - all fences/gates, etc to prevent public access to the running line are in place and secure.

**Section 7 - Hand signals**

7.1 A red hand signal indicates Danger and, except as shown below, must only be used when it is necessary to stop a train. In the absence of a red flag or light, any light waved violently denotes Danger.

Exception: to indicate to a driver that vacuum is to be created, a red light moved vertically up-and-down above shoulder level is to be used.

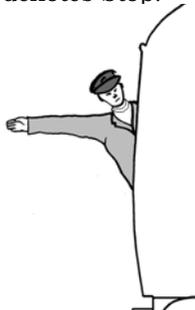
7.2 In the absence of flags and during daylight:

Both arms raised above the head denotes Danger or Stop.

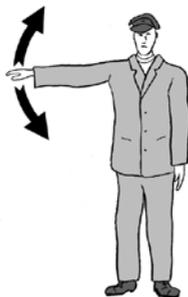
When riding on, or in a vehicle, either arm held horizontal denotes Stop.



Stop immediately



Stop immediately when on a vehicle



Slow down

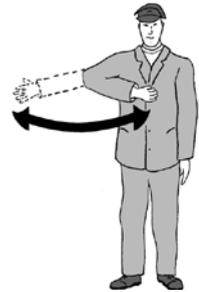
Either arm held in a horizontal position with the hand moved up and down denotes Caution or Slow Down.

Either arm held above the head denotes All Right.



Move away

Either arm moved in a circular manner away from the body denotes Move Away from the Hand signal.



Move towards

Either arm moved across and towards the body at shoulder level denotes Move Towards the Hand signal.

One arm moved vertically up and down above shoulder level denotes Create Vacuum.



Create vacuum