

## Guidance for Volunteers on Northern Station Adoption Schemes

This document copied from the northern rail document is a set of Health and Safety Guidelines to be observed, in addition to the Heaton's Men in Sheds Health & Safety Policies, when working on Northern Rail stations (e.g., Heaton Chapel)

You will be working near the operational railway. **It is an unusual place with many dangers.**

These simple rules are designed to **keep you** and **other users** of the railway **safe**:

- Never go onto any railway track, and do not go onto any part of the railway outside where railway passengers would normally be allowed, unless you have been specifically told you may do so.
- Always report your presence to work on the station and follow the instructions of railway staff.
- Do not come to work on the station if you are under the influence of alcohol or drugs
- Always wear your high-visibility tabard when you are working on or around the station.
- Keep away from any railway equipment, such as cables, ducting or electrical cabinets.
- If a train sounds its horn, raise one hand above your head to acknowledge and reassure the driver that you are aware of its presence.
- If you are being supervised always follow the supervisor's safety instructions. If you feel unsafe at any time STOP, move somewhere safe and seek advice.
- Take care where you put your feet and where you stand when working: most accidents result from slipping or tripping.
- Wear boots with tough soles and ankle support when in the scheme area, and wear gloves or use litter-pickers to handle anything on site.
- If you think something is wrong, such as a person, object or animal on the track, do not intervene.

If there is a member of railway staff nearby, tell them.

Otherwise call the **Network Rail 24-hour helpline** on 08457 11 41 41

To report a crime or an incident call the

**British Transport Police**

On

**0800 40 50 40**

or Text

**6101**

You can call the Northern Customer Experience Centre on **0800 200 6060**

or Twitter or Facebook: **@northernassist**

or by email to **enquiries@northernrailway.co.uk**

You can write the name and contact number for your Northern contact here:

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