1. General and safety

1.1. Shunting is one of the most dangerous activities on any railway and anyone involved in shunting operations must have due concern for the safety of themselves and others at all times.

1.2. A person who has not been trained as a shunter should not control or take part in any shunting operations, including coupling and uncoupling, with the following exceptions:

1.2.1. They are under training and are being supervised by a competent person.

1.2.2. They are a qualified member of the footplate crew attaching to/detaching from trains or engaged in run-round manoeuvres.

1.2.3. If they have passed the PTS and Basic Rules tests, they may couple/uncouple and operate ground frames.

1.3. Any person involved in shunt movements can stop proceedings if they are unclear on the movements taking place or they have concerns over the safety of a movement.

1.4. All persons involved in shunting should remain vigilant with regards to safety.

1.5. When shunting vehicles with an automatic brake system it should always be connected and in operation.

1.6. It is not permitted for passengers to travel in trains which are being shunted.

2. Person in control of movements

2.1. When there is a rostered shunter:

2.1.1. The shunter is in charge of ensuring everyone involved has come to a clear understanding as to what movements will take place.
2.1.2. The shunter should be in possession of the appropriate train staff.

2.1.3. The shunter is in charge of all movements.

2.1.4. The shunter will be the only person to exhibit hand signals to trains required to move, with the following exceptions:

2.1.4.1. When an appropriate competent person has been tasked by the shunter with relaying hand signals on their behalf.

2.1.4.2. When a train is being shunted with the guard on board the shunter should display his signals to the guard, who must then relay them to the driver.

2.1.4.3. Any person can stop a movement by exhibiting a stop hand signal.

2.2. When there is no rostered shunter:

2.2.1. The people involved should come to an agreement as to who is controlling the movements and who will be exhibiting hand signals during them.

2.2.2. The people involved in the movements should come to a clear understanding as to what movements will take place.

2.2.3. If a driver is in possession of the staff he may move his locomotive on his own authority, unless:

2.2.3.1. His train has a guard, in which case he may only move on the guard’s instruction.

2.2.4. If a driver is not in possession of the staff he should only move on the authority of the person holding it.
3. Hand signals

3.1. During any shunting movement only authorised hand shunting signals should be used.

3.2. During darkness, poor visibility or deteriorated conditions the equivalent lamp signals should be used.

3.3. The guard’s right away, a green flag, or a green lamp held steady should not be used to control shunting movements.

4. Propelling movements

4.1. During propelling movements there should always be a person riding in the leading vehicle ensuring the line ahead is clear, controlling the movement with hand signals.

4.2. The person riding in the leading vehicle should have the means to stop the train if required.

4.3. If it is not possible for someone to ride in the leading vehicle, or if there are no means to stop the train from the leading vehicle, the shunter should control the movement from the ground from a point in advance of the leading vehicle.

4.4. If it is not possible for someone to control a movement from the leading vehicle or from the ground in advance of the train the driver may be instructed to proceed cautiously, maintaining a good lookout and ready to stop his train clear of any obstruction.

5. Coupling and uncoupling

5.1. When coupling a locomotive to a vehicle with an automatic brake system the locomotive’s coupling must be used.

5.2. When coupling a locomotive to a passenger train a screw coupling must be used, except:

5.2.1. When the locomotive has no screw coupling, the coach’s coupling or an emergency coupling may be used.
5.3. When coupling a locomotive to a vehicle without an automatic brake system the vehicle’s coupling must be used.

5.4. The following procedure must be followed when coupling up:

5.4.1. Check both the train and the locomotive are secure and no movements at either end are to take place while you are in between.

5.4.2. Tell the driver of the locomotive you are going in between to couple up.

5.4.3. If the train is equipped with an automatic brake, remove the hoses from their dummies/hooks, starting with those of the locomotive.

5.4.4. Couple the locomotive to the train.

5.4.4.1. If using a screw coupling which requires to be tightened, screw it in leaving at least two threads showing towards the centre, with the weight hanging downwards.

5.4.5. Join any ancillary hoses (such as steam heat) together and open any associated valves.

5.4.6. Join the automatic brake hoses together and open any associated valves.

5.4.7. Get out from in between and tell the driver you are clear and you have finished coupling up.

5.5. The following procedure must be followed when uncoupling:

5.5.1. Check both the train and the locomotive are secure and no movements at either end are to take place while you are in between.

5.5.2. Tell the driver of the locomotive you are going in between to uncouple.
5.5.3. If the train is equipped with an automatic brake turn off any
associated valves, split the hoses and leave them hanging.

5.5.4. Turn off any valves associated with ancillary hoses (such as
steam heat), split them and stow them.

5.5.5. Uncouple the locomotive from the train and stow the
coupling.

5.5.6. Stow the automatic brake hoses on their dummies/hooks,
finishing with those of the locomotive.

5.5.7. Get out from in between and tell the driver you are clear
and you have finished uncoupling.

6. Points and ground frames

6.1. Ground frames should only be worked by persons trained in their
operation.

6.2. Persons operating ground frames should ensure levers are fully
normal or reversed before signalling a train to move.

6.3. Where a lever controls a crossover ground frame operators must
ensure the train has fully cleared both sets of points before
moving the lever.

6.4. Persons operating ground frames must satisfy themselves that
nothing is obstructing the blades of any points worked by the
frame before using it.

6.5. Users of hand operated points should ensure the blades have
moved fully over before signalling a train to pass over them.

6.6. Points without facing point locks must be clipped before any train
conveying passengers, including driver experience participants,
passes over them in the facing direction.
7. Securing and stabling vehicles

7.1. Vehicles should not be stabled on the main line without prior permission from the Operating Superintendent, with the exception of certain locations (such as at station platforms) authorised by the Operating Manual or a current Operating Notice.

7.2. Vehicles which are stabled not coupled to other vehicles must have their hand brakes applied.

7.2.1. Vehicles which do not have a functioning hand brake should be coupled to a vehicle with a functioning hand brake when they are stabled wherever possible.

7.3. When securing vehicles/trains during shunts or run round procedures sufficient brakes and/or scotches should be applied to ensure there is no unintended movement of the vehicle(s), taking into consideration the weight of the vehicles involved, and rail and weather conditions.