

The  
**VIRTUAL MUSEUM**  
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**LANCASHIRE & YORKSHIRE RAILWAY**

Operational Documents & Pamphlets

January 1916

Instructions to Staff

Engaged in

Shunting Operations

Extracts from the company's Book of Rules and

Regulations and the appendix to the

Book of Rules and Regulations etc.

(16 Pages)

Lancashire & Yorkshire  
Railway.

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JANUARY, 1916.

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**John A. F. Aspinall,**  
*General Manager.*

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**JANUARY, 1916.**

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**John A. F. Aspinall,**  
*General Manager.*

The attention of the Staff engaged in shunting operations is specially called to the Instructions contained in this booklet.

## **Instructions to Staff Engaged in Shunting Operations.**

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### **Rule 24 of the Book of Rules and Regulations.**

**Servants not to expose themselves to danger.**

The Servants of the Company, more especially those engaged in the working of Trains and in shunting and other similar operations, must not expose themselves to danger; and all are requested to prevent as far as they possibly can such exposure on the part of their fellow-servants, and to spare no opportunity of warning those who neglect to take proper care.

Reckless exposure of himself or others to danger, on the part of any Servant of the Company, will be treated as an offence against the Company's Regulations, and punished accordingly.

### **Rule 23 of the Book of Rules and Regulations.**

**Getting between Vehicles to couple or uncouple them.**

All Servants must exercise proper care in getting between Vehicles for the purpose of coupling or uncoupling them, and Shunting Poles or Sticks must be used when practicable.

### Vehicles with Communicating Gangways.

Men must not go between two Vehicles either of which is fitted with a gangway, or between an Engine and a vehicle so fitted, to couple or uncouple, until both have been brought to rest.

THE SALOONS OR CARRIAGES WHEN IN POSITION FOR COUPLING SHOULD HAVE THE END LOOSE DOORS ON THE ANGLE IRONS REMOVED; THEY MAY THEN BE COUPLED TOGETHER TIGHTLY BY MEANS OF THE SCREW COUPLING, AND AFTER THIS HAS BEEN DONE THE OUTSIDE ANGLE IRONS CAN BE RELEASED BY MEANS OF THE TOP CATCHES AND COUPLED TOGETHER ON EACH SIDE BY THE SIDE HAND LEVERS.

IN UNCOUPLING THESE VEHICLES, THE REVERSE OPERATION MUST TAKE PLACE; THE VESTIBULES BEING UNCOUPLED AND SECURED BACK BEFORE THE SCREW SHACKLE IS RELEASED.

THE GANGWAY ANGLE IRONS MUST **not** BE RELEASED **until** THE CARRIAGES ARE COUPLED TOGETHER TIGHT WITH THE SCREW COUPLING.

WHEN A VESTIBULE VEHICLE IS DETACHED THE GANGWAY MUST BE MADE UP AT EACH END WITH THE BOARD PROVIDED FOR THE PURPOSE, AND ALSO IF A VESTIBULED CARRIAGE THE END GANGWAY OF THE TRAIN.

### Coaching Stock without Communicating Gangways.

Men must not go between two Coaching Stock Vehicles without communicating gangways before they come together, except when this can be done with safety to themselves.

### **Coaching Stock with Short Buffers.**

Men must not go between Coaching Stock Vehicles fitted with short buffers unless the Vehicles are at rest.

### **Stock fitted with Automatic Couplings.**

It is not necessary for men to go between Vehicles fitted with automatic couplings either to couple or uncouple, except for the purpose of dealing with break pipes and heater pipes, and this must not be done until the Vehicles are at rest.

### **Coupling of Wagons with Shunting Poles.**

#### **Use of Shunting Poles.**

AS FAR AS PRACTICABLE no attempt must be made to throw the link over the draw-bar hook by means of a Shunting Pole until the buffers have actually touched. SHUNTING POLES ARE NOT TO BE USED FOR THE PURPOSE OF PINNING DOWN BREAKS, THEY MUST BE USED ONLY FOR COUPLING AND UNCOUPLING WAGONS.

### **Goods Wagons with Screw Couplings.**

Men must, whenever possible, couple Goods Wagons fitted with screw couplings by means of a Shunting Pole, and must not go between the Wagons in order to screw the couplings up until the Vehicles are at rest. When it is not possible to couple these Vehicles by means of a Shunting Pole, men must not go between the Vehicles to couple up until they are at rest, EXCEPT WHEN THIS CAN BE DONE WITH SAFETY TO THEMSELVES.

### **Goods Wagons with Loose Couplings.**

Goods Wagons fitted with link couplings must be coupled or uncoupled with a Shunting Pole, and men must not, except where absolutely necessary, go between the buffers. In cases where this cannot be avoided, they must NOT GO BETWEEN THE BUFFERS, but wait until the Wagons have come to rest, UNLESS THIS CAN BE DONE WITH SAFETY TO THEMSELVES.

### **Double Coupling of Wagons.**

When double coupling of Wagons has to be resorted to, the Vehicles must be at rest before being coupled or uncoupled.

### **Rule 23a of the Book of Rules and Regulations.**

#### **Meeting Trains at Stations.**

When a Train is entering a Station, Porters and other members of the Staff attending on Passengers must stand a few yards apart, a short distance from the edge of the platform, until the Train has stopped, when they must attend to the compartments which are opposite to them, irrespective of class.

#### **Servants not to jump on to Steps or Foot-boards of Trains.**

Servants must not jump on to the steps or foot-boards, or run alongside, of Trains entering Stations.



## **Rule 112 of the Book of Rules and Regulations.**

### **Men to be warned before commencing Shunting.**

Before vehicles are moved in, or shunted into, a Siding, used for repairing vehicles, or for loading or unloading traffic, and before vehicles are moved in or shunted into a Goods Shed or other Building where vehicles are already standing, Guards, Shunters, and others concerned must take care to warn any Companies' Servants or other persons who may be engaged in, about, or between the vehicles; they must also request any person who may be loading or unloading not to remain in or near to vehicles which are likely to be moved by shunting operations, and must satisfy themselves that no Cart or other Road Vehicle is foul of any of the Lines on which shunting operations are about to be performed.

### **Shed Doors to be opened and Wagon Doors to be secured before commencing Shunting.**

Care must be taken to see that Goods Shed doors are open and all is clear before commencing shunting operations in the Shed Lines, and that all Wagon doors are properly secured by the fastenings provided for the purpose, or are in such a position as will ensure that they will not come into contact with any obstruction when the Wagons are moved, care being also taken that the contents are not left in such a condition as would result in their falling from a Wagon when being moved.

## **Rule 113 of the Book of Rules and Regulations.**

### **Double Shunting.**

Double Shunting is strictly prohibited, except when done by Engines specially used for the purpose of shunting, attended by experienced Shunters.

### **Loose Shunting.**

Loose Shunting of vehicles by Engines against loaded Passenger Trains, also Loose Shunting by Engines of vehicles containing Passengers, Live Stock, or Explosives, is strictly prohibited.

### **When vehicle has to be shunted into a Siding.**

When any vehicle has to be shunted into a Siding, the Guard or Shunter must ascertain the position of the vehicles in the Siding before commencing to set back, and the Guard or Shunter must signal the Engine Driver so as to prevent the Train striking the vehicles in the Siding, or the buffer stops, with too much force.

### **Propping, Tow-Roping and Chaining.**

The movement of vehicles by means of a prop or pole, or by towing with a rope or chain attached to a Locomotive or vehicle moving on an adjacent line, is prohibited except in cases where specially authorised by the Superintendent of the Line.

### **Shunting Trains in Sidings which extend through Goods Warehouse.**

Great care must be observed by Drivers and Guards when shunting into Sidings which extend through Goods Warehouses.

### **Shunting in Goods and Coal Yard.**

Before vehicles are moved in or shunted into Sidings or Warehouses, care must be taken to see that Horses, Carts, and other vehicles are removed out of danger, and where persons are working in, about, or between Wagons, they must be requested to move to a place of safety.

It is not sufficient that a person in charge of a horse and cart be cautioned or told to remove them, or that persons working in or about wagons be requested to move ; it is the duty of the Company's Servants to see that all is clear before a shunt is made.

### **Loose Shunting Vehicles into Goods Sheds, Loading Docks, Stages, Warehouse Platforms, &c.**

In order to avoid risk of accident to men conducting shunting operations, all concerned are hereby instructed that, wherever it can be avoided, vehicles should not be loose shunted into Loading Docks, Stages, Warehouse Platforms, &c., unless the breaks are so arranged that they can be applied without risk to the men operating them.

### **Placing of Vehicles on Single Lines during Shunting Operations.**

Vehicles must not during shunting operations be allowed to stand on the Passenger Line on a greater gradient than 1 in 260, unless the Engine is at the lower end of the Train.

### **Securing of Wagons in Sidings.**

Accidents have occurred through Wagons running out of Sidings in consequence of the breaks not having been properly pinned down before the Wagons were left. Under no circumstances should a Wagon or Wagons be detached in a Siding and left there without a sufficient number of breaks being securely fastened down, regard being had to the number of wagons, the gradient, and the weather conditions.

### **Detaching Wagons from Main Line on Falling Gradients.**

When Wagons have to be shunted to opposite Main Line and allowed to run into the Sidings by gravity, the Train or Pilot Engine concerned in the operation must not leave the Main Line to which the Wagons have been shunted until they have run from it clear into the Sidings.

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### **Rules to be observed during Shunting Operations.**

1. When performing actual shunting operations (whether to or from the Main Line, in Sidings or Goods Yards), as distinct from the shunting described in Rule 5, the Engine Driver must work only to Signals given by the **Guard, Shunter, or other person** in charge of the operation, as specified below.

2. A Driver must not run against Fixed Signals of any sort, unless instructed to do so

## Rules to be observed during shunting operations.

—*Continued.*

by the Signaller or person in charge of the operation, who must himself have been duly authorised by the Signaller.

3. A Driver must not move his Train, even when a Fixed Signal is lowered, until he has received a Hand Signal to do so from the **Guard, Shunter, or other person** in charge of the operation; and if the Train has to be set back, the **Guard, Shunter, or other person** in charge of the operation must see that the Fixed Signal is lowered before signalling to the Driver, or if there be no Fixed Signal, must first have received a Hand Signal from the Signaller. When it is necessary to prevent a Train or Engine from leaving a Siding the Signaller may put the signal leading from the Siding to Danger, but must not alter the points until he has received an assurance that the Driver clearly understands what has been done.

4. The **Guard, Shunter, or other person** in charge of the operation will be held responsible for seeing that the Train clears the points through which it has to set back before signalling to the Signaller to alter them, and also that the points are properly set for the direction in which the Train has to travel before signalling to the Driver to set back; if there be no Guard or Shunter working with the Engine, or if he be necessarily absent, the Driver must, as far as possible from the footplate, see that the points are set for the direction in which he requires to travel.

## Rules to be observed during shunting operations.

—*Continued.*

5. If a Train be set back into a Siding, or on to a Branch or Loop Line, or shunted across from one Main Line to another for another Train to pass, the Driver will be held responsible for seeing that his Engine clears the points. Before re-starting, the Driver must, if there be no Fixed Signal to control the departure of the Train, receive a Hand Signal from the Signaller, and after he has started must see that he travels in the proper direction in accordance with Rule 151.

6. If a Train be drawn into a Siding, or on to a Branch or Loop Line, for another Train to pass, the **Guard, Shunter, or other person** in charge of the operation will be held responsible for seeing that the whole of the Train clears the points before signalling to the Signaller to alter them, and also that, before signalling to the Driver to set back, the points are properly set for the direction in which the Train has to travel.

7. When giving Hand Signals to Drivers of Engines engaged in shunting operations, the person giving the Signals must place himself in such a position that the Signals will not be taken by any other Driver than the one for whom they are intended.

## Instructions to Staff engaged in the Working of Capstans, Cranes, and Jiggers.

1. Only persons duly authorised must work steam, hydraulic, electrical, or power-driven machinery.

2. **Capstans.**—Before putting any capstan in motion, or in the case of constantly revolving capstans, before putting the rope round, warning must be given to all men working in the immediate neighbourhood, and such warning must be acknowledged by them.

3. The Capstanman must not attempt to draw more than 8 loaded or 14 empty Wagons at one time on a straight level road. Great care must be exercised in drawing Wagons towards the capstan to see that the working is so regulated as to prevent the hook flying off as it leaves the Wagon.

4. The ropes when not in use must be left clear of the capstan, railway lines, and cart roads.

5. The hauling in of light rope by capstan is prohibited, and slack rope must be hauled in by hand.

6. **Cranes and Jiggers.**—It is to be clearly understood that the maximum lifting capacity marked on a crane includes the weight of the article to be lifted plus the weight of crossbar, sling chains, &c.

7. In the case of Hand Cranes the greatest caution must be exercised in lowering weights, as any jerky motion puts excessive strain on the

crane. No weight must be lowered by the brake if it exceeds half the registered capacity of the crane, all weights above this must be carefully lowered by the crane handles, assisted by the brake. In taking up slack chain or lowering the chain without weight attached it is extremely dangerous to pull the wheels round by hand, the handle must be used in all cases.

8. All Hand Cranes are fitted with loose handles, and before any weight is lowered by the brake unassisted by the handles, the latter must be taken off their squares before commencing to lower. When the handles are required for use on the crane, they must be fitted on their squares carefully so that there is no undue wear and tear, and on their becoming unduly slack on the squares they are to be reported to the District Hydraulic Foreman, who will have them made a proper fit. It is very desirable that each crane should have its handles always ready for use, and on no account must the handles be taken from one crane for use on another.

9. In working hydraulic, electrical, or other power-driven cranes and jiggers, care must be used in putting them in motion, so as to prevent jerking the chains or ropes against the pillars or jibs.

10. The rams of Hydraulic Cranes must never be forced up rapidly to their full height, but must always be worked gradually to avoid injury to the machinery.



