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## Daily Run Sheet (Template)

### Safety and Operational Checks

Guidance – This template provides guidance on the minimum required safety checks for operation of a Model Engineering facility. It is provided as a word document and may be edited to suit any unique or individual requirements for each site.

### Operating Record

Operating Information	
1. Date	
2. Day Controller Name	
3. Event (e.g. running day, birthday party hire etc.)	
4. Note members in charge of other parts of operation if applicable, e.g. boating pond, scale railway display, miniature traction engines, car track etc.	

### Opening Checks

Item to be checked	Yes	No	N/A
1. Signage – Information and safety signage put out and/or in place.			
2. Building fire exits – clear and unlocked.			
3. Check first aid kit is stocked and readily available.			
4. Fire fighting equipment – hoses/buckets/extinguishers in place & serviced.			
5. Track inspection – check for obstructions, visually check track condition, alignment and encroaching vegetation. Visually check track fastenings, expansion joints etc.			
5. Points, traversers etc. – check for correct operation and including operating levers and locking mechanisms.			
6. Signalling – where in use check operation and test interlocking with points etc.			
7. Check permanent fencing including gates and latches, or erect temporary fencing (where used). Check public access to steam bays/train preparation, equipment storage, workshop areas, boating pond and or car track is appropriately controlled.			
8. Ensure members at station are familiar with safety briefing to be given to passengers. This may be a pre-recorded message.			
9. Brief any visiting drivers on operating rules, hazards and hazard controls, including locomotive preparation, battery charging and refuelling areas			
10. Turn on air compressor/water/low voltage power for steam locomotive preparation. Ensure there is an adequate water supply for steam locomotives/vehicles available in operating area.			

## Operation Checks

Items to be checked during preparation, as trains & scale road vehicles leave preparation area and during operation	Yes	No	N/A
1. Check driver's licence, or supervision of trainee drivers			
2. Check current boiler certificate for steam locomotives & traction engines			
3. Check current safety inspection certificate for all locomotives & miniature road vehicles. (Check travellers list for visiting equipment)			
4. Check speedo is in use and in clear view of driver			
5. Check locomotive horn or whistle is functioning and audible			
6. Check passenger trolleys have a current inspection certificate			
7. Check all passenger trolley drawbars, couplings and safety chains			
8. Check brakes apply and release correctly on all braked passenger trolleys			
7. Where there is more than one passenger trolley ensure there a suitable means of preventing passenger's arms or legs entering the space between trolleys (e.g. flexi skirt or leg shields)			
8. Record Equipment Operated - Locomotives/ Road Vehicles on following page			



### During Operation

Day Controller/Manager must visually monitor speed and following distance of trains and scale road vehicles. Maintain a view of as much of the operation as possible



### Any Accident, Incident, Hazard or Near Miss must be Recorded

Club accident/form to be completed. Any accident that causes or has the potential to cause serious harm must be reported to WorkSafe and our MEANZ Rep

## End of Operation Checks

Item to be checked	Yes	No	N/A
1. Once all running is complete – lock points, traversers etc.			
2. Put away or secure fire fighting equipment – hoses/buckets/extinguishers			
3. Store or secure first aid kit & equipment.			
4. Signage – Information and safety signage put out and/or in place.			
5. Signalling – where required put away portable signals etc. Turn power off to signalling system.			
6. Take down and store any temporary fencing. Check access gates are secured as required			
7. Turn off air compressor and drain air receivers/water supply/low voltage power			
8. Turn off air compressor and drain air receivers/water supply/low voltage power			
9. Check any electric locomotives are connected to chargers if required			
10. Lock all external doors and set security alarm			

# Record of Equipment Operated

Locomotive/ Road Vehicle	Driver	Licence ✓/✗	Horn/ Whistle ✓/✗	Speedo ✓/✗	Boiler Certificate /Safety Inspection Certificate ✓/✗	Coupling & Safety Chain ✓/✗	Brakes ✓/✗
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