



Swanage Railway Co Ltd
Swanage Station
Station Approach
SWANAGE
BH19 1HB

01929 425800

GENERAL GUIDANCE FOR GUARDS

- You must sign on for duty to confirm that you have no COVID-19 symptoms and you have not knowingly been in contact with anyone with COVID-19 virus symptoms for 14 days.
- At the signing on point you will find hand sanitiser, wipes, gloves and disposable face coverings. You are welcome to bring your own face covering if you prefer. A supply of the above are also available in the Guards Van on the train.
- We suggest you bring with you your own food and drink, and it will be possible to use the Staff room at Swanage to make a hot drink. The Birds Nest seating area will be available for staff to sit away from the public.
- The guards compartment and the rest of the train will have been sprayed with an anti-viral disinfectant which protects surfaces for up to 30 days. This has been widely used on most public transport.
- Guards should wipe surfaces in your compartment when you first enter and as required there after. Additional "Public Access Restricted" signs will be displayed either side of the guards door on the corridor side.
- When preparing the train, please open all windows if weather conditions allow.
- The toilets on the train should be all locked out. Direct passengers to the station toilets at Swanage.
- Station staff will be responsible for boarding all passengers and one disabled space will be available in the guards van with one carer.
- When boarding is complete and the train is ready to depart the station manager will inform you.
- A guide will be in place as to what information you need to convey to the passengers via the Public Address system.
- The train will be cleaned between trips by our contractor before the next passengers are allowed to board.
- At both Swanage and Norden the run round will be as usual except the secondman/fire man will operate the ground frame at both ends at Norden. On return to Swanage you will have adequate time to complete your duties after passengers have left the train.
- Provision will be made for buggies to be left on the platform and no bikes or dogs (except assistance dogs) will be allowed to travel.

Ashley Haines
1st July 2020