

NOT PROTECTIVELY MARKED



**POLICE
SCOTLAND**

Keeping people safe

**Attendance At Incidents Involving Trams
Standard Operating Procedure**

Notice:

This document has been made available through the Police Service of Scotland Freedom of Information Publication Scheme. It should not be utilised as guidance or instruction by any police officer or employee as it may have been redacted due to legal exemptions.

This SOP provides clear direction and procedural instruction to provide a consistency of response in accordance with force policy, however it is recognised that policing is a dynamic profession and the standard response may not be appropriate in every circumstance. In every situation, your decisions and actions should be supported by the National Decision Model and based on the values and ethics of Police Scotland. You may be expected to provide a clear and reasonable rationale for any decision or action which you take.

Owning Department	Corporate Services
Version Number	4.00
Date Published	17/01/2020

NOT PROTECTIVELY MARKED

Compliance Record

Equality and Human Rights Impact Assessment (EqHRIA): Date Completed / Reviewed:	04/06/2013YY
Information Management Compliant:	Yes
Health and Safety Compliant:	Yes
Publication Scheme Compliant:	Yes

Version Control Table

Version	History of Amendments	Approval Date
1.00	Initial Approved Version	22/10/13
2.00	As per instructions from ACC Higgins contained in Force Memo PS061/16 – First Officer at Scene Actions/Shared Situational Awareness Police Scotland now using METHANE framework.	05/03/14
3.00	SOP re-formatted to new template aligned to corporate identity.	01/09/16
4.00	Rider added during SOP Review	17/01/2020

Contents

1. PURPOSE
2. TRACK AND ELECTRICAL SAFETY
 - 2.1 REQUIREMENTS AND CONSIDERATIONS
 - 2.2 POLICE OFFICER EQUIPMENT – SAFETY IMPLICATIONS
3. ISOLATION PROCEDURE
 - 3.1 ISOLATING THE OVERHEAD LINE EQUIPMENT (OLE)
 - 3.2 ISOLATING A TRAM VEHICLE FROM THE OLE
4. INCIDENT HANDLING
5. INITIAL POLICE ACTION
6. MAJOR INCIDENT INVOLVING THE TRAM NETWORK
7. OFFENCES INVOLVING DRINK OR DRUGS
 - 7.1 RELEVANT PERSONS
 - 7.2 BREATH TEST PROCEDURE
8. REPORTING AND RECORDING OF ACCIDENTS
9. CLOSED CIRCUIT TELEVISION (CCTV)
10. LEGISLATION APPLICABLE TO TRAMS
 - 10.1 EDINBURGH TRAM (LINE ONE) ACT 2006 AND EDINBURGH TRAM (LINE TWO) ACT 2006
 - 10.2 EDINBURGH TRAM BYELAWS
11. ROLES AND RESPONSIBILITIES
 - 11.1 EMERGENCY SERVICES
 - 11.2 EDINBURGH TRAMS LIMITED
 - 11.3 HEALTH AND SAFETY EXECUTIVE
 - 11.4 OFFICE OF RAIL REGULATION (ORR)/ RAILWAY ACCIDENT INVESTIGATION BRANCH (RAIB)

Appendices

Appendix 'A'	List of Associated Legislation
Appendix 'B'	List of Associated Reference Documents
Appendix 'C'	Illustrations
Appendix 'D'	Electrical substation locations
Appendix 'E'	Incident handling
Appendix 'F'	General information
Appendix 'G'	Approach routes and access points
Appendix 'H'	Contact and resources
Appendix 'I'	Major Incident Involving The Tram Network
Appendix 'J'	Frequently asked questions
Appendix 'K'	Glossary of terms

APPENDICES

		In Use
Appendix 'A'	'C' Division	No
Appendix 'B'	'V' Division	No
Appendix 'C'	'P' Division	No
Appendix 'D'	'A' and 'B' Divisions	No
Appendix 'E'	'E' and 'J' Divisions	No
Appendix 'F'	'N' Division	No
Appendix 'G'	'G', 'U', 'Q', 'L' &'K' Divisions	No
Appendix 'H'	'D' Division	No
Appendix 'I'	List of Associated Legislation	Yes
Appendix 'J'	List of Associated Reference Documents	Yes
Appendix 'K'	List of Associated Forms	No
Appendix 'L'	Illustrations	Yes
Appendix 'M'	Electrical substation locations	Yes
Appendix 'N'	Incident handling	Yes
Appendix 'O'	General information	Yes
Appendix 'P'	Approach routes and access points	Yes
Appendix 'Q'	Contact and resources	Yes
Appendix 'R'	Major Incident Involving The Tram Network	Yes
Appendix 'S'	Frequently asked questions	Yes
Appendix 'T'	Glossary of terms	Yes

1. PURPOSE

- 1.1 This Standard Operating Procedure (SOP) provides information and guidance surrounding the tram network in Edinburgh.
- 1.2 Its purpose is to provide police officers and police staff with relevant safety advice and outline processes and procedures that will support staff when dealing with tram related incidents.

2. TRACK AND ELECTRICAL SAFETY

2.1 REQUIREMENTS AND CONSIDERATIONS

- 2.1.1 Police officers must wear high visibility clothing when dealing with any incident involving a tram.
- 2.1.2 The tram network operates in both 'on-road' and 'off-road' sections and normal speed limits will apply on a road, however, trams can travel up to 43.5mph 'off-road'.
- 2.1.3 Incidents taking place within the 'on-road' sections should be treated in a broadly similar fashion to any other incident on a road. Incidents within the 'off-road' sections should be treated with extra caution, and the principles applied in responding to Network Rail occurrences should be followed.
- 2.1.4 **Safety is paramount.** Due consideration must be given to the additional safety precautions that need to be observed when working with the tram network.
- 2.1.5 When attending any incidents on or close to the tram route a request for a STOP or CAUTION on the tramline should be considered, dependent upon circumstances. Contact should be made with the Area Control Room (ACR) as staff there have a dedicated telephone number to contact Edinburgh Trams Control Centre.
- 2.1.6 Trams travel very quietly and sometimes at significant speed, therefore, due to this factor officers must be mindful of risk and lookouts should be considered whilst awaiting confirmation that it is safe to approach the relevant area.
- 2.1.7 A significant hazard regarding the tram network is the overhead line equipment (OLE), which provides the electrical power to trams. The OLE carries a voltage of 750v direct current (DC). High voltage electricity can jump a gap therefore is capable of arcing and causing death.
- 2.1.8 Recognising that high voltage lines are between 5.8 and 6.2 metres above ground level when undamaged, the Scottish Fire and Rescue Service (SFRS) applies a safe working distance of 3 meters from the OLE and officers should strictly observe this.

NOT PROTECTIVELY MARKED

- 2.1.9 Signs along the tram route highlight the risk of electrocution to members of the public as there will always be a risk of injury whenever electricity is present.
- 2.1.10 Due to the potential dangers posed by the OLE, any member of the public / utility company who wishes to carry out work within 2 meters of the rail or OLE must apply to City Of Edinburgh Council for authorisation. Activity can include the use of ladders/ any work where part of the site, tools, materials or machines could enter the Edinburgh Trams Hazard Zone (Appendix L)
- 2.1.11 Although Edinburgh Trams has developed an awareness campaign, police officers need to be aware that such authorisation is required as failure to apply for such works is an offence under The Edinburgh Tram Byelaws.

2.2 POLICE OFFICER EQUIPMENT – SAFETY IMPLICATIONS

- 2.2.1 Police officers are reminded that the use of officer safety equipment in any situation carries with it some form of risk.
- 2.2.2 In relation to the use of CS Spray on the tram network and near to the OLE, officers should ensure that the spraying jet should be outwith 3 metres (9ft) of the OLE at all times.
- 2.2.3 The main concern regarding incapacitant spray use and OLE proximity is that the potential to conduct an electrical current through the jet stream and electrocute the user exists, however, the risk is similarly low.
- 2.2.4 In relation to the risk of ignition following an officer deploying CS spray onto tram tracks, the risk has likewise been deemed low as the propellant is designed to dissipate quickly.
- 2.2.5 The use of a police issue baton within a tram does not raise any additional concerns regarding the risk of electrocution and deployment of such equipment in the vicinity of a tram again carries minimal risk, subject to the afore-mentioned 3m minimum safe distance from the OLE.

3. ISOLATION PROCEDURE

3.1 ISOLATING THE OVERHEAD LINE EQUIPMENT (OLE)

- 3.1.1 Ground-level police activity in the vicinity of a tram should not normally result in officers being within the 3m minimum safe distance if the OLE remains intact, however, at any incident where police officers are required to or may be likely to come within 3 metres of the OLE, for whatever reason, then isolation **MUST** be requested via the ACR.
- 3.1.2 Operations within 3 metres must not commence until isolation **AND** earthing have been confirmed by the ACR and SFRS personnel respectively.

NOT PROTECTIVELY MARKED

- 3.1.3 The OLE consists of centre and side poles, span wires and building fixings varying in height from 5.8 metres to 6.2 metres above rail level.
- 3.1.4 A numbered plate identifies each supporting structure and officers should quote this upon a request for isolation to ensure the correct section has been identified. (Appendix L)
- 3.1.5 The Tram Control Centre has the facility to remotely isolate sections of the OLE, or the whole network in its entirety if required. Confirmation regarding the state of the network will be relayed to the ACR to advise officers at the locus.
- 3.1.6 Isolation means that the power to the OLE has been switched off and it is safe to approach but **not safe** to come into direct contact with the contact wire.
- 3.1.7 The Scottish Fire and Rescue Service now has the capacity to carry out local earthing operations utilising eight deployable appliances. When a request via the ACR to Edinburgh Trams Control Centre has been made for isolation and earthing to be undertaken, confirmation must be received that the OLE system at the specified location is isolated and earthed prior to dealing with any incident within the safe working distance.
- 3.1.8 Officers at the scene may receive a message back via the ACR stating that the OLE has been isolated and that SFRS personnel are attending to apply earthing at the scene. In this situation **no operational activities** will take place within the safe working distance until SFRS personnel have attended and confirmed that the system is earthed.
- 3.1.9 Once earthed, this means that the OLE has been isolated and earthing equipment has been applied to ground to remove any potential residual current or accidental re-energisation.
- 3.1.10 Electrical sub-stations which provide power to the OLE are situated along the tram route. (Appendix M)
- 3.1.11 **The danger of serious injury or death resulting from failure to isolate the current cannot be over emphasised. The OLE must be treated as live at all times until confirmation of isolation and earthing has been received.**
- 3.1.12 Police officers should take the advice of the senior SFRS Officer and Edinburgh Trams Incident Officer (TIO) regarding scene safety and only when the scene is declared safe should the police deal with the incident. Rescue is primarily the responsibility of SFRS.

3.2 ISOLATING A TRAM VEHICLE FROM THE OLE

- 3.2.1 Electricity is transferred from the OLE to the tram by way of a hydraulic arm on the roof known as a pantograph. This provides power to the tram and ancillary equipment. A battery system within each tram operates the ancillary equipment such as lights when there is no supply from the OLE. The battery does not provide any motive power for the tram.
- 3.2.2 The main electrical components are located on the tram roof, which includes various capacitors and regulators. Trams can be isolated from the OLE by lowering the pantograph. This can be done in an emergency by operating the emergency isolation button, which is located externally on tramcar 'C'. Tramcar 'C' is directly below the pantograph. (Appendix L).
- 3.2.3 By operating the emergency isolation button, the pantograph will be lowered within seconds and the power to the tram, ancillary circuits and battery will all be isolated. It should be noted, however, that the capacitors on the tram roof hold a **residual charge for 5 MINUTES** after disconnection from the OLE.
- 3.2.4 Access can be gained to the emergency button via a breakable cover.
- 3.2.5 Doors can be opened from inside using the internal emergency over-ride levers once isolation has been activated and from externally by a square key which the driver has at their disposal. (Appendix L)
- 3.2.6 Where police officers are the first emergency service personnel to arrive at an incident and confirmation has been obtained that it is safe to approach, the decision to isolate the tram should be taken following discussions with the other emergency services, unless it is apparent that the tram has to be isolated from the OLE immediately (i.e. where a person is entangled or if the vehicle is on fire etc.)
- 3.2.7 However, if the OLE is damaged, obstructed or hanging down, including touching the ground, or if there are any objects hanging from the live OLE or any displaced wire connected to it, even if touching the ground, consider it to be live and do not approach.
- 3.2.8 If a tram is completely derailed i.e. with none of its wheels on the rails, **KEEP WELL CLEAR.**
- 3.2.9 Most incidents are not likely to require power isolation or the fore-going emergency procedures to be implemented, however, if in doubt do not approach the vehicle or the equipment until you have confirmed that it is safe to do so.

4. INCIDENT HANDLING

- 4.1 Police officers from the Police Service of Scotland (PSoS) will be responsible for law enforcement on the tramway on both the 'on-road' and 'off-road' sections. There will be no dedicated police unit to service the policing requirements of the Edinburgh tram network.
- 4.2 When attending any incidents associated with or in close proximity to the tram network, police officers are reminded that they must be aware of their own personal safety and carry out a dynamic risk assessment.
- 4.3 Where an incident occurs adjacent to the tram tracks involving the attendance of emergency services and which in their determination requires the suspension or curtailment of tram services or necessitates switching off the OLE, it is important that such incidents are notified immediately to the ACR.
- 4.4 It should be remembered that, although switching off any OLE or power supply could have a 'knock-on' effect in terms of traffic congestion in other areas of the network, safety has to be the primary consideration when dealing with such incidents.
- 4.5 There will be occasions when the tram track becomes blocked as a result of a road traffic or other incident in which a tram is not directly involved. When such an incident is reported, police resources may be required to assist with traffic management and clearing the obstruction.
- 4.6 It is important that the Edinburgh Trams Control Centre is advised as early as possible of any such incident and the approximate time required to clear the obstruction from the tramline, so that services can be revised if necessary and road traffic congestion monitored elsewhere in the city.
- 4.7 In the event of an incident on or near the tramline which could impact upon the movement of trams, Edinburgh Trams Control Centre should be contacted via the ACR and a representative requested to attend if appropriate.
- 4.8 Consideration should be given to the following points when dealing with incidents involving a tram
 - Due to the size and weight of trams, their stopping distance is considerably greater than for other road vehicles. Braking distances can be affected by circumstances and further information can be found in Appendix N.
 - Police drivers need to exercise extreme caution when approaching road junctions with the tram network. Trams may be given priority at some traffic-controlled junctions and particular care needs to be taken when proceeding as an emergency response through red traffic signals. Police officers must ensure tram drivers are aware of police intentions prior to moving forward and should consider coming to a complete stop to ensure that the tram route is safe to cross before continuing.

NOT PROTECTIVELY MARKED

- In all cases police drivers must only proceed if it is safe to do so. Officers are reminded that they must be able to justify the actions/legal exemptions that they utilise during an emergency response drive.
- Although a tram driver can bring the vehicle to a sudden halt, police officers must be aware that this will only be done in an emergency situation due to the high risk of injury to people on board.
- Trams cannot take avoiding action and cannot negotiate around vehicles or obstacles in their path. Due to the length of the tram, congestion could therefore be created a significant distance from any junction.
- Tram crossings should be treated like any other traffic signal controlled junction, where yellow box keep clear areas, road signs and traffic signals should be obeyed.

4.9 General information relating to tram vehicles, network route and service can be found in Appendix O, along with a route map and details of electronic/ hand signals used during tram operations.

5. INITIAL POLICE ACTION

- 5.1 Upon attending a tram related incident, particularly when 'off-road', guidance should be requested from the ACR in relation to approach routes and access points (Appendix P)
- 5.2 The first resource to arrive at the locus will make an assessment and inform the ACR and their supervisor of the situation.
- 5.3 Dependent on circumstances, if required, either a **CAUTION** or a **STOP** on all tram movements should be requested via the ACR, confirmation of which should be passed back to officers at the scene.
- 5.4 The tram network will continue to operate when a caution has been requested. Trams travelling on the route will be notified that emergency service personnel are working in close proximity to the track and will reduce their speed. A request for a stop will direct trams to stop moving in and around the location of an incident.
- 5.5 Where emergency services need access to the track isolation and earthing of the OLE must be considered. This may be necessary when lines are potentially damaged or activity may take place within the 3m minimum safety zone (recognising that under normal conditions the OLE is around 6M above ground).
- 5.6 An RVP (Rendezvous Point) should be established, if required, the location of which should take into consideration the requirement for further emergency services vehicles and potential working space required.

NOT PROTECTIVELY MARKED

- 5.7 In the absence of any allegation of crime or breach of road traffic law, the police response will be focused on dealing with traffic congestion and assisting with the safe evacuation of passengers as necessary.
- 5.8 If the police are notified of an incident from a source other than the Edinburgh Trams Control Centre, the ACR should notify them immediately and other emergency services as appropriate.
- 5.10 The assistance which Edinburgh Trams will provide at an incident is outlined in Appendix Q
- 5.11 When dealing with any incident on the tram network the same principles that apply to dealing with a vehicular accident should be adopted, with the added consideration of the overhead electricity cables used for power. Officers must always assess any immediate risks and threat to life and create a safe working environment.

6. MAJOR INCIDENT INVOLVING THE TRAM NETWORK

- 6.1 Major incidents are categorised by the [Civil Contingencies Act 2004](#) and in general the advice contained in the [Major Incidents – Initial Response Roles and Structure PSoS SOP](#) should be followed, including the usage of the **METHANE** mnemonic to provide the ACR with required information (Appendix R).
- 6.2 The elements of the advice contained in the above SOP and which are particularly relevant to an incident involving a tram are outlined below.
- 6.3 On approach and at the scene the obvious hazard to consider at a tram incident is the possibility of the live power supply (OLE) being disrupted, rendering the scene unsafe, therefore, the advice outlined in the previous section should be followed.
- 6.4 The safety of tram passengers, other members of the public and the emergency services is paramount.
- 6.5 When an evacuation is deemed necessary there will be an early need to assess the resources required to be able to manage potentially large numbers of people due to the capacity of the tram.
- 6.6 Following the declaration of a Major Incident it will be up to the Senior Investigating Officer (SIO) to decide whether uninjured passengers are moved to a rest centre or whether they are allowed to proceed with their journey after relevant details have been noted.

- 6.7 The relevant details, comprising names, addresses and telephone contact numbers, together with the position they were occupying in the tram and whether they have anything significant to contribute, should be recorded and passed to the SIO.

7. OFFENCES INVOLVING DRINK OR DRUGS

7.1 RELEVANT PERSONS

- 7.1.1 [The Road Traffic Act 1988](#) is applicable to most offences on the tramway and drivers must abide by current legislation and adhere to signs and signals.
- 7.1.2 In relation to drink/drug offences, however, [The Transport and Works Act 1992](#) is utilised and applies to trams 'on' and 'off' the road. This legislation is reproduced in the [Police Information Net for Scotland \(PINS\)](#)
- 7.1.3 Other offences under The Road Traffic Act 1988, which cannot be applied on the tramways, are listed in the frequently asked questions section (Appendix S).
- 7.1.4 Police officers need to be aware of the relevant sections of the Transport and Works Act. These are
- [Section 27 Offences involving drink or drugs](#)
 - [Section 28 Offences by operators of transport systems](#)
 - [Section 29 Breath tests](#)
 - [Section 30 Power of arrest](#)
- Sections 31- 38 refer to specimen information and also hospital patients.
- 7.1.5 The Transport and Works Act closely mirrors the drink drive sections of the Road Traffic Act 1988 and for the most part the procedures to be followed are identical, however, the main difference is the power to breath test persons other than just drivers of motor vehicles.
- 7.1.6 If a person works on a transport system to which this chapter applies (Tramway or Railway):
- (a) as a driver, guard, conductor or signal-person or in any other capacity in which s/he can control or affect the movement of a vehicle, or
 - (b) in a maintenance capacity or as a supervisor of, or look-out for, persons working in a maintenance capacity,
- when unfit to carry out that work through drink or drugs, s/he shall be guilty of an offence (Section 27) (1).

NOT PROTECTIVELY MARKED

If a person works on a transport system to which this chapter applies –

- (a) as a driver, guard, conductor or signaller or in any other capacity in which he can control or affect the movement of a vehicle, or
- (b) in a maintenance capacity or as a supervisor of, or look-out for, persons working in a maintenance capacity,

after consuming so much alcohol that the proportion of it in his breath, blood or urine exceeds the prescribed limit, he shall be guilty of an offence (Section 27) (2).

7.1.7 A person shall be taken to be unfit to carry out any work if his/her ability to carry out that work properly is for the time being impaired.

7.1.8 If a person commits an offence under section 27 the responsible operator may also be guilty of an offence, however, no offence is committed if s/he has exercised all due diligence to prevent its commission.

7.2 BREATH TEST PROCEDURE

7.2.1 The power to require a person to provide a specimen of breath for a breath test is afforded to a constable in uniform and provided by [Section 29 of The Transport and Works Act 1992](#).

7.2.2 Where a constable in uniform has reasonable cause to suspect –

- (a) That a person working on a transport system in any capacity mentioned above, has alcohol in his/her body; or
- (b) That a person has been working on a transport system in any capacity with alcohol in his/her body and still has alcohol in his/her body;

she may require that person to provide a specimen of breath for a breath test (Section 29) (1).

Where an accident or dangerous incident occurs on a transport system a constable in uniform may require a person to provide a specimen of breath for a breath test if there is reasonable cause to suspect that -

- (a) At the time of the accident or incident that person was working on the transport system and
- (b) An act or omission of that person whilst working may have been a cause of the accident or incident (Section 29) (2).

7.2.3 A dangerous incident means an incident which in the constable's opinion involved a danger of death or personal injury.

7.2.4 If a person fails to provide a specimen of breath without reasonable excuse an offence under Section 29 is committed.

- 7.2.5 [Section 30 Transport and Works Act 1992](#) provides a constable power to arrest without warrant if there is reasonable cause to suspect that the person is or has been committing an offence if -
- (a) as a result of a breath test there is reasonable cause to suspect that the proportion of alcohol in that person's breath or blood exceeds the prescribed limit; or
 - (b) the person has failed to provide a specimen of breath for a breath test when required to do so and the constable has reasonable cause to suspect that s/he has alcohol in the body.
- 7.2.6 The arrested person will be conveyed to the nearest police station equipped with an intoximeter device.
- 7.2.7 The station/hospital procedure requires that forms relating to the Transport and Works Act 1992 be used and these are available at all custody stations in Edinburgh and Livingston Civic Centre. They detail a step by step process for the station/hospital procedure and guide officers through this process in a similar fashion to the forms used under The Road Traffic Act 1988.
- 7.2.8 The prescribed limit under The Transport and Works Act 1992 is identical to the Road Traffic Act 1988 :
- 35 microgrammes of alcohol in 100 millilitres of breath
 - 80 milligrammes of alcohol in 100 millilitres of blood
 - 107 milligrammes of alcohol in 100 millilitres of urine
- 7.2.9 It should be noted that Edinburgh Trams have their own internal drink drive limits which are lower than those imposed by the Road Traffic Act. When police officers have completed procedures involving a tram employee, consideration should be given to advising Edinburgh Trams management that the police procedure has ended and the employee is being released.

8. REPORTING AND RECORDING OF ACCIDENTS

- 8.1.1 When an accident involving a tram occurs, a number of investigations may be held. They include
- An internal investigation by Edinburgh Trams
 - Crown Office Procurator Fiscal inquiry
 - A criminal investigation by the police
 - An investigation by the Office of Rail Regulation (ORR), which currently has responsibility for enforcement of health and safety legislation on the tram network.

NOT PROTECTIVELY MARKED

- 8.1.2 Until such a time as the Edinburgh Trams network, depots and vehicles are commissioned for passenger traffic they retain the status of undergoing construction and testing and come under the monitoring and enforcement of the Health and Safety Executive (HSE). When the Edinburgh Trams Network is commissioned for the carrying of passengers, the Enforcing Authority transfers from the HSE to the ORR. See paragraph 11.3 for further details
- 8.1.3 Officers from PSoS will deal with all reported collisions on a road. These will be treated as vehicular accidents rather than train accidents and as such the British Transport Police will not have jurisdiction, although close liaison will be required regarding incidents that take place off-road where tram lines run near to heavy rail lines.
- 8.1.4 Police officers must be aware of the requirement to record any collision involving a pedal cyclist on a road where they injure themselves or another person and this includes incidents where cyclists are injured on tram tracks.
- 8.1.5 Police Officers using pedal cycles during their course of duty should be aware of the risks presented by tram tracks and all officers should refer to <http://www.edinburgh.gov.uk/info/20126/trams>
- 8.1.6 Officers should refer to the guidance document, [PDA – Vehicular Accident with tram and cyclist](#) in relation to the correct PDA recording process
- 8.1.7 In the event of a person reporting a collision where no injury is sustained as a result of tram tracks or minor incidents/collisions off-road, where accident reporting or crime reporting is not applicable, sufficient details should be noted. A STORM incident should be created and details added with the appropriate tram tag should information be required for any future enquiry by an external agency.
- 8.1.8 All collisions involving a tram vehicle are by legislation reportable to either the police if injury occurs (on road) or to the Office of Rail Regulation (ORR) - on or off road. Edinburgh Trams is required to report all incidents to the ORR, however, the situation as detailed in paragraph 8.1.2 should be borne in mind.
- 8.1.9 In the case of more serious collisions involving a tram consideration should always be given to preserving evidence and protecting the scene. To this end the assistance of the Road Policing Branch and/or Collision Oversight Unit should be sought when any technical advice is required.
- 8.1.10 Each tram has a data recorder similar to a “black box” which will record tram operation and safety information. Police collision Investigators may require information captured by this facility in certain circumstances and it is anticipated that the main need for this information will arise after a tram has been involved in a fatal/serious collision or as part of any technical investigation.
- 8.1.11 Officers should ensure that nobody interferes with this device or accesses this data prior to the arrival of appropriately qualified road policing officers.

9. CLOSED CIRCUIT TELEVISION (CCTV)

- 9.1 There are exterior, interior and front/rear facing CCTV cameras on all tram vehicles and two CCTV cameras covering each tram stop.
- 9.2 If required, the facility exists to view recorded footage from the tram at the scene of an incident when a Tram Incident Officer is in attendance to operate the system.
- 9.3 Edinburgh Trams has yet to finalise a memorandum of understanding with PSoS regarding the procedures to be adopted when police officers require CCTV footage from a tram vehicle or from the tram infrastructure at tram stops for the prevention and detection of crimes. Interim instructions in this regard are contained in Appendix O.

10. LEGISLATION APPLICABLE TO TRAMS

10.1 EDINBURGH TRAM (LINE ONE) ACT AND EDINBURGH TRAM (LINE TWO) ACT 2006

- 10.1.1 The operation of the tram network is covered the [Edinburgh Tram \(Line One\) Act 2006](#) and the [Edinburgh Tram \(Line Two\) Act 2006](#).
- 10.1.2 This legislation received Royal Assent in May 2006, at which time the intention was to run two separate lines – Line One from Queen Street at North St. Andrew Street to Leith and Line Two from North St. Andrew Street to Edinburgh Airport.
 -
- 10.1.3 Notwithstanding that there is now only one line in operation, both pieces of legislation remain valid and for the purposes of offences committed anywhere along the route between North St. Andrew Street/Queen Street junction to York Place/Broughton Street junction, Edinburgh Tram (Line One) will be relevant. Where offences are committed on the section of route between North St. Andrew Street/Queen Street junction to Edinburgh Airport, Edinburgh Tram (Line Two) will be relevant.
- 10.1.4 The offence that the police are most likely to encounter and may require to enforce under this legislation relates to obstruction.
- 10.1.5 [Section 55\(1\)](#) of both acts creates the offence of intentionally causing an obstruction/hindrance to the efficient operation of the tram system.
- 10.1.6 Although [Section 60\(1\)](#) of both acts creates the offence of trespassing on any tramway, in order to complete this offence there is a requirement for a notice warning the public not to trespass upon the tram road to be clearly exhibited.
- 10.1.7 As there is currently no signage along the route to this effect, no offence will be committed if persons choose to walk on the track.

10.1.8 It should be noted that there are no physical barriers on any part of the tramway to dissuade or prevent access to the tram tracks.

10.2 EDINBURGH TRAM BYELAWS

-
- 10.2.1 Trams are not passenger-carrying vehicles as defined, however, the [PSV \(Conduct of Drivers, Inspectors, Conductors and Passengers\) Regulations 1990](#) does still apply.
-
- 10.2.2 In addition, new offences have been produced under the [Edinburgh Tram Byelaws](#) and these have been created under sections 61 of the Edinburgh Tram (Line One) Act 2006 and Edinburgh Tram (Line Two) Act 2006 respectively.
-
- 10.2.3 These Byelaws came into operation on 1st November 2013 and are not available via the UNIFI (Unified Force Intelligence) system, however, the Crown Office and Procurator Fiscal Service (COPFS) has been consulted and it has been agreed that the following procedure should be adopted.
 - Select an interim charge on UNIFI and link the crime report to the case
 - Reporting officer to complete force form mp69 and send to Crime Registrar East mailbox
 - The Crime Registrar will thereafter liaise with COPFS to request an ISCJIS (Integrated Scottish Criminal Justice System) charge code for both UNIFI and ICRS (Intranet Case Reporting System).

11. ROLES AND RESPONSIBILITIES

11.1 EMERGENCY SERVICES

- 11.1.1 The recognised command structure common to all emergency services has three levels and the most appropriate officer will fulfil the functions of Gold-Strategic, Silver-Tactical and Bronze-Operational.
- 11.1.2 The structure is role specific, not necessarily rank related.
- 11.1.3 PSoS officers are responsible for overall co-ordination and control of access to an incident site and will also assume responsibility for any incident requiring further investigation, in conjunction with other investigative bodies where applicable.
- 11.1.4 The police are also responsible for the protection and preservation of the scene and the collation and dissemination of casualty information.
- 11.1.5 In regard to releasing incident information to representatives of the media, the PSoS Corporate Services Department exists to protect and enhance the reputation of Police Scotland and officers should direct all enquiries to this department.

NOT PROTECTIVELY MARKED

- 11.1.6 The SFRS are responsible for fighting fire and rescue operations and will also take charge of any site involving a fire or risk of fire. The SFRS play a key role in hazardous response and scene safety (including earthing of the OLE). SFRS also has the capacity to raise a tram vehicle to extricate a casualty from underneath a vehicle.
- 11.1.7 The Scottish Ambulance Service (SAS) is responsible for the treatment and transportation of casualties to hospital.

11.2 EDINBURGH TRAMS LIMITED

- 11.2.1 Edinburgh Trams will appoint a Tram Incident Officer (TIO), who will attend every significant incident. The TIO will wear an orange high-visibility vest which will clearly identify them as such.
- 11.2.2 The TIO will take responsibility for the co-ordination of all tram operations on site. S/he is responsible for establishing which members of Edinburgh Trams staff are present, liaising with the emergency services, evacuating uninjured passengers from the site once the emergency services confirm that they are free to leave, and collecting any evidence which may assist in any subsequent internal investigation.
- 11.2.3 Edinburgh Trams Incident Management Plan stipulates that the TIO must not touch anything which may constitute evidence unless accompanied or approved by a police officer.
- 11.2.4 An Incident Engineer (IE) from Edinburgh Trams will be appointed if there is significant damage to Edinburgh Trams equipment and/or if emergency services require advice.
- 11.2.5 The IE is responsible for provision of technical expertise, resources and equipment to assist the emergency services and ensure the safety of their personnel via the TIO, and organising repairs to equipment once the emergency services are satisfied that such work can start.
- 11.2.6 The Edinburgh Trams Safety and Standards Manager is responsible for ensuring that the incident is reported to the relevant statutory bodies (e.g. ORR)

11.3 HEALTH AND SAFETY EXECUTIVE

- 11.3.1 Until such time as the Edinburgh Trams network, depots and vehicles are commissioned for passenger traffic, they retain construction and testing status and come under the monitoring and enforcement of the Health and Safety Executive (HSE)

- 11.3.2 The owner and operator of the Edinburgh Trams network holds duties under the [Health and Safety At Work Act 1974 \(HSWA\)](#). Whilst there is no specific legislation requiring employers to investigate accidents, the management of the Health and Safety at Work Regulations requires employers and owners of premises to assess the risks of their undertaking and take whatever action is necessary to mitigate these risks.
- 11.3.3 Should an accident occur on the Edinburgh Trams network prior to commissioning, the owners and operators of Edinburgh Trams would be required by [The Reporting of Injuries, Diseases and Dangerous Occurrences \(RIDDOR\) Regulations 2013](#) to make a report to the HSE.
- 11.3.4 [Section 14 of the \(HSWA\) 1974 Act](#) empowers the HSE to investigate or to authorise any person to investigate an accident. For example, the HSE could authorise the ORR and/or Rail Accident Investigation Branch (RAIB) to investigate an accident on the Edinburgh Trams network prior to commissioning.

11.4 OFFICE OF RAIL REGULATION (ORR)/RAILWAY ACCIDENT INVESTIGATION BRANCH (RAIB)

- 11.4.1 When the Edinburgh Trams network is commissioned for the carrying of passengers, the enforcing authority transfers from the HSE to the ORR, which was formed under the [Railways and Transport Safety Act 2003](#).
- 11.4.2 This Act also set up the RAIB and empowered them to investigate railway accidents. Whilst the 2003 Act requires railway operators to notify the RAIB of an accident and empowers RAIB to investigate, [Section 14 \(2\) of the 2003 act](#) disregards these requirements in relation to tramways in Scotland.
- 11.4.3 Whilst this disregards the requirement of Edinburgh Trams to notify accidents to RAIB and disregards RAIB's empowerment to investigate accidents, the operator is still required by the RIDDOR Regulations 2013 to notify the relevant authority (ORR) after commissioning of any accident.
- 11.4.4 The ORR has the power under Section 14 the HSWA 1974 to investigate or to authorise any other person (such as the RAIB) to investigate an accident.

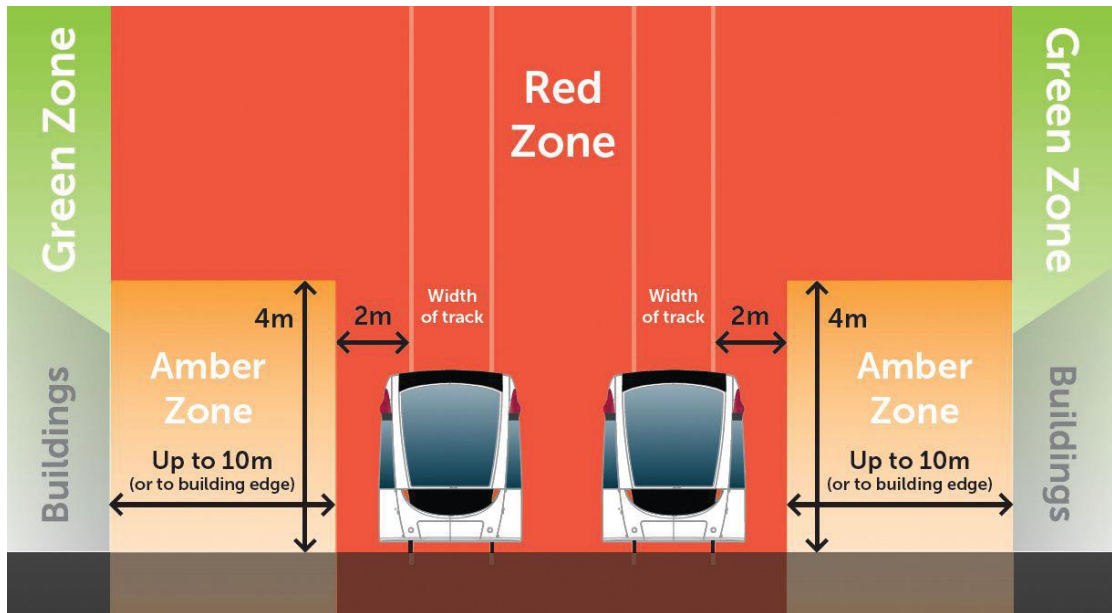
LIST OF ASSOCIATED LEGISLATION

- [Civil Contingencies Act 2004](#)
- [Road Traffic Act 1988](#)
- [Transport and Works Act 1992](#)
- [Edinburgh Tram \(Line One\) Act 2006](#)
- [Edinburgh Tram \(Line Two\) Act 2006](#)
- [PSV \(Conduct of Drivers, Inspectors, Conductors and Passengers\) Regulations 1990](#)
- [Edinburgh Tram Byelaws](#)
- [Health and Safety At Work Act 1974](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [Railways and Transport Safety Act 2003.](#)

LIST OF ASSOCIATED REFERENCE DOCUMENTS

- Attendance At Incidents On The Roads Network SOP
- Major Incidents – Initial Response Roles and Structure PSoS SOP
- PDA – Guidance for Vehicular Accident involving a Cyclist and a Tram

TRACK AND ELECTRICAL SAFETY



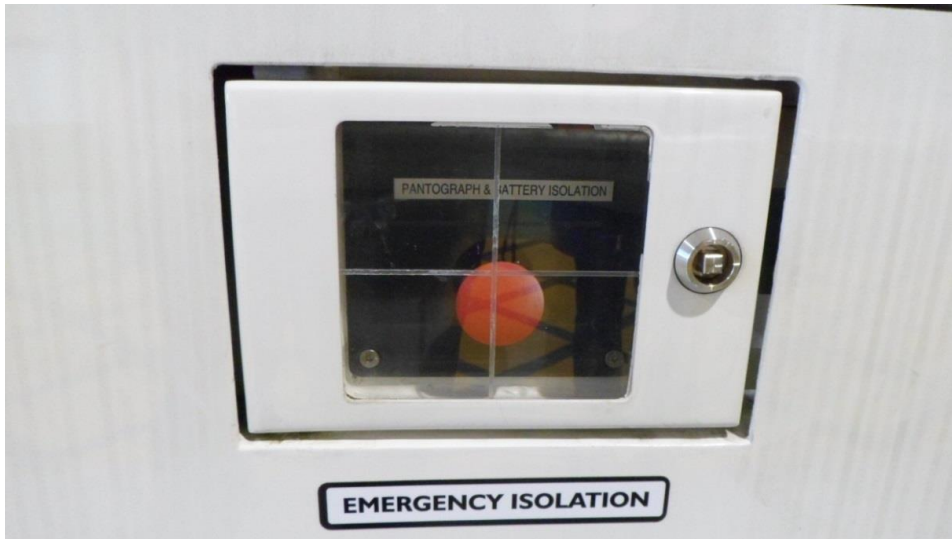
- RED ZONE- Work within this zone will require prior authorisation and will interface with the tram network. Work may require isolation of the network.
- AMBER ZONE- Work within this zone may require prior authorisation and may interface with the tram network.
- GREEN ZONE- Work within this zone will not normally require prior authorisation.

Identification plate



NOT PROTECTIVELY MARKED

External Emergency Isolation Button



External Override Lever



Internal Override Lever



APPENDIX M

ELECTRICAL SUB-STATION LOCATIONS

Electrical Substations are used to divide the OHL into sections. There are five substations providing power to the OLE situated along the tram route. These are secure when unoccupied and are located at:

- Cathedral Lane, Cathedral Lane, EH1 3JQ
- Haymarket, Haymarket Terrace, EH12 5EZ
- Jenner's Depository, Balgreen Road, EH12 5UZ
- Bankhead, Bankhead Drive, EH11 4EQ
- Ingliston, Eastfield Road, EH28 8NQ

Each sub-station is split into two halves, one half with tram equipment, and the other with the Scottish Power main supply. Edinburgh Trams can provide access to their equipment only. Scottish Power will be required to gain access to their side of the sub-station.

- Edinburgh Trams will be able to advise which components belong to which company and a request for assistance from Edinburgh Trams and SFRS should be made when police attend incidents involving sub-stations. Any occurrence should be treated in accordance with incidents involving high voltage electricity.

1 Police officers should not enter unless assurance is given from a representative from Edinburgh Trams that it is safe to do so.

Scottish Power may be required to attend depending upon which part of the substation is affected.

INCIDENT HANDLING

BRAKING DISTANCE

A tram's stopping distance can vary significantly - however, in general, taking into account all factors, the overall stopping distance at 40 kph is in the range of 34 to 43 metres and at 70 kph is in the range of 87 to 107 metres.

Advice provided by The Collision Investigation Oversight Unit is that the safe stopping distance of a tram is 150 metres to cover most eventualities.

GENERAL INFORMATION

OBTAINING CCTV FOOTAGE

A memorandum of understanding is currently being drawn up between PSoS and Edinburgh Trams regarding the procedures to be adopted for obtaining CCTV footage. As an interim measure all related queries and requests should be made initially by e-mail to the 'DutyManager@Edinburghtrams.com'. In urgent cases, however, contact can be made with the Duty Manager on telephone number 0131 622 8969. All such requests must contain the STORM incident number.

PARTNERS

The Edinburgh Trams network is operated by Edinburgh Trams Limited. It is also responsible for the maintenance of the system and tram vehicles. A number of key partners are involved, namely:

- The City of Edinburgh Council
- Bilfinger/ Berger – responsible for civil works (installing tram lines etc.)
- Siemens – responsible for electrical works (overhead cabling)
- CAF – the Spanish company responsible for constructing and supplying the trams

TRAM SPECIFICATIONS

There are currently 27 trams in the fleet and each one is 42.8 metres in length. Each has 7 sections, which are labelled A-G (not in alphabetical order). They have six passenger doors per side and a cab at each end.

Each tram has a unique identification number located on the body of the vehicle which acts as a registration number and these range from 251 – 277.

Each tram has the capacity to carry 250 passengers (78 of whom can be seated) and will be staffed by a driver and in some cases a ticket services agent (TSA) for customer care and revenue protection.

Trams have normal automotive type headlights which are lit at all times when they are in service.

If a tram requires to be moved but this cannot be achieved due to technical difficulties, the recognised method is for another tram to attach itself using a coupling technique and push the inoperable tram, with the front facing cab retaining control of steering and braking at all times.

This procedure should not require a police escort or assistance as there will be

tram network staff in attendance.

The maximum speed of a tram is 70kph (43.5 mph) off road and 50kph (31 mph) on road. Speed limit signs are situated along the whole route.

The signs are different in design from speed limit signage for motorists and specify limits in kilometres per hour.

All tram stops have low-level platforms and are equipped with visual display units and audible facilities providing passenger information. There is an intercom facility connected to the Edinburgh Trams Control Centre for passenger queries and assistance.

The tram control centre and depot is situated at Gogar, Edinburgh. It is staffed on a 24/7 basis and is covered by a CCTV security system. Access is controlled by a perimeter fence and gate. Edinburgh Trams is responsible for the co-ordination of security at this location.

In view of the potentially large numbers of passengers carried, the likelihood of serious disruption to the tram network in general and possible disruption to traffic elsewhere in the City, incidents involving trams require to be dealt with expeditiously.

Further trams will routinely arrive at a scene within 5-10 minutes of an incident/accident and due to their length, limited manoeuvrability and the overhang of the vehicle, the potential for traffic congestion to develop rapidly exists.

Incidents such as fires adjacent to the track, inconsiderate parking (including causing vehicles to manoeuvre around an obstruction and across the tram track) are among occurrences which may affect the normal operation of the tram system and the flow of traffic in and around the City. For this reason police officers should pay particular attention to tram routes. Experience in other cities that have tram networks has shown that robust road traffic enforcement measures are often required.

As the tram network shares portions of the road infrastructure in Edinburgh, there will be occasions when the emergency services, in dealing with incidents adjacent to the tramline, will require an interruption to normal tram services.

ROUTE AND SERVICE

Trams travel from Edinburgh International Airport to York Place.

There are 16 tram stops, each capable of accommodating 1 tram along the 14km route (8.5 miles) located (moving west to east) at

- Edinburgh Airport
- Ingliston Park and Ride
- Gogarburn
- Edinburgh Gateway
- Gyle Centre
- Edinburgh Park Central
- Edinburgh Park Station
- Bankhead
- Saughton
- Balgreen
- Murrayfield Stadium
- Haymarket
- Shandwick Place
- Princes Street
- St. Andrew Square
- York Place

The section between Edinburgh Airport and Haymarket Yards is off-road, on a dedicated purpose-built track running parallel to roadways and existing rail tracks, albeit trams will still interface with other road traffic at South Gyle Broadway and Lochside Avenue/ Edinburgh Park.

Once trams exit Haymarket Yards they remain on public roads until reaching the terminus at York Place.

There are lanes restricted to tram use only at various points along the route, however, buses and trams also share lanes with general traffic.

The route comprises two main lines, referred to as City-bound and Airport-bound.

Trams have the capability to switch direction onto the alternative line at various sections along the route, which is referred to as a turn-back facility, This function can be performed at Edinburgh Park Station, Balgreen, Shandwick Place and York Place, should circumstances dictate.

Once fully commissioned, the system will operate between 0515 hours and 0045 hours daily, with a service frequency of between 5 and 10 minutes.

NOT PROTECTIVELY MARKED

Tram signals at road crossings work in conjunction with traffic light signals and although trams may have priority over other traffic, they are driven on a “line of sight” principle. This means that drivers will react to traffic conditions that they observe ahead of them, not solely to signal aspect. Trams should, therefore, be able to stop in the distance that the driver can see to be clear.

ROUTE MAP AND TRAM STOPS



- Although given specialist training, tram drivers only require to hold a category B driving licence (car licence).

SIGNALS USED BY TRAM OPERATORS

ELECTRONIC SIGNALS

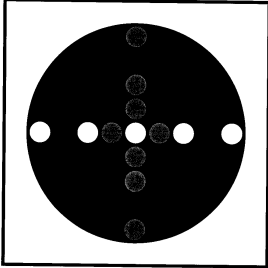
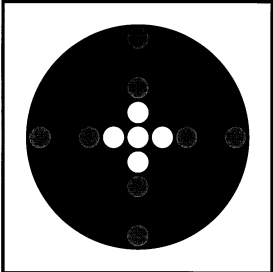
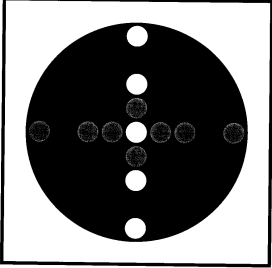
Tram drivers have the facility to activate an electronic bell and/or horn as an audible warning of their tram's presence to other road users and pedestrians.

The automated signals, which are displayed to tram drivers at junctions, are different to conventional traffic lights and are used to control tram movements.

Although different electronic signals are displayed, drivers still commit an

NOT PROTECTIVELY MARKED


offence if they disobey the instruction.

Aspect	Name	Meaning and Remarks
	<p>Stop</p>	<p>Stop. In street running, it is illegal for the tram to pass the signal whilst a stop aspect is displayed unless instructed to do so by a police officer. Both on-street and off-street tram signals display this aspect.</p>
	<p>Cluster</p>	<p>Stop if it is safe to do so. This aspect is displayed for a few seconds before the stop aspect in the same way as a road traffic signal amber aspect, and has the same purpose. Only on-street tram signals display this aspect.</p>
	<p>Proceed</p>	<p>Proceed if safe to do so. Both on-street and off-street tram signals display this aspect. Regardless of this aspect, drivers must not proceed faster than their range of vision permits.</p>

HAND SIGNALS

Various hand signals are used by tram staff for controlling tram movements or to communicate between tram drivers and other staff.

It is beneficial for officers to be aware of the hand-signal illustrated below.

	<p>Hands off – I am not intending to move until you have completed your movement.</p>	<p>Used by a tram driver from the cab to a person wishing to cross the track or make a conflicting manoeuvre. The hands must be placed on top of the tram dashboard in sight of the person to whom the signal is being given.</p>
--	---	---

The action displayed is commonly used to alert others that it is safe to cross the path of the tram, as the driver has no intention of moving until s/he obtains further instruction.

If a police officer, therefore, signals a tram to stop, s/he can be reassured that the driver will not move the vehicle whilst their hands are on top of the dashboard in the cab.

APPROACH ROUTES AND ACCESS POINTS

Although there is no shared running between the Edinburgh Tram Network and Network Rail, trams run adjacent to the heavy rail network from Haymarket to the halfway point between Edinburgh Park Station and Edinburgh Park tram stop.

There are access points at:

- Haymarket Yards
- Haymarket Station
- Balbirnie Place
- Haymarket Depot, Roseburn Street
- Murrayfield Stadium
- Baird Drive
- Balgreen
- Carrick-knowe Golf Course
- Stenhouse
- Saughton Mains
- Broomhouse Drive
- Bankhead Drive
- Bankhead Tram Stop
- Sighthill Industrial Estate
- Edinburgh Park

Access to the section from Edinburgh Airport to Edinburgh Park Station can be gained from various roadways which intersect the track. The main traffic junctions are at Eastfield Road, Edinburgh Airport park & ride and South Gyle Broadway. These junctions have traffic light control for both road traffic and trams.

The traffic control system will give priority to approaching trams, stopping the road traffic on a red signal.

There is an elevated section of track which enables trams to cross over the railway line at Hermiston Gait. Limited access exists to the area of Edinburgh Park / South Gyle including this elevated section.

EDINBURGH TRAMS CONTACT AND RESOURCES

CONTACT DETAILS

Edinburgh Trams Limited
Gogar Depot
Myreton Drive
Edinburgh
EH12 9GF

Telephone:

Switchboard – general enquiries 0131 622 8900

Gogar Control Centre (24/7) 0131 622 8969

Police Dedicated Emergency
Telephone Line to Gogar Control 0131 622 8911
Centre

TRAMS INCIDENT OFFICER

Edinburgh Trams staff are able to provide advice, assistance and appropriate resources in response to incidents involving their vehicles. Tram Control Centre staff should be informed of tram incidents at the earliest opportunity and will despatch a TIO as required.

A TIO can provide information regarding the network and on-scene liaison between Edinburgh Trams and the Emergency Services. S/he is in charge of the incident as far as Edinburgh Tram Network is concerned, regardless of the presence of other tram network officials.

Once in attendance, a TIO can request further assistance from Edinburgh Trams, for example technical advice or the re-railing response team.

The re-railing response team can mobilise from the Gogar depot within 15 minutes, however, will thereafter travel at normal road speeds.

Any requests made to a TIO should be relayed to the Area Control Room who will log details on the STORM incident.

Edinburgh Trams Service Delivery Manager will take the lead in planning services around the incident, ensuring information on service status and alternative services is provided. This will be carried out in liaison with the TIO and Lothian Buses Control Centre.

MAJOR INCIDENT INVOLVING THE TRAM NETWORK

METHANE

M	Major Incident declared?	Has, or should, a major incident be declared?
E	Exact Location	What is the exact location or geographical area of the incident? Be as precise as possible.
T	Type of Incident	What type of incident is it? Eg. flooding, fire, CBRN, explosion etc.
H	Hazards present, potential or suspected	Consider potential severity of the impact.
A	Access – routes that are safe to use	Include suggested RVP
N	Number, type, severity of casualties	Be as accurate as possible
E	Emergency Services present and those required	What services are there and who else do you need?

APPENDIX 'I'

FREQUENTLY ASKED QUESTIONS (FAQ'S)

Q	What is the interpretation of a Tramway under the Transport and Works Act 1992?
A	A “tramway” means a system of transport used wholly or mainly for the carriage of passengers and employing parallel rails which – (a) provide support and guidance for vehicles carried on flanged wheels; and (b) are laid wholly or mainly along a street or in any other place to which the public has access (including a place to which the public has access only on making a payment).
Q	Is a Tram a Motor Vehicle for the purposes of the Road Traffic Act 1988?
A	Yes. A Motor Vehicle is defined as: A mechanically propelled vehicle intended or adapted for use on roads. On-street vehicles are ‘tramcars’ for the purposes of road traffic legislation. In some instances they are included in the definition of motor vehicles. Tramcars are not subject to the Road Vehicles (Construction and Use) (Amendment) Regulations 1996 .
Q	A Tram is powered by electricity, surely that’s not mechanical power?
A	The term mechanically propelled incorporates all types of propulsion, i.e. petrol, diesel, gas, steam and electricity. A tram is therefore as

NOT PROTECTIVELY MARKED

	much a motor vehicle as a private car or a large goods vehicle.
Q	Does a Tram require Vehicle Excise and Insurance?
A	All vehicle licensing and registration in the United Kingdom is governed by the Vehicle Excise and Registration (VERA) Act 1994 (as amended). This legislation classifies vehicles based on their construction and use for the purposes of paying vehicle excise duty (VED). A vehicle used on tramlines is exempt from the payment of VED, however, it does need to be insured.

Q	Is a tram a Public Service Vehicle?
A	As a vehicle used on tramlines is exempt from VED, from a registration and licensing perspective, VERA does not contain a definition of a tram and trams do not have a specific classification. The Public Passenger Vehicles Act 1981, however, defines a public service vehicle as – a motor vehicle (not being a tram car...) etc. That effectively removes it from classification as a PSV. A tram is, therefore, not a public service vehicle as far as driving licences are concerned.
Q	So what kind of Driving Licence must a Driver have?
A	Section 87 Road Traffic Act 1988 states: A licence authorising a person to drive a motor vehicle in Category B ...shall be regarded as authorising that person to drive a tramcar. Therefore all the driver requires is a full car licence.
Q	Can I use Section 4 of the Road Traffic Act 1988, if I suspect a person of being unfit through drink or drugs?
A	No, sections 4 -11 of The Road Traffic Act 1988 do not apply to a vehicle on a transport system (i.e. tramway) in respect of which the Transport and Works Act 1992 is applicable.
Q	In regard to offences involving drink or drugs, what is maintenance work?
A	Sub-section 3 of Section 27 explains that maintenance work involves maintaining, repairing or altering permanent ways, signals or the electrical supply or; coupling/uncoupling vehicles or; checking that they are working properly before use on any occasion.
Q	Are there any other elements of road traffic legislation which are not applicable to a tram?
A	Yes, the following is a list of sections from the Road Traffic Act 1988 which are <u>NOT</u> applicable:
Section 40A	Using a vehicle in a dangerous condition.
Section 60	Powers to inspect PSV and Goods Vehicles by a

NOT PROTECTIVELY MARKED

	Vehicle Examiner.
Section 69-73	Powers to prohibit the use of unfit vehicles.
Section 75	Vehicles not to be sold in an unroadworthy condition.
Section 76	Fitting of defective parts.
Section 77	Testing condition of used vehicles in sales room.
Section 78-79	Weighing of motor vehicles.
Section 83	Reflectors and tail lamps.
Section 190	Methods of calculating weight of motor vehicles.

Q	In the case of a collision, what actions should I take?
A	Tram collisions should be dealt with in the same way as any other road collision. Road policing officers will deal with all serious and fatal accidents in the usual manner.
Q	I've been to accidents where the road has been blocked for an hour or more. What happens in the case of a tram?
A	<p>With all minor accidents involving a tram it is important to clear the scene as soon as possible and allow the tram to proceed or be removed. This will not be the case with fatal or serious crashes. Remember that if the System is blocked then all subsequent trams are delayed and cannot be re-routed.</p> <p>When sufficient information has been obtained for UNIFI in the case of minor accidents, let the vehicle proceed. It can then return to the Gogar Depot where Edinburgh Tram Network Engineers will examine it for damage.</p> <p>Arrangements should then be made to interview the driver at a later stage if required.</p> <p>In the event of a tram becoming involved in a fatal or serious collision then the procedures contained in the ACPO(S) Roads Death Investigation manual will be followed.</p>

GLOSSARY OF TERMS

ACR	Area Control Room
CAST	Centre for Applied Science and Technology
CCTV	Closed Circuit Television
COPFS	Crown Office and Procurator Fiscal Service
DC	Direct Current
FCP	Forward Control Point
HSE	Health and Safety Executive
HSWA	Health and Safety at Work Act
ICRS	Intranet Case Reporting System
IE	Incident Engineer
ISCJIS	Integrated Scottish Criminal Justice System
OLE	Overhead Line Equipment
ORR	Office Of Rail Regulation
PINS	Police Information Net for Scotland
RAIB	Rail Accident Investigation Branch
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations
RVP	Rendezvous Point
SAS	Scottish Ambulance Service
SFRS	Scottish Fire and Rescue Service
SIO	Senior Investigating Officer
SOP	Standard Operating Procedure
TIO	Tram Incident Officer
UNIFI	Unified Force Intelligence
VED	Vehicle Excise Duty
VERA	Vehicle Excise and Registration Act