

# Attendance at Incidents Involving Trams

Standard Operating Procedure (SOP)

This SOP provides clear direction and procedural instruction to provide a consistency of response in accordance with force policy. 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.

#### 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

Owning Department: Divisional Co-ordination Unit, Edinburgh

Version Number: 5.00

Date Published: 16/12/2024

Contents

[Attendance at Incidents Involving Trams 1](#_Toc205279971)

[1. Purpose/Scope 3](#_Toc205279972)

[2. Track and Electrical Safety 3](#_Toc205279973)

[Requirements and Considerations 3](#_Toc205279974)

[Track and Electrical Safety 4](#_Toc205279975)

[Police Officer Equipment – Safety Implications 5](#_Toc205279976)

[3. Isolation Procedure 6](#_Toc205279977)

[Isolating the OLE 6](#_Toc205279978)

[Electrical Sub-Station Location 7](#_Toc205279979)

[Isolating a Tram Vehicle from the OLE 8](#_Toc205279980)

[4. Incident Handling 10](#_Toc205279981)

[General Information 11](#_Toc205279982)

[Route and Service 12](#_Toc205279983)

[5. Initial Police Action 12](#_Toc205279984)

[Trams Incident Officer 14](#_Toc205279985)

[6. Major Incident Involving the Tram Network 15](#_Toc205279986)

[7. Offences Involving Drink or Drugs 16](#_Toc205279987)

[Relevant Persons 16](#_Toc205279988)

[Breath Test Procedure 17](#_Toc205279989)

[8. Reporting and Recording of Accidents 18](#_Toc205279990)

[9. Closed Circuit Television (CCTV) 19](#_Toc205279991)

[10. Legislation Applicable to Trams 20](#_Toc205279992)

[Edinburgh Tram (Line One) Act 2006 & Edinburgh Tram (Line Two) Act 2006 20](#_Toc205279993)

[Edinburgh Tram Byelaws 21](#_Toc205279994)

[11. Roles and Responsibilities 21](#_Toc205279995)

[Emergency Services 21](#_Toc205279996)

[Office of Rail Regulation/Railway Accident Investigation Branch 22](#_Toc205279997)

[12. Edinburgh Trams Contact and Resources 22](#_Toc205279998)

[Compliance record 23](#_Toc205279999)

[Version control table 23](#_Toc205280000)

[Feedback 23](#_Toc205280001)

## Purpose/Scope

This Standard Operating Procedure (SOP) supports the Police Service of Scotland, hereafter referred to as Police Scotland. Its purpose is to provide police officers with relevant safety instruction and outline processes and procedures that will support officers when dealing with tram related incidents.

## Track and Electrical Safety

### Requirements and Considerations

Police officers must wear high visibility clothing when dealing with any incident involving a tram.

The tram network operates in both on-road and off-road sections. Normal speed limits will apply on a road; however, trams can travel up to 43.5 miles per hour (mph) off-road.

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. Further information can be found within Rail Incidents: Guidance to the Emergency Services for Access to the Railway Infrastructure.

Safety is paramount. Consideration must be given to the additional safety precautions that need to be observed when working with the tram network.

When attending any incidents on or close to the tram route a request for a “Stop” or “Caution” on the tramline should be requested, 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.

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.

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 750 volts (v) direct current (DC). High voltage electricity can jump a gap therefore is capable of arcing and causing death.

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 metres from the OLE and officers must strictly observe this.

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.

Due to the potential dangers posed by the OLE, any member of the public / utility company who wishes to carry out work within 2 metres 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.

### Image shown is of the zones around the trams. Red zone is anywhere within 2 meters of the trams walls and the space above the tram. Amber zone is anywhere between 2 meters and 10 meters (or the building wall) and 4 meters upwards from ground level. Green zones are anywhere outside of the specified areas. 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.

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 Section 10 of the Edinburgh City Byelaws.

### Police Officer Equipment – Safety Implications

Police officers are reminded that the use of officer safety equipment in any situation carries with it some form of risk.

When attending incidents on the tram network the safety of officers is paramount. Those in attendance should ensure that they are aware of the situation with regard to the current being passed through the OLE. Having knowledge of this information should ensure as far as is reasonably practicable their safety at incidents.

Police officers have now been issued with Pelargonic Acid Vanillyl Amide (PAVA) as part of their officer safety equipment. PAVA has been deemed as non-flammable in ‘normal’ use and the risk to officers who use PAVA at incidents involving the tram network is deemed low. However, a significant proportion of the spray is water which can become hazardous in contact with electricity and officers should be aware of the potential risk when using PAVA near to OLEs.

The use of TASER at incidents on the network can cause significant hazards to those in attendance. Specially Trained Officers (STOs) at such incidents should be mindful of the information and guidance given during training and should dynamically assess the use of TASER.

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 3 metres minimum safe distance from the OLE.

## Isolation Procedure

### Isolating the OLE

Ground-level police activity in the vicinity of a tram should not normally result in officers being within the 3 metres 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.

Operations within 3 metres must not commence until isolation and earthing have been confirmed by the ACR and SFRS personnel respectively.

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.

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.

#### External Emergency Isolation Butt

****

External Override Lever Internal Override Lever



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.

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.

The SFRS now has the capacity to conduct 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.

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 activitieswill take place within the safe working distance until SFRS personnel have attended and confirmed that the system is earthed.

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.

### Electrical Sub-Station Location

Electrical sub-stations provide power to the OLE and are situated along the tram route.

Electrical Substations are used to divide the OHL into sections. There are eight substations providing power to the OLE situated along the tram route.

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, [Section 35](http://www.legislation.gov.uk/asp/2002/13/section/35), Law enforcement and [Section 39](http://www.legislation.gov.uk/asp/2002/13/section/39), Health, safety and the environment.

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.

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.

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.

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.

### Isolating a Tram Vehicle from the OLE

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.

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. Please see Section 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.

Access can be gained to the emergency button via a breakable cover.

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. Please see Section 3.

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 (for example, where a person is entangled or if the vehicle is on fire).

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.

If a tram is completely derailed, with none of its wheels on the rails, keep well clear.

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.

## Incident Handling

Police officers from Police Scotland will be responsible for law enforcement on the tramway on both the on-road and off-road sections.

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002 [Section 35](http://www.legislation.gov.uk/asp/2002/13/section/35), Law enforcement.

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.

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.

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.

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.

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.

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.

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. A tram’s stopping distance can vary significantly - however, in general, considering 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.
* 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.
* 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.

### General Information

Each tram 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.

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.

The tram control centre and depot are 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.

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 Newhaven.

There are 23 tram stops, each capable of accommodating 1 tram along the 18.5km route (11.5 miles). Information regarding the tram stops and route can be found on the Edinburgh Trams Website.

## Initial Police Action

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 which can be found on the Edinburgh Trams Website.

The first resource to arrive at the locus will make an assessment and inform the ACR and their supervisor of the situation.

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. A unique refence number will be generated by Edinburgh Trams and this should be retrieved and added to the Storm incident.

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.

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 3 metres minimum safety zone (recognising that under normal conditions the OLE is around 6 metres above ground).

A Rendezvous Point (RVP) 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.

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.

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.

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, threat to life, and create a safe working environment.

### 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 Tram Incident Officer (TIO) as required.

Edinburgh Trams will appoint a (TIO), who will attend every significant incident. The TIO will wear a pink high-visibility armband which will clearly identify them as such.

The TIO will take responsibility for the co-ordination of all tram operations on site. They are 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.

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.

Edinburgh Trams have staff who are Rail Accident Investigation Branch (RAIB) Accredited Agents. They may be appointed by the RAIB to conduct initial evidence gathering/preserving on their behalf. The staff appointed as Accredited Agents are permitted to exercise some of the powers of an RAIB Inspector (set out in the Railways and Transport Safety Act 2003 and the Railways (Accident Investigation and Reporting) Regulations 2005.) For the purpose of recording evidence on behalf of RAIB, an Accredited Agent appointed for a specific accident is permitted to:

* Enter railway property enter land adjoining or abutting the railway.
* Enter a vehicle or structure on the railway or adjacent land.
* Enter premises that are used in connection with the railway or that the Inspector believes may contain evidence relating to an accident.
* Take photographs and make written or electronic records.

Accredited Agents may not exercise the following powers, which are only granted to RAIB’s Inspectors:

* Remove and retain samples.
* Remove and retain anything for the purpose of examination or analysis.
* Require access to records or recording equipment.
* Require a person to answer questions.
* Require a person to provide information, disclose records and copy records.
* Require disclosure of the result of an examination of a person, body, or thing.
* Require a person to certify the truth, accuracy or authenticity of a statement made, of information or a document provided or of a record disclosed.

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.

The Edinburgh Trams Safety Manager is responsible for ensuring that the incident is reported to the relevant statutory bodies (for example ORR).

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

Major incidents are categorised by the Civil Contingencies Act 2004and in general the advice contained in the Major Incidents and Initial Scene Management SOP should be followed, including the usage of the METHANE mnemonic to provide the ACR with required information.

The elements of the advice contained in the above SOP, and which are particularly relevant to an incident involving a tram are outlined below.

On approach and at the scene the obvious hazard to consider at a tram incident is the possibility of the OLE being disrupted rendering the scene unsafe, therefore, the advice outlined in the previous section should be followed.

The safety of tram passengers, other members of the public and the emergency services is paramount.

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.

Following the declaration of a Major Incident, the Senior Investigating Officer (SIO) and/or Police Incident Officer (PIO) will 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.

The relevant details comprising;

* Name,
* Address,
* Telephone number,
* The position they were occupying in the tram, and
* Whether they have anything significant to contribute

Should be recorded and passed to the SIO/PIO.

## Offences Involving Drink or Drugs

### Relevant Persons

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.

In relation to drink/drug offences, however, the Transport and Works Act 1992is utilised and applies to trams on and off the road.

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.

The Transport and Works Act 1992 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.

### Breath Test Procedure

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.

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.

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

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

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:

1. 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
2. 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 they have alcohol in the body.

The prescribed limit under the Transport and Works Act 1992 is:

* 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.

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. If it suspected that a tram driver is drink driving, the Police have a duty to inform Edinburgh Trams that police are conducting an ongoing investigation, and the tram driver will no longer be in a position to continue their duty.

## Reporting and Recording of Accidents

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 (COPFS).
* 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.

Officers from Police Scotland 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.

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.

Police officers using pedal cycles during their course of duty should be aware of the risks presented by tram tracks.

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 System for Tasking and Operational Resource Management (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.

All collisions involving a tram vehicle are by legislation reportable to either the police if injury occurs (on road) or to the ORR - on or off road. Edinburgh Trams is required to report all incidents to the ORR where an employee has been processed for Drink / Drugs.

In the case of more serious collisions involving a tram consideration must always be given to preserving evidence and protecting the scene. To this end the assistance of the Road Policing Unit and/or Collision Oversight Unit should be sought when any technical advice is required.

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.

Officers should ensure that nobody interferes with this device or accesses this data prior to the arrival of appropriately qualified road policing officers.

## Closed Circuit Television (CCTV)

There are exterior, interior and front/rear facing CCTV cameras on all tram vehicles and two CCTV cameras covering each tram stop.

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.

**Obtaining CCTV Footage**

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, [Section 30](http://www.legislation.gov.uk/asp/2002/13/section/30), Prejudice to effective conduct of public affairs.

## Legislation Applicable to Trams

### Edinburgh Tram (Line One) Act 2006 & Edinburgh Tram (Line Two) Act 2006

The operation of the tram network is covered the Edinburgh Tram (Line One) Act 2006 and the Edinburgh Tram (Line Two) Act 2006.

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.

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 Newhaven, Edinburgh Tram (Line One) will be relevant. Where offences are committed on the section of route between North St. Andrew Street/Queen Street junctions to Edinburgh Airport, Edinburgh Tram (Line Two) will be relevant.

The offence that the police are most likely to encounter and may require to enforce under this legislation relates to obstruction.

Section 55(1)of both acts creates the offence of intentionally causing an obstruction/hindrance to the efficient operation of the tram system.

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.

Edinburgh Trams operate on an open network, which means pedestrians can cross any section of track. There are no segregated sections on the network. However, members of the public are discouraged from going on track using signage and anti-pedestrian measures at specific tram stops and bridges.

There are locations in which there are high-security fencing and signage to prohibit access. These include Gogar Depot and the substations.

### Edinburgh Tram Byelaws

Trams are not passenger-carrying vehicles as defined, however, the Public Service Vehicles (Conduct of Drivers, Inspectors, Conductors and Passengers) Regulations 1990 does still apply.

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.

## Roles and Responsibilities

### Emergency Services

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.

The structure is role specific, not necessarily rank related.

Police Scotland 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.

The police are also responsible for the protection and preservation of the scene and the collation and dissemination of casualty information.

In some instances, the attendance of SPA Forensic Services at the scene of an incident may be required, in which case, SPA Forensic Services may be contacted by Police Scotland officers via the standard process. Police officers should liaise with the appropriate agencies to ensure authority is provided such that SPA Forensic Services staff can carry out their examination as required.

In regard to releasing incident information to representatives of the media, the Police Scotland Corporate Communications Department exists to protect and enhance the reputation of Police Scotland and officers should direct all enquiries to this department.

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.

The Scottish Ambulance Service (SAS) is responsible for the treatment and transportation of casualties to hospital.

### Office of Rail Regulation/Railway Accident Investigation Branch

Under the Railways and Transport Safety Act 2003, the Railway Accident Investigation Branch (RAIB) are empowered to investigate railway accidents. The powers of RAIB and its Inspectors - and the framework for reporting and investigating accidents - are set out in the Railways and Transport Safety Act 2003 and the Railways (Accident Investigation and Reporting) Regulations 2005.

The ORR has the power under Section 14 the Health and Safety at Work etc. Act 1974 to investigate or to authorise any other person (such as the RAIB) to investigate an accident.

## Edinburgh Trams Contact and Resources

**Contact Details**

Edinburgh Trams Limited

Gogar Depot

Myreton Drive

Edinburgh

EH12 9GF

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, [Section 30](http://www.legislation.gov.uk/asp/2002/13/section/30), Prejudice to effective conduct of public affairs.

## Compliance record

EqHRIA completion/review date: 08/08/2024

Information Management Compliant: Yes

Health and Safety Compliant: Yes

## Version control table

| Version | History of amendments | Approval date |
| --- | --- | --- |
| 1.00 | Initial Approved Version | 22/10/2013 |
| 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. | 05/03/2014 |
| 3.00 | SOP re-formatted to new template aligned to corporate identity. Update to letter identifiers in appendix list and appendices throughout the document. | 06/09/2016 |
| 4.00 | SOP content and formatting reviewed in line with the SOP Review Guiding Principles. | 14/01/2021 |
| 5.00 | SOP content reviewed and updated with new routes and legislation | 12/12/2024 |

## Feedback

All Police Scotland service delivery Policies, Standard Operating Procedures (SOPs) and National Guidance are subject to regular reviews. It is important that user feedback is considered when documents are reviewed.

If any officer / staff member wishes to provide comment or make suggestions for improvements to this or any associated document, a Service Delivery Policy and Procedure Feedback Form (Form 066-014) should be used.