HERITAGE RAILWAY ASSOCIATION

GUIDANCE NOTE

TRAVELLING POST OFFICE OPERATION
- Working of the mail-bag exchange apparatus

Purpose
This document describes good practice in relation to its subject to be followed by Heritage Railways, Tramways and similar bodies to whom this document applies.

Endorsement
This document has been developed with and is fully endorsed by Her Majesty’s Railway Inspectorate (HMRI), a directorate of the Office of Rail Regulation (ORR).

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1. **Introduction**

   A. This Guidance has been provided to assist the duty holder of heritage railways in the safe operation of the Mail Bag Exchange Apparatus of a Travelling Post Office van.

   B. Duty holders will be aware that they have a legal obligation to passengers, contractors, other visitors, staff and volunteers under the Health and Safety at Work etc Act, 1974. It is therefore important that they relate and interpret this part of the Regulations relative to the safe operation of their railway.

   C. The term ‘man’ or ‘men’ in this Guidance Note should be read as applying equally to men and women and ‘he’ and ‘him’ should be similarly interpreted.

   D. The term ‘staff’ in this Guidance Note should be taken to include unpaid volunteer workers as well as paid staff.

2. **Recommendations**

   A. This guidance note is issued as recommendations to duty holders.

   B. Many railways are already operating systems, which, in some cases, are to a higher standard than those set out in this guidance note. This highlights the fact that it is the responsibility of the duty holder, having undertaken the necessary risk assessments, to implement controls that are applicable and necessary relative to the operating conditions on their railway.

   C. Where railways decide to take actions that are not in conformity with these recommendations, following appropriate risk assessments or for other reasons, it is recommended that those decisions are reviewed by the senior management body of the organisation and a formal minute is recorded of both the decision reached and the reasons for reaching it.

3. **Background**

   A. “Apparatus” was a term used by both railway and postal staff to describe the mail bag exchange equipment used to transfer mail from a moving carriage to the lineside and from the lineside to a moving carriage.

   B. The Apparatus system was used in various forms from 1838 to 1971. It was operated, serviced and examined exclusively by Post Office personnel. The installation and location of lineside standards was conducted by railway personnel in liaison with Post Office.

   C. During its ‘working’ life the general public rarely witnessed the transfer of mail on the move, due largely to the fact that it occurred mostly at night and in remote locations. Neither the railway companies nor the Post Office encouraged any persons other than their own staff to operate, participate in or witness the operation of the equipment.

4. **Operation on Heritage Railways**

   A. The Apparatus exchange is purely a public spectacle and has no postal purpose other than when it is used to transfer postal covers by the system and endorse envelopes accordingly.

   B. Operations should normally be in full daylight. Where it planned to operate at other times the specific operational arrangements should be subject to detailed Risk Assessments, the outcome of which should then be agreed with the senior management body of the organisation.

5. **Safety Considerations**

   A. Travelling Post Office (TPO) operational activities must be subject to full and sufficient risk assessment in accordance with the procedures detailed in the Duty Holder’s SMS.

   B. The purpose of the Apparatus is to transfer a large leather pouch from the lineside to a moving train and to transfer similar pouches from a moving train to the lineside. This means that there are ‘out of gauge’ projections from the carriage and from the lineside.
C. There is a misconception that effective Apparatus working needs to be carried out at high speeds. This is not true. When the Apparatus was invented it was understood that the TPO might be slowed for a permanent way check, during fog and falling snow. The equipment, even at walking pace may simply be pushed off the traductor arm of both carriage and standard, provided that they are lubricated and well maintained. The Apparatus should not be operated at speeds higher than 25 mph.

D. The Apparatus system caused many accidents in its 133 years of operation even with professionally trained railway and postal personnel (See Appendix C). It is therefore imperative that:

1. All equipment, both land based and rail mounted, is subject to fully documented inspection before use;
2. The pouches used in the transfer are in good condition and checked before use; and
3. The highest training and safety standards are applied to any heritage railway staff operating such Apparatus to reduce the possibility of accidents to as low as reasonably practicable.

6. **Staff Training & Assessment**

A. All staff involved in the operation of the apparatus, both on train and at the lineside, and those involved in its inspection and maintenance are to be deemed as “Safety Critical”.

B. Specific rules and procedures for the operation of the apparatus on a particular railway should be published.

C. Any staff involved in the use of the apparatus must have been trained, assessed and passed as competent in the specific rules and procedures.

D. Any railway wishing to undertake mail bag exchange operations by Apparatus and who have no experience of such operations, are recommended to seek advice from an established user.
Appendix A: Recommended Common Rules

These rules are based on the Post Office Rules and Regulations in force at the cessation of Apparatus working in 1971.

a) General

i) No person under the age of 18 years should be responsible for the operation of the Apparatus.

ii) Persons over the age of 16 may be trained under the direct supervision of qualified Apparatus staff.

iii) No persons other than qualified Apparatus staff, HMRI officers, or staff under training should be on a TPO or at the Lineside equipment when the mail bag exchange is in use.

iv) No member of the public should be allowed to operate any of the Apparatus equipment except for demonstration purposes when the TPO is static and no services are in operation. All such use of the equipment must be supervised by qualified Apparatus staff.

v) Where a TPO passes through a station during an operating period and the carriage net is platform side, station staff must ensure that members of the public are kept at least two metres from the platform edge. The carriage net must not be extended.

b) Working Lineside Mail Apparatus.

i) The layout of Lineside Apparatus. The apparatus shall be set out in a safe manner and comply with the layout given in the diagram below:

![Diagram of Lineside Apparatus Layout](image)

The lineside hut is provided as shelter for the lineside staff.

A permanent boundary fence that clearly delineates the proscribed area from the public viewing area is strongly recommended.

ii) No member of the public should be allowed in the proscribed area near the lineside Apparatus equipment.

iii) Only staff trained and examined, and passed as competent by the Apparatus Inspector be allowed to use the lineside Apparatus equipment.

iv) In the interests of safety Apparatus staff should never pass BETWEEN the Apparatus and the line on which the train passes, on the way to or from the standard (see diagram opposite paragraph ix for a typical standard). They should always pass at the back of the Apparatus. After the train has passed, the standard should be turned to the out-of-working position immediately and the net frame closed. The latter operation must be performed while standing between the wood and iron frames, and the frame should be eased down gently. In the case of lineside nets
where slot plates are fitted with safety pins, the pins should always be used to prevent the cross bar jumping out of the slot during the receipt of pouches.

v) Some form of communication must be in place to inform lineside staff of the approach of the TPO.

vi) The pouch weight should not be more than the minimum consistent with enabling the apparatus to work, the maximum is 50 lbs. gross (see App.B).

vii) The pouch should be packed in such a way that when suspended on the standard it will hang vertically. The small-cross straps should invariably be buckled, and the main strap should be passed through at least three of the five loops round the pouch once only before buckling it; the remaining portion of the main strap should be carefully tucked in. This portion of the strap should face the line when attached to the standard. When the standard is turned on to the line, the tucked end will face the standard and minimize the risk of it impacting with the locomotive or coach side.

viii) Pouches should be carried to the standard on the shoulder, and placed on the platform near to the appropriate standard arm to which they are to be attached. The platform should then be mounted and the pouch raised by the drop-strap to meet the pin. When the drop-strap is at the correct height, the right hand should be moved from the drop-strap and placed over the top of the pin box to guide the strap on to the pin and to help keep the operator steady.

The standard should be turned carefully to prevent the pouch moving along the pin, and after the pouches have been turned to the line they should be examined to see that the drop-strap is well on the pin and held by the jaws of the pin box. The standard should always be turned on and off by means of the handle, while the operator is standing on the ladder.

If after having turned the suspended pouches to the line it is observed that the approaching train is not the TPO, no attempt should be made to reverse them unless it is evident that the standard can be turned to the out-of-working position before the engine of the approaching train reaches the Apparatus. No attempt should be made to turn the standard while the operator is on the platform - this must be done while standing on the ladder.

ix) The risk of pouches suspended on lineside standards coming into contact with the cab of the locomotive can be minimised by tying the bottom of the pouch to the platform by means of twine. The following method should be used to tie-in all pouches.

During the process of strapping up the pouch a length of twine for tying about 6 feet long should be placed along the inside of the bottom flap. The pouch strap should then be fastened in the normal manner leaving two loose ends of twine hanging from the bottom corners of the pouch. After the pouch has been suspended from the lineside standard the loose ends should be tied to the eye bolts in the stage board of the standard. The twine should be sufficiently taut to keep the pouch steady and to prevent it swinging out of the vertical towards the line (see diagram).
x) The number of pouches to be despatched should be agreed before the operation commences.

xi) In order to call the attention of Enginemen to the location of the Apparatus standard(s) yellow and black chequered warning plates are fixed on the approach side of all Apparatus standards. If, for any reason, this operation is carried out at night or in poor visibility, an electric lamp should be fixed to illuminate this plate BEFORE the standard is turned to the line. A stand for such a lamp should always be provided.

xii) Should it be necessary to operate a mail bag exchange for any reason during the hours of darkness or poor visibility, a warning light should be affixed to the bracket affixed to the platform of the standard.

During Apparatus working in darkness or poor visibility a light should be trained on the pouches, chequered board and mark board(s) as the train approaches and kept in the same position until the train has passed. This should be done in a safe position from the shelter hut door.

xiii) The officer in charge of the exchange on the day must always confirm verbally the operational requirements with the driver.

xiv) All operations, including the setting of the net, should be completed 10 minutes before the train is due. The standard should not be turned on to the line until confirmation is received that the TPO train is due.

xv) While the TPO train is passing, the working of the Apparatus on the TPO coach should be carefully observed, in order that the cause of any failure may be detected. This should be done from a safe position in the shelter hut door.

xvi) Before leaving the Apparatus, the springs should be examined and it should be ascertained that the standard and net have not been damaged during the working. Any damage should be reported to the Officer in charge of the Apparatus operation and all such operations suspended until the equipment is repaired.

xvii) There should be at least three persons employed on lineside duties. Two persons will operate the Apparatus and a third will be on lookout duty. One person, other than the look-out, will be in charge of the line-side operation. The look-out will also be responsible for managing any spectators at the lineside.

c) Working in Travelling Post Offices.

i) No member of the public should be on the TPO when the Apparatus equipment is in use or intended to be used unless by the authority of the officer in charge.

ii) Apparatus must be worked by competent staff only.

iii) Apparatus duties must be first consideration of Apparatus staff.

iv) At terminal points while the train is stationary and where the station platform and circumstances generally permit, the person under training should practise extending pouches and recovering them by means of the check cord. This practice should whenever possible precede the actual working of the train.

When a member of staff is learning an Apparatus duty the member who is instructing will be held responsible for all that the learner does in connection with that operation.

v) The points on which the pouches are fixed and the net lowered are called Marks. No member of staff is at liberty to adopt their own Marks.

**IMPORTANT**

Only soft garden twine of about 30lbs. breaking strain should be used.

In no circumstances should tarred cord, sisal twist or cords of man-made fibre be used as these do not break easily enough and are liable to damage the pouch or cause it to behave in a dangerous manner.
Although heritage railway operators will be familiar with a solitary mark when performing mail bag exchanges in daylight, if called upon to operate during the hours of darkness, they may find that they become disoriented. The mark board should be well illuminated and extra care taken to observe the approach to the lineside equipment.

vi) At the commencement of a duty, the carriage net should be detached from the safety catch, and if the position of the carriage permits, the net and the despatching arms should be tested to see that all parts are in proper working order. This should also be done whenever possible at the next stopping station after each working of the Apparatus.

vii) The net frame consists of two parts hinged near the middle, the lower part being attached to the carriage and hinged on three large pins. The movement of the net is controlled by a short, elbow-shaped lever engaging on, but not attached to, the rear leg of the frame. The net frame, being independent of the lever, can be closed by hand should the working parts become out of order or damaged. In the event of any failure of the lifting gear, the net frame should be pulled up to the carriage side by hauling the frame from the inside. The safest and quickest method is to grip the rope detaching line with one hand while the other is used as a support above the Apparatus door. With a sharp inward pull the frame can be brought in, and with the aid of another member of staff pulling on the leather handle or rope loop which is fixed to the pivot bar of the frame, the frame can be secured on the safety hook.

viii) To lower the carriage net, the operator should stand with his left hand on the top of the net lever and facing the direction of travel. The lever should be operated by releasing the spring-loaded clutch and pressing the lever smartly downwards in one motion towards the carriage floor.

In order to ensure that the clutch is engaged the lever should be depressed by the foot and a visual check should be made to ensure that the end of the clutch rod has dropped into the slot in the quadrant.

Notes:

(1) When depressing the net lever the heel of the hand should be used to prevent knuckles being scraped between the lever hand and the carriage side.

(2) Particular care should be taken to ensure that the net is extended and the clutch secured well in advance of the lineside pick-up location. If for some reason the clutch is not engaged at the point of exchange, the operator should keep his foot firmly pressed down on the lever.

ix) To raise the net the lever should be grasped with the right hand, with the fingers around the lever handle, and the thumb over the clutch handle. The thumb should be eased from the clutch handle as soon as the clutch is out of the bottom slot, and the lever should be brought up sharply with a continuous run until the clutch engages in the top slot. The clutch of the lever must be operated by the hand, and not by the foot.

At all Apparatus stations the net must be drawn up quickly after passing the standard or standards. If a pouch fails to fall clear of the net aperture, steps should be taken at once to remove the pouch, and another member of staff should be called up to manipulate the lever and so avert delay in closing the net.

x) In the case of a carriage receiving net being damaged to such an extent as to prevent it being brought to the normal closed position by the operation of the lever, the Officer-in-charge should adopt the following procedure:

(1) if there is no risk of fouling by being able to tie back the net, the carriage should be taken out of service.

(2) if there is a risk of fouling by not being able to return the net to its out of use position, the communication cord should be pulled immediately and the guard informed of the circumstances. A full written report should be submitted to the appropriate authorities.

xi) The Apparatus staff should ensure that the net is secured by the safety hook after every working.
xii) Before attempting to lower the net for the receipt of pouches a visual check should be made to ensure:
   (1) that there is no bag peg rail across the net aperture;
   (2) that the net aperture door has been opened;
   (3) that the safety hook has been removed;
   (4) that the red safety bar has been placed across the carriage gangway entrance to prevent anyone passing the net during the working of the Apparatus; and
   (5) that the alarm bell has been switched on.

xiii) When a receipt only is due, the sliding door immediately in advance of the net should remain open with the safety rail across. This is to allow the operator to have clear sight of the ‘mark’. The door should remain open until the pick-up has been successfully completed.

xiv) When the Apparatus staff have to lower the net and extend pouches the net must invariably be lowered first.

xv) At stations where there are two or more standards, the net must not be raised until all standards have been passed. Where receipts are due from more than one standard the Apparatus duty should observe that the carriage net re-opens after each standard is passed.

xvi) The doorways of all carriages from which Apparatus pouches are despatched are fitted with safety bars for the protection of the Apparatus staff. The bar should invariably be placed in position before any working at the open door takes place. In carriages where the safety bars are not of the automatic type, the Apparatus staff should see that all safety-bars are in position for the protection of staff who have to despatch pouches at the various doorways of the train. The bar is not intended to be used as a substitute for the handles provided for the use of the operator. Other personnel on the carriage should be kept to a minimum and should not be in the vicinity of the doorways when the doors are open while the train is in motion.

xvii) Pouches affixed to a traductor arm may be manoeuvred by hand into the doorway but finally pushed away from the carriage by foot.

xviii) The pouches should be so filled as to simulate the bulk and weight of mail bags. Single empty pouches should not be despatched by Apparatus but multiple empty pouches may be despatched for operational purposes by being enclosed in one outer pouch in the normal manner. It is important that the main shackle should be centrally placed at the top of the pouch in order that the pouch should hang vertically when extended. The small cross straps should invariably be buckled and the main strap passed through at least three of the five loops and round the pouch once only before being buckled; the remaining portions should be carefully tucked in as flat as possible and without knotting. The pouch should be carefully and tightly made up.

xix) It is the duty of the person in charge of the Apparatus operation to give a verbal warning to all other staff despatching pouches as soon as the “Fix-on” mark for a station is approached. The staff so warned will be responsible for “fixing-on” at the proper mark.

xx) The despatch of pouches must invariably be effected from below the safety bar. The handles fitted inside each doorway are sufficiently long to allow of their use by all staff irrespective of their stature. These handles afford the most efficient protection that can be given to a member of staff whilst engaged in the despatch of pouches from a TPO; the safety bar should not be used as an alternative support. When placed ready for despatch a pouch must be laid flat on the floor of the carriage about 9” from the door with the main strap buckle uppermost and the drop strap turned away from the delivery arm from which it will be despatched, i.e. towards the centre of the doorway. The drop strap of a
pouch in this position will meet the despatching arm when it is swung inwards and downwards. The pouch is attached to the delivery arm pin through the thimble hole of the drop strap and the lid of the delivery arm should be closed by a sharp blow of the hand. (See illustration and **NOTE that the Safety Bar has been retracted in this posed photograph**) Tying-in should be effected by means of a piece of twine passed once round the nut attached to the pin, crossed and brought under the arm below the pin and passed round the drop strap and tied with a reef knot. This should be completed before the pouch is moved.

As the point of extending approaches, the left hand pouch should be set up on end, at the open door with due regard to safety of balance. The right hand pouch should be similarly set up, care being exercised to see that the second pouch does not lean against the first, and that it will remain in position while the first is being extended. The pouches must not be left after they are set up ready for despatch.

Pouches should be extended in the following manner:-

(1) The drop strap should be firmly grasped just below the head of the delivery arm. The pouch should then be turned outwards as far as the despatching arm will permit, i.e. at right angles to the side of the carriage. Before releasing the grip of the drop strap a slight pause should be observed to steady the directional movement given during the outward swing.

(2) The check cord may be used to lower the pouch to the fully extended position; but it must not be utilised as a substitute for the initial hand-grip of the drop strap. When a despatch only has to be made, the working will be facilitated if the operator holds the first (the left hand) pouch partly over the sill of the door in readiness for prompt extension at the appropriate point.

xxi) The carriage door must remain open and the arms must be watched until the pouches are struck off. The delivery arms should then resume and retain their normal out of working position by the side of the carriage. In the event of an arm failing to return it must be drawn to the vertical position by means of the check cord. If a pouch is not struck off at the despatching point, it should be recovered without delay by the check cord.

After use, the cap of the despatching arm should be left open in order to relieve the tension of the spring and to be ready for the next working.

xxii) Should the traductor spring break that particular despatching arm must not be used again until it has been repaired, inspected and passed as fit for use by a competent person. When out of use, the defective arm should be secured to the top of the traductor barrel by means of twine passed just below the rubber cushion.

xxiii) When the TPO net is not used and only one pouch is despatched, the right hand arm offers better facilities for successful working, but it must be extended by means of the left hand whilst standing on the right side of the doorway. The use of the left hand arm is permissible when the time available for working is very short or when the TPO net has to be lowered. When two pouches are despatched from one door by one operator the left hand arm should be extended first by means of the right hand while the operator stands at the left-hand side of the doorway. The right hand pouch should then be extended in the manner prescribed above for single pouch working. In the days when TPOs regularly operated services on a daily basis, one officer would conduct all exchanges in one carriage operating the net and four traductor arms. When establishing fix-on points and location of mark board, allowance should be made for one person operation.

The observation of the working marks is facilitated by taking up a position at the left-hand side of the doorway. Whenever two pouches are despatched from one door by two operators, the operator assisting should take up his position on the right side of the door, and extend the right arm pouch whilst the regular operator is lowering the net (or as soon as the official extending mark is reached) thus leaving the doorway clear for the regular operator to extend his pouch from the left side of the doorway.
xxiv) An electric alarm bell is fitted to the mechanism of the net. The bell rings when the net is in working position and it has a dual purpose i.e. to warn all staff to stand clear during the receipt of pouches (no staff should attempt to pass the Apparatus while the bell is ringing) and to give warning of the failure of the lifting gear. Should the bell ring when the Apparatus is not being worked no time should be lost in raising the net by hand.

The Officer-in-Charge is responsible for seeing that the bell is in working order or reporting faults as instructed on a notice to be exhibited on the Apparatus weights cupboard.

xxv) If the Apparatus is damaged in any way no attempt should be made to use the equipment until it has been repaired, inspected and passed as fit for use by a competent person.

d) A system should be in place to report any irregularities with Apparatus working. An Apparatus Day Book should be held on the TPO in which the state of the operational activities may be reported including faults, missed pouches, misdemeanours etc. It should also be used to record all successful operations. This book should be inspected after each period of operation by the Apparatus Inspector.
Appendix B: Definitions

GPO  General Post Office.
Pouch  GPO specification for the leather bag and strop weighing 20lbs.
Traductor  The arm on the Standard from which a pouch is suspended.
Struck-off  The action of removing the Pouch from the Traductor.
Standard  The rotating mounting post fitted with the Traductor at the lineside.
Strap Tuck  The end of the long strap tucked backed under the leather loop.
Lineside  Shall mean anything associated with the lineside Apparatus Equipment.
Coachside  Shall mean anything associated with the TPO coach Apparatus Equipment.
Fix-on point  The location at which pouches are attached to the traductor arms.
Mark  A white board or other permanent feature recognised as the point where the carriage net is lowered and traductor arms extended.

COACH DESPATCH DETAIL

The gross weight of the pouch including contents shall NEVER exceed 50 lbs (20lbs pouch + 30lbs mail).

Reason: To minimise damage to the traductor & the point at which it is mounted to the coach.

The pouch must always be secured by soft twine in a figure-of-eight over the securing flap at the end of the traductor.

Reason: To prevent premature release due to Windage.

The Strap Tuck should face away from the direction of travel.

Reason: To present a clean aerodynamic surface and reduce possibility of any fouling while out of gauge.

The pouch to hang vertically and to be square-on in all planes.

Reason: To present the best profile to the Lineside net.

Securing Twine should be soft Jute garden twine, the breaking strain of which is in the order of 30 lbs.

LINESIDE DETAIL

The gross weight of the pouch including contents shall NEVER exceed 50 lbs (20lbs pouch + 30lbs mail).

Reason: To minimise damage to the traductor of the rotating standard.

The Strap Tuck must face the line when attached to ensure that when turned to the line for collection it faces the standard.

Reason: To present a clean aerodynamic surface and ensure that the Strap Tuck cannot foul any part of the train while out of gauge.

The pouch to hang vertically and to be square-on in all planes.

Reason: To present the best profile to the coach and the coach net.

The pouch(es) must always be strung back to the platform of the lineside standard for all exchanges.

Reason: From the period when smoke deflectors were fitted to locomotives it was discovered that they created a shock wave, causing the pouches to swing violently. The same applied to all main line diesel locomotives, known as the ‘Kinematic Envelope Effect’.

Securing Twine should be soft Jute garden twine, the breaking strain of which is in the order of 30 lbs.
Appendix C: Recorded Accidents

Sadly, over the years, a great many accidents have taken place during the operation of the Apparatus equipment. This section is not included to act as a deterrent but as cautionary message as to what can happen if staff are not vigilant.

a) At the lineside
   i) There are numerous instances of staff falling from the platform of the lineside standard and slipping on the ladder while carrying the pouch. When an operator is working alone, he should place one pouch at a time onto the standard platform, climb up the ladder and affix the pouch. This should be repeated for each pouch. Climbing a ladder while carrying a pouch is extremely dangerous.
   ii) Staff have been injured to varying degrees when walking to and from the lineside standard, usually caused by not following the prescribed route.
   iii) Missed pouches were quite common and the higher the speed the greater the chance of a ‘miss’. A search had to be made for a distance of 400 yards in BOTH directions. A 50 lbs. leather pouch with a laminated leather drop-strap is a formidable missile.
   iv) Pieces breaking off Apparatus equipment have caused injury on occasion.

b) On the TPO
   i) Carriage nets being put out at the wrong place have caused injury to people on platforms. There is a report of passengers’ luggage being swept up at Huntingdon! Such behaviour can not only injure people but cause serious damage to carriage equipment and the carriage structure.
   ii) At high speeds, pouches entering the carriage can come right inside the vehicle and have been known to damage equipment and even roof lights.
   iii) Staff have fallen from the carriages by not observing the rules laid down for their safety.

c) Railway staff
   i) The most vulnerable members in these operations are the footplate crews. Some have been seriously injured and killed by the pouches suspended from the lineside.
   ii) Signalmen, station staff and others have been killed or injured by the failure to withdraw the carriage net promptly.

d) Passengers
   Instances are recorded where passengers leaning out of windows and have been injured by apparatus equipment.

e) General
   i) The Postmasters-General Minutes and other documents held in the Post Office Museum & Archive mention innumerable ‘happenings’ during the operation of the Apparatus equipment. Not unnaturally they are very coy about too great a detail but suffice it to say that a large document could be produced on the subject!
   ii) Any accident, injury or dangerous occurrence must be reported in the normal way that is prescribed by the respective railway.

end of appendices