



West Somerset Railway Heritage Trust
Registered Charity No. 265564



Safety Policy

Introduction.

1. The West Somerset Railway Heritage Trust (WSRHT) is a registered charity (No. 265564) that carries out its objectives through its 4 main activities:
 - a) To conserve and display artefacts relating to the West Somerset Railway and the railways of the West Country and to interpret them effectively in the Trust's museums or on the WSR stations.
 - b) To restore heritage carriages and Great Western Railway and other rolling stock for use on the WSR or for display and interpretation of the rail travel experience over time.
 - c) To engage with school groups, students, and family groups to explore its history and current role, linking it where appropriate to the educational needs of the students.
 - d) Managing the museums at Bishops Lydeard and Blue Anchor.

Safety Policy.

1. The responsibility for Safety Management within the Trust lies with the WSRHT Trustees. The West Somerset Railway (WSR) PLC holds the overarching railway wide Safety Case through the Safety Management System (SMS). The Trustees are jointly responsible for all WSRHT volunteers and employees but may delegate from time to time to their Project Managers or Museum Curators. However, the responsibility always rests with the Directors/Trustees.
2. The Trust places the safety of all people working for or visiting WSRHT sites at the highest possible level:
 - a) To discharge this duty every person volunteering or remunerated by the Trust is required to hold a **current** West Somerset Railway PLC Identify Card.
 - b) Every person working for the Trust who, in the course of those duties needs to go on or near the line, as defined in the WSR PLC Rule Book, must also hold a **current** Personal Track Safety (PTS) qualification. The only exception to the holding of a WSR PLC PTS card is the person holds a valid Network Rail PTS or Sentinel Card and the detail of that card is recorded on the WSR PLC Heritage Operation System (HOPS) database.
 - c) All activities carried out by people working for the Trust must conform to the Policies and Instructions contained within the WSR PLC Safety Management System (Parts 1 to 5) and all relevant documentation referenced from that document.
 - d) The Trust will also carry out internal audits and safety checks to ensure itself that safety is maintained at the highest level.
 - e) Most of the Trust's work is carried out at 4 locations:
 - i) Williton workshop and storage yard.
 - ii) Blue Anchor Museum.
 - iii) Gauge Museum, Bishops Lydeard Museum.
 - iv) Dunster West Sidings.

The WSR PLC will carry out periodic audits with the Trust to ensure that the required Policies and Instructions of the Safety Management System (SMS) are being carried out.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

3. All work and projects will be managed by Project Managers, Museum Curators, or team leaders, who have a duty of care to all working staff, visitors, other staff, and colleagues. To this end each existing activity will have a current Risk Assessment that will be regularly reviewed, and mitigation taken to keep safety risks to the bare minimum if not completely risk free. Any new project will require a new Risk Assessment that has to be approved by the nominated Trust officer responsible for safety and, where required, the relevant WSR PLC officer. Master copies of all Risk Assessments will be held centrally and will be available to all persons working on Trust business.
4. When working at Williton the Trust's activities are carried out at the premises of WSR PLC, or in Sherrings Yard leased by the Association. The Williton workshops are the site of heavy engineering, welding, and lifting gantries. All WSRHT volunteers and contractors must comply with the WSR PLC SMS and need to observe various local instructions in place to ensure any additional risks to safety are well managed and documented as required. Trust volunteers or contractors working in this location must be familiar with these instructions and in particular follow the defined routes if entering the workshop. They must also be aware that on this site the Diesel & Electric Preservation Group (D&EPG) has its locomotive maintenance depot and large locomotives regularly move around the yard. Trust volunteers and staff should ensure that they are well clear of any railway movement in the yards and also be extra vigilant for contractors, visitors and colleagues at those times. In Sherrings Yard, Trust volunteers should comply with the Association's SMS or any instructions applying locally.
5. Safety Critical (SC) duties are designated tasks by the Office of Rail and Road (ORR). These duties require a defined level of competency and medical fitness and includes footplate crew, guards, signalmen and shunters. It also defines the roles of staff to enable a railway vehicle to be returned to traffic. SC work carried out by Trust members is limited to some key tasks in carriage restoration which requires the appointment of a qualified assessor/examiner to oversee.
6. Trust volunteers are able to work with hand tools and small electrical hand tools (i.e., drills, screw drivers and saws etc.) but must be positively encouraged to make sure they are competent. 240V power tools should not be used on site without adequate precautions and their use is never allowed outside a building. Trust volunteers are not to bring power tools for use on site unless they are battery operated or fitted with an inline Earth Leakage Circuit Breaker (ELCB) and have been Portable Appliance Tested (PAT) tested.

Note: Repetitive, prolonged use of certain power tools can cause painful damage to the muscles, ligaments, tendons, and nerves in the affected area. Without proper treatment, repetitive motion injuries can result in permanent disability.

7. The WSR PLC has a robust incident reporting system, compliant with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation, 2013) and there are blank incident forms at most locations. Incidents should be reported to the WSR PLC Minehead Office or the Duty Officer on the day they occur.
8. If in doubt about the safety of any activity or situation, work should not start, or should be stopped until safety can be assured.

DOCUMENT CONTROL

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

Version No	Date Approved	Revision
0.1	August 2020	First Issue of Document.
0.2	August 2020	Policy Updated and Amended. Out for review.
0.3	October 2022	Draft for Approval with WSRHT Trustees.
0.4	October 2022	WSRHT Trustees Approved. Next Revision October 2025.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED