

Safety Management System

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1. The Railway

Ownership and Operation

The railway trades as the 'Gloucestershire Warwickshire Railway'; it is owned and operated by the Gloucestershire Warwickshire Steam Railway PLC.

The Gloucestershire Warwickshire Steam Railway, plc is Registered in England & Wales No. 1576947

The registered office is: The Railway Station, Toddington, Gloucs., GL54 5DT

The station notice board at Toddington, our Registered Office and Main Station, is the formal company notice board.

Location

The codes in parentheses in the following paragraphs are the grid references of the associated locations.

The company owns the double line track-bed of the former Great Western Railway line from 25 metres south-west of the Springfield Lane over-bridge at Broadway (SP092387) to 435 metres south of the Swindon Lane over-bridge at Cheltenham (SO945239) and intends in due course to reinstate the railway along the full length as provided for in its Light Railway Order SI 1983 No 1955; "The Gloucestershire Warwickshire Light Railway Order 1983"

The operational public railway runs from the A435 over-bridge south of Cheltenham Racecourse station (SO953250) to the B4077 over-bridge north of Toddington station (SP050324).

The UP direction is from Cheltenham to Toddington.

Operation

The railway is operated as a single line with passing loops at three stations Cheltenham Racecourse (SO954250), Winchcombe (SP027298) and Toddington (SP050324); the first has a platform on the down side only, the other two have platforms on both up and down sides. There is also a halt at Gotherington with a single short platform face on the down side.

There are two tunnels on the formation: Hunting Butts, 97 yards (SO948246 to SO949247) and Greet, 693 yards (SP018305 to SP022301), both built for double track. The public operational railway uses only one, Greet, which has a single line laid towards the up side.

The operation of the railway is to the Rule Book dated 1st February 1998 with appropriate amendments and particularly Appendices A, B, and C. This Rule Book and all its Appendices are an integral part of the Safety Management System of the Railway.

All working volunteers are issued with an Abridged Version of the Rule Book as part of their induction process; which is also an integral part of the Safety Management System of the Railway.

All operational staff including all Safety Critical Staff are issued with the complete Rule Book together with appropriate appendices depending upon the particular roles undertaken; see section 6 for further details.

There are three signalboxes: Cheltenham, on the up side just north of the station (SO956252); Winchcombe just west of the station on the down side (SP027297) and Toddington south of the station on the down side (SP050321) as well as a ground frame at the entrance to the yard at Toddington on the up side (SP050319); provision has been made for electric token operation, long-staff operation and for the locking out of particular signalboxes. The Special Instructions for each signalbox are also integral parts of the Safety Management System of the Railway.

The railway is operated entirely by competent unpaid volunteers. The railway therefore has no 'employees' but nevertheless treats all staff equally as it would were they employees of the Company.

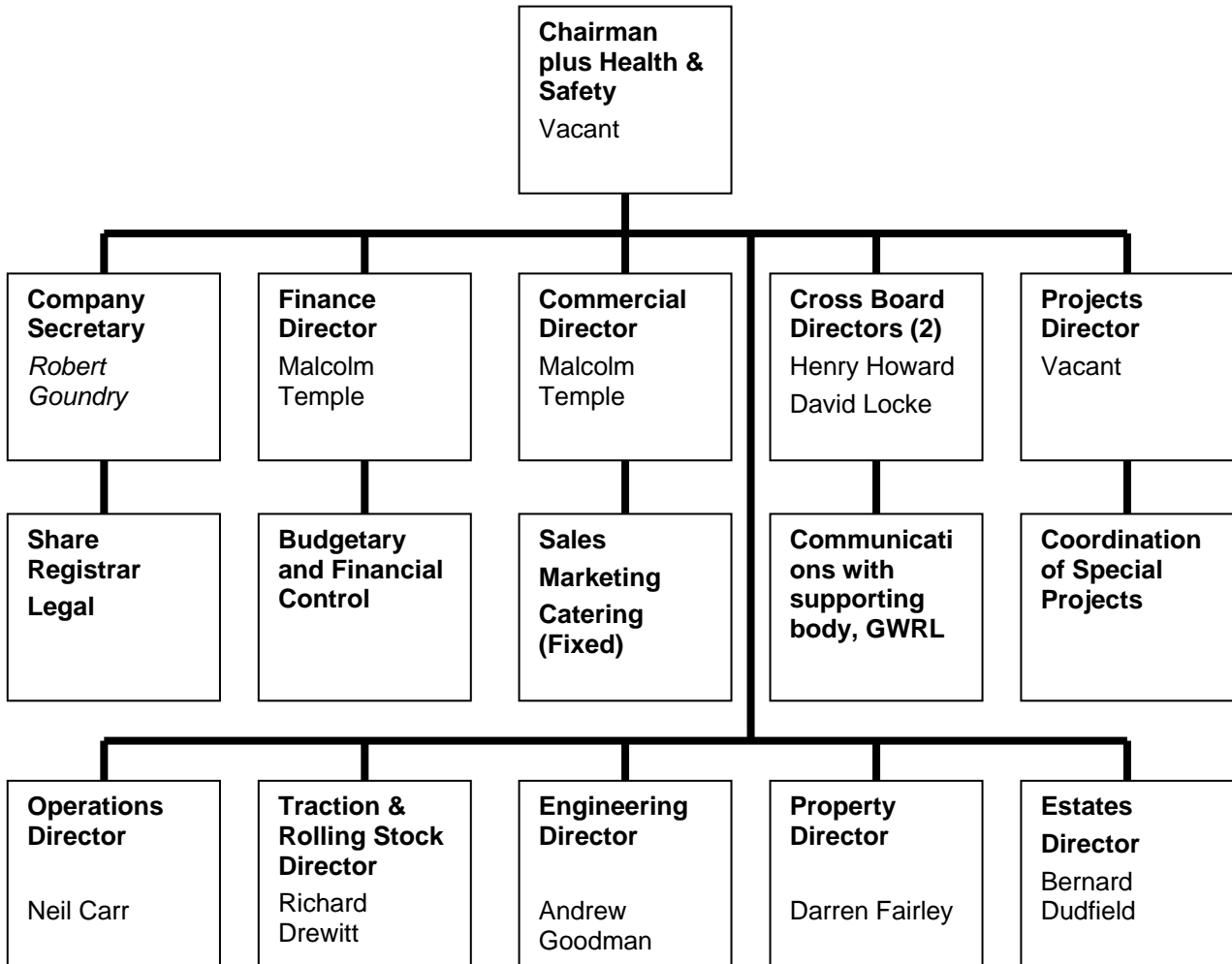
2. Safety Policy

The Safety Policy of the railway was approved by the Board of the Gloucestershire Warwickshire Steam Railway, PLC on 27 October 2000 and supersedes all previous issues. Copies of this Safety Policy are displayed on all station notice boards and all departmental notice boards.

It is the responsibility of all Department Heads and Directors to ensure that this policy is complied with in areas and operations under their control.

3. Organisation & Responsibilities

The railway is managed by the Directors of the Gloucestershire Warwickshire Steam Railway plc. The overall organisation chart is as shown below.



Board Responsibilities

Each Director has a specific area of responsibility as indicated above. The Chairman retains overall responsibility for Health and Safety with a Health & Safety Officer to assist him; details of the later post are given in Section 12 of this SMS. Whilst all Directors have individual and corporate responsibility for H&S, only the functions of the five on the last line are directly responsible for issues in this SMS. The key aspects of their specific responsibilities are given below:

Operations

Purpose of Job

1. To ensure the safe operation of all aspects of the operational railway.
2. To ensure that services in the published timetable operate as advertised

Responsible for:

1. Leadership of all aspects of the Division comprising Operational Train Crew; Signalmen, Station Staff and its interactions with the rest of the Railway.

4. Risk Assessments

Risk assessments are compiled by appropriate Department Head or Divisional Director and reviewed by the Safety Management Committee; comprising of the Operations Director, Traction and Rolling Stock Director, Engineering Director and Company Secretary, with the input and advice of the Health & Safety Officer and relevant competent people in the departments concerned.

The results of all Risk Assessments are recorded and held on record

The process followed is that given in the HRA Guidance Document on Risk Assessment as well as other related HRA Guidance and also the general information given in the HSE publication "Essentials of health & safety at work"

The railway maintains a set of risk assessments covering all operational matters and all other areas that are determined as having significant potential risks. They are held by the Health & Safety Officer.

Workshops

Work in workshops follows the general advice given in the HSE document "Health & Safety in Engineering Workshops". All newly introduced equipment and procedures are risk assessed prior to being put into service. The results of those assessments are recorded and filed by the Traction & Rolling Stock Director.

New Risks

All items of rolling stock arriving on the Company infrastructure for the first time are assessed by the Director concerned to determine if they represent a significant increase in risk prior to being operated. The results of those assessments are recorded and filed by the Traction & Rolling Stock Director.

Review

The risk assessments are reviewed every five years or whenever there is significant change, whichever is the soonest.

5. Competence of Staff

All people carrying out work of any kind on the railway, other than contractors, must be members of our support body Gloucestershire Warwickshire Railway Limited and must hold an appropriate Work Permit.

All such staff are volunteers.

Training of staff is undertaken by the departments concerned following an initial formal Induction Course run by the Health & Safety Officer.

Medical checks

Certain staff must complete a GWR Medical Health Questionnaire prior to commencing operational work for the company, namely Driver and Fireman / Secondman.

All staff are required to notify the company of any significant changes in their health. The company Doctor will then take a view on this and decide whether or not the individual is fit to continue their duties until such time as they have recovered.

Staff aspiring to take on the role of a Signalmen, Guard or Travelling Ticket Inspectors (TTI) are required to take basic eyesight and colour blindness tests prior to the commencement of duties in those roles. Eyesight testing for these roles is conducted by the Health and Safety Officer or his/her appointed deputy who is competent to undertake such examinations.

Medical requirements for Drivers, Firemen and Secondmen

Full medical examinations are conducted for staff in certain safety critical positions, namely Driver and Fireman / Secondman as these positions hold the most direct influence over the safe operation of trains. Initial medicals are conducted prior to commencement of training.

Approval of medical fitness is only granted by the appointed company Doctor so as to maintain a consistent standard across all staff. The doctor issues a GWR Medical Fitness Certificate as appropriate. Where possible, the company contracts the professional services of a physician who specialises in occupational health.

6. Operation of the Railway

This operation is described in Section 1 and has not been repeated here.

This railway is functionally and physically separate from all other railways.

Regular passenger trains, dining trains and demonstration freight trains are run to published timetables.

All operations are undertaken in compliance with the Rule Book, supplemented by appropriate Appendices, Operations Notices and Signal box special instructions.

On all operating days a Duty Operations Officer is responsible for the safe operation of the railway and for dealing with any incidents that may occur. He is normally based at Toddington, although he may travel the line and his contact details and location are held by the Toddington Station Master's Office.

The rule book and its appropriate appendices are issued to all operating staff and must be carried by said staff whenever they are signed on for duty.

An abridged version of the rule book and a work permit are issued to all volunteer staff on the railway and must be carried whenever volunteering for work on the railway.

Information is disseminated via designated notice boards.

Public notice boards are situated on platform 1 at each manned station and display the Company details and where items such as, conditions of carriage, insurance details and passenger complaints procedure may be obtained. They also contain details of events, timetables and train running. These notice boards are maintained and updated by the station master as appropriate.

All Staff carrying out Operating Safety Critical functions sign-on before commencing those functions at Toddington shed; other than Signalmen at Cheltenham who sign on in the Cheltenham Signal Box. In signing on they confirm that they are fit for the duty and are free from the effects of alcohol and drugs. The same staff sign-off at the end of their period of duty before leaving the railway premises.

Operations notices are posted on the operations notice boards at the signing on point at Toddington and in the Cheltenham Signal Box. These notice boards are maintained and updated by the Operations Director.

Signal boxes have their own notice boards which display special instructions for signal boxes and additional signalling information and regulations. These boards are maintained by the Signalmen's Inspector.

Workshop staff sign-on before commencing duty to confirm that they are fit for the duty and are free from the effects of alcohol and drugs in the workshop offices at Toddington and Winchcombe. The same staff sign-off at the end of their period of duty before leaving the railway premises.

Station Staff sign-on before commencing duty to confirm that they are fit for the duty and are free from the effects of alcohol and drugs in the appropriate Station Office. The same staff sign-off at the end of their period of duty before leaving the railway premises.

Individual departments of the railway have local notice boards which are maintained by department heads and department safety officers and are located in their mess rooms. These notice boards display local information and health and safety regulations and information. There is also a health and safety notice board in the workers canteen at Toddington, maintained by the Health and Safety Officer.

Lists of persons competent for particular tasks and procedures in general are maintained by the appropriate Department Head and associated Director. In addition, the lists for workshop machinery are posted in the relevant workshop in close proximity to the relevant equipment.

Locomotives are checked before entering service by the footplate crew and the Locomotive Daily Inspection Card completed.

Each carriage set is checked by the Guard before commencing service and the result recorded on the Guards Daily Journal.

7. Management of Maintenance

Bridges

All our bridges are inspected by a qualified Engineer, and any work that he requests will be carried out prior to an inspection for the purpose of granting permission to operate passenger carrying trains. This work may include removing the formation, resealing, drainage, brickwork and formation replacement.

Formation

When renewing the track-bed it will be graded, and will then receive a layer of screened ballast on which the track will be laid. New ballast will then be applied to enable the track to be machine tamped and lined to passenger carrying standards.

Track Design and Maintenance

The track is designed and maintained to support a 23.5 Tonnes axle loading and 25MPH. Rail replacement is not less than 98lb flat bottom or 95lb bullhead on concrete sleepers, except across bridges where new timber sleepers are used. Timber sleepers may also be used in station areas for aesthetic reasons. Turnouts and crossovers are of not smaller than C:12 dimension.

Public Foot Crossings and Bridleways

All crossings at track level have the appropriate protection afforded to them, including signs as laid out in current regulations, and all sight lines are kept clear of vegetation.

Clearance and Fencing

Clearance at trackside is to a minimum of five metres from the nearest running rails.

Signalling

The installation of fully interlocked Fixed Signalling is the standard on the railway. Exceptionally, the use of a locked ground frame at the end of extensions is resorted to as interim measures.

The Fixed Signals are installed following advice from, and to the satisfaction of, an external Independent Signalling Inspector. That Inspector works on, or has worked on, the National Network and holds the appropriate IRSE certificate.

Rolling Stock

All passenger-carrying rolling stock is ex main-line vehicles maintained to the appropriate standards, such as CMS 123. Critical checks, such as door locks, are carried out by staff who are competent and authorised to undertake such checks.

Locomotives used are mainly ex main-line with occasional industrial engines. They are maintained to the appropriate standards using manufacturers or main-line documentation as a guide, suitable amended to meet the lower usage found on a Heritage Railway.

Records of individual vehicles are maintained.

Workshop Practice

Work in workshops follows the general advice given in the HSE document "Health & Safety in Engineering Workshops".

All new equipment and procedures are risk assessed prior to being put into service.

Staff are only allowed to use specific items of equipment who have a proven competence to do so.

Contractors

Where contractors are employed to perform tasks these are closely specified in the contract and the resulting output checked by our staff before the item or facility is brought into use.

Prior to commencement of work on the premises, contractors are required to provide method statements and risk assessments for the work that is to be undertaken. Where the contractor is under the control of a group, external to the Company but under consent to work on the premises, then that group is responsible for ensuring that the relevant paperwork is provided to the Company for its approval. Departmental Managers and/or Divisional Directors may give authorisation for work to commence using contractors.

