



WSRA POLICY No P5: Health and Safety

Statement of Intent

This is the Health and Safety policy of the West Somerset Railway Association

Our Health and Safety policy is intended to ensure we:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
- provide personal protective equipment
- consult with our employees and volunteers on matters affecting their health and safety
- provide and maintain safe equipment and facilities
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident.

Signed on behalf of the WSRA trustee board:

Geoff Garfield

Chairman

Date

Scope

This document applies to all of those who are employed by the WSRA or act in a voluntary capacity to support the work of the WSRA or its subsidiaries.

This document does not apply to members of the WSRA who take no active part in assisting with the running and management of the WSRA.

Responsibilities for Health and Safety

Overall Responsibility rests with the Board of Trustees jointly.

On a day to day basis the person responsible is the General Manager, Jacquie Green.

To ensure that Health and Safety Standards are maintained and improved the following people or organisations have specific responsibility as follows:

- The Offices of the WSRA – Jacquie Green, General Manager.
- Events organized by the WSRA – The person deputized to be the leader of the event.
- Monitoring of ill health and accidents – Mike Sherwood

- Carrying out periodic risk assessment of the offices – Pinnacle HR consultants.
- Carrying out risk assessments prior to WSRA organized events – Mike Sherwood
- Ensuring all WSRA specific training is up to date – Jacquie Green

It is noted that:

The WSRA occupy offices in premises under the control of the West Somerset Railway plc and as such are bound by the West Somerset Railway plc safety case. In practice this means the WSRA must comply with the Health and Safety standards set by the West Somerset Railway plc. Nothing in this policy permits WSRA to deviate from these standards while on West Somerset Railway plc controlled premises.

Employee and Volunteer Responsibilities

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Arrangements for Health and Safety

We will conduct risk assessments:

- In our offices periodically
- In advance of any WSRA organized activity such as fund raising events
- All risk assessment will be documented and the name and the date of the person carrying out the assessment will be documented.
- WSRA may use a qualified specialist to carry out risk assessments.

Training

- Training will be given to all staff and volunteers to ensure they can carry out their designated tasks safely.
- Risk assessments will be used to create safe systems of work. Where these are complex they will be documented.

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans will be tested from time to time and updated if necessary.
- Evacuation plans for one off events such as fund raisers will be tested to the extent practicably.

- WSRA will not use enclosed venues that do not have clearly signed emergency routes. Fire extinguishers and designated assembly points.

Policy Author	Mike Sherwood
Date confirmed by WSRA Board	10 June 2024
Date Implemented	11 June 2024
Review Interval	2 years
Next Review Due	June 2026

WSRA H&S Risk Assessment Form

Use this form to record basic information, add pages as required to adequately record details of the assessment, concerns and mitigations. Read policy M2 Risk Assessment and draw up a matrix template as shown in the appendix if required and attach.

Place being Risk Assessed

Date of Assessment

Name of Assessor Sign

Are these regular premises of the WSRA in regular use? YES / NO

If NO

What event is being held? Date of event

Nature of the event

Expected number attending the event

Is the event indoors or outdoors

Are there tents or other temporary structures? YES / NO

If so are these adequately secured and stable? YES / NO

For indoor venues

Are there clearly designated exit points? YES / NO / NA

Are there fire extinguishers present and tested? YES / NO / NA

Is there a clearly designated assembly point(s)? YES / NO / NA

Will there be adequate staff on duty? YES / NO / NA

For Outdoor Venues

Will there be sufficient marshals YES / NO / NA

Are all marshals briefed on what to do in an emergency YES / NO / NA

Will there be onsite first aid YES / NO

What are the first aid arrangements

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Are there sufficient barriers in place to run the event safely YES / NO / NA

Add as many blank pages as necessary to record the detail of the risk assessment carried out:

Number of pages attached

Recommendations arising from the risk assessment:

Use the space below to note your recommendations:

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Date Recommendations passed to event organizer or manager

I have noted the recommendations from the risk assessment:

Name

Role

Date

Follow up

Have the recommendations being acted upon : YES / NO /NA

If NO is there an agreed mitigation plan YES / NO /NA

Date of final sign off

Signature of Assessor

Signature of event organizer or manager

Mitigation plan (continue on separate sheet if required):

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