

Crowle Peatland Railway	Reference	Issue	Date	Status
Title: Safety Management system	SMS1	1.0	23/07/2019	Issued

Crowle Peatland Railway



Safety Management System

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INTRODUCTION

The Crowle Peatland Railway Safety Management System

This document describes how the Crowle Peatland Railway, a Charitable Incorporated Organisation (CIO), with registered charity number 1180684, (the Duty Holder) defines the roles and responsibilities for making sure the railway can be run safely, and in accordance with "The Railways and Other Guided Transport Systems (Safety) Regulations 2006" (ROGS).

Name and Address of Duty Holder under ROGS.

Crowle Peatland Railway Charitable Incorporated Organisation (CIO)

Contact Details

C/o Melvyn Bailey
 Bridgefield House
 Double Rivers
 Crowle
 North Lincolnshire
 DN17 4DD

Tel 01724 710504 or 07854 413518

Email MelvynJamesBailey@gmail.com

It sets arrangements for how managers control the safety system, (at all levels).

It shows how staff and volunteers are involved in running the Railway.

It makes sure the Railway continues to monitor and improve by setting targets and carrying out reviews.

Stemming from this main document are other detailed parts of the safety management system such as the operating "Rule Book" and "Engineering Procedures".

Above all, this is a working document, and concerns everyone involved as a paid member of staff, contractor or volunteer on the Crowle Peatland Railway.

The SMS will be reviewed annually or when major change takes place.

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Trustee Statement.

The Board is committed to ensuring the health, safety and welfare of passengers, staff, and all those affected by our operations.

Safety is the responsibility of everyone at all times and in everything we do.

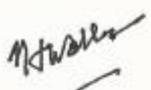
Specifically we will ensure that:

This Safety Policy is communicated to all who work on the railway.

If work cannot be performed safely it will be stopped until a safe system of work is available.

Training needs are identified and met.

Risk assessments are carried out using appropriate techniques and hazards identified are corrected.

Signed: 	(Chair) M. J. BAILEY
Signed: 	(Sec) NEIL WALLER
Signed:	(Treasurer)
Signed: 	(Member) A. J. TOWNLEY
Signed: 	(Member) R. G. STEWART
Signed: 	(Member) JULIE REED.
Signed: 	(Member) William Coleman
Signed: 	(Member) Paul Vernon.

Signed: _____ (Member)

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DEFINITIONS

The Company	Crowle Peatland Railway (CPR)
Company Trustees	The elected board of Trustees of the CPR.
Employee	Paid or unpaid person working at the railway with the permission of the Responsible officer.
Responsible Officer (RO)	In charge of the railway during one train operation, or when no trains are running. The RO will note their duty in the rulebook.
Grade Card	A card issued by the Company Trustees commensurate with the volunteer's ability, training and examinations.
Authorised Person	A person so authorised by the issuing of the appropriate Grade Card.
Staff	See employee

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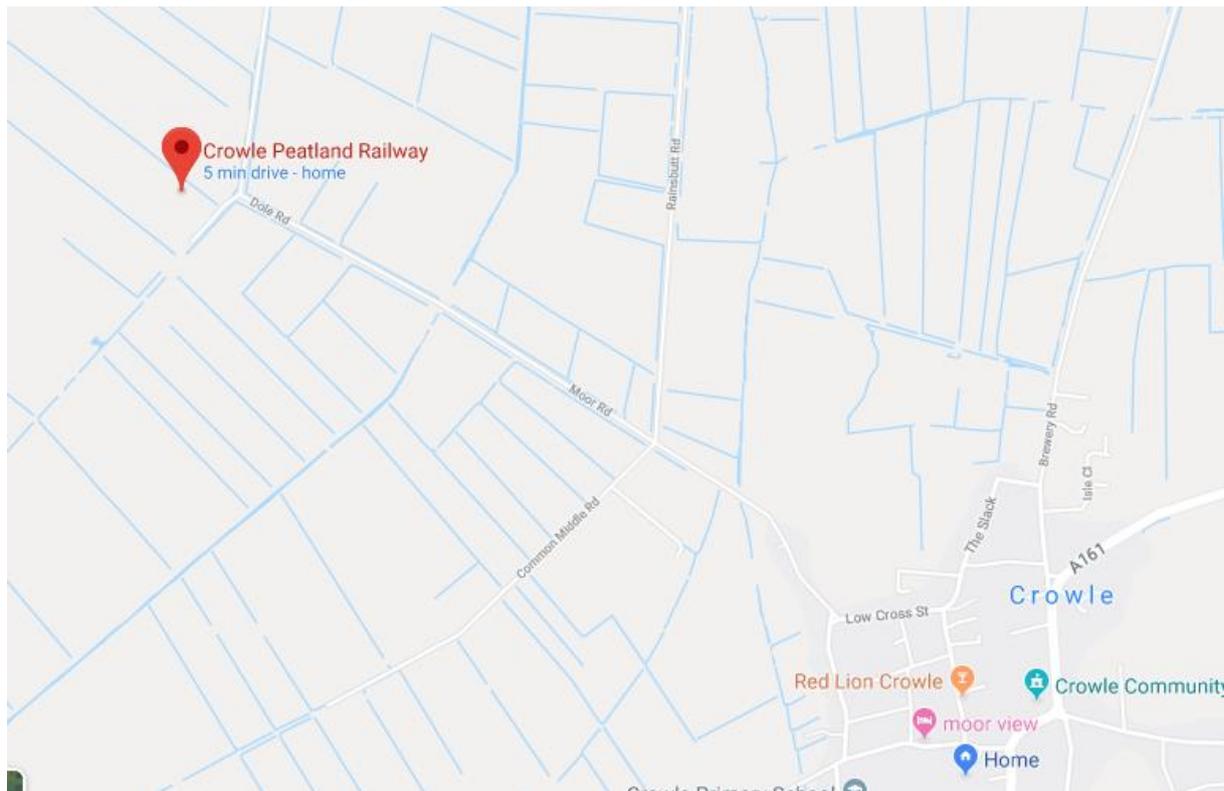
1 DESCRIPTION OF RAILWAY

The Crowle Peatland Railway is a heritage narrow gauge railway approximately 100 m long with a track gauge of 3 ft and operates at maximum speed of 5 mph. It is located on Crowle Moors.

The operating base is at The Old Peatworks off Dole Road. Grid reference SE757140.

The railway and workshops are owned and operated by the Crowle Peatland Railway (CPR), a Charitable Incorporated Organisation (CIO), with registered charity number 118064. The land on which the railway operated is owned by North Lincolnshire Council and is leased to CPR.

The Railway is operated and maintained mainly by volunteers.



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2 HEALTH AND SAFETY POLICY STATEMENT

It is the CPR's intention that its work will be carried out in accordance with its Policy with all reasonable & practicable measures taken to avoid risk to its employees or others who may be affected.

The Managers and Supervisors have the responsibility for implementing this Policy throughout the CPR and must ensure that Health, Safety and Welfare considerations are always given priority in planning and day-to-day supervision of work. The Board of Trustees of the CPR has responsibility for the development, implementation and maintenance of the Safety Policy. The organisation and arrangements for implementing the Policy are contained in this document and will be available at the site for reference by any member of staff as required. It will also be available on line.

We are committed to the following goals:

- Protecting the health, safety and welfare of our staff, volunteers and members of the public who may be affected by our business activities.
- Requiring our contractors and sub-contractors to provide similar protection for the health, safety and welfare of our employees, volunteers and members of the public.
- Investigating and following up any injuries and incidents in order to understand the facts in full and to develop and implement action plans to avoid recurrence.
- Improving our safety performance continuously.

Crowle Peatland Railway believes that:

- Health safety and wellbeing of our volunteers and members of the public is of prime importance.
- Health and Safety is the responsibility of all and requires personal commitment from all volunteers.
- Every person has a legal duty to take reasonable care of themselves, and others that they affect, and to co-operate with the implementation of this Policy.
- All injuries and damage to health are preventable.

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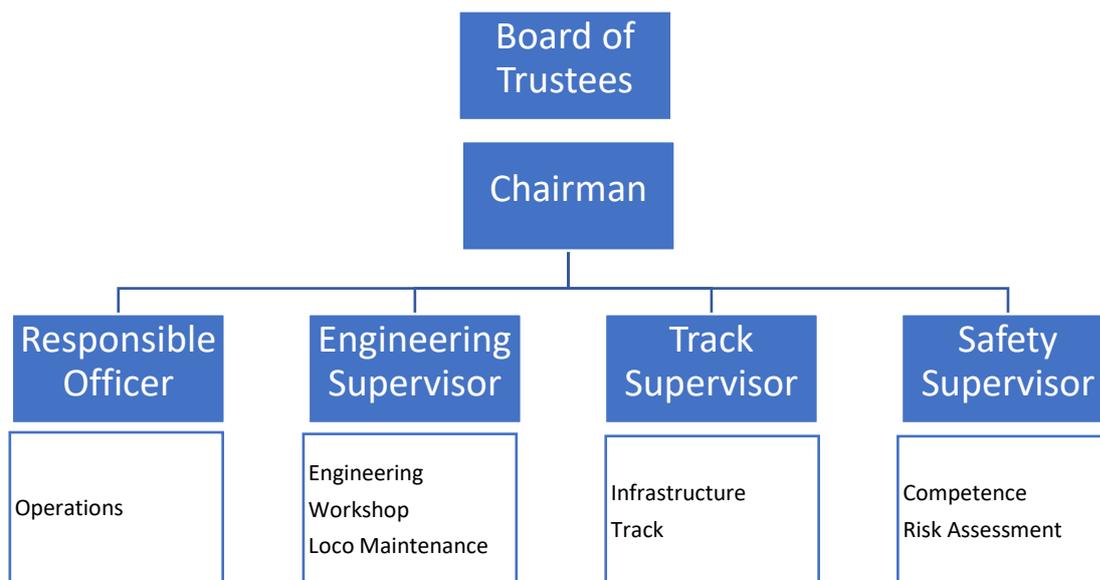
3 ORGANISATION / RESPONSIBILITY CHART

Crowle Peatland Railway (The Duty Holder)

The primary purposes of key positions are summarised as follows:

- The **Board of Trustees** meet regularly to set policy and manage the financial and commercial interests of the Railway.
- The **Chairman** of Trustees is responsible for passing on the policy decisions made by the Board and making sure they are implemented in a safe and timely manner.
- The **Chairman** or a person nominated by him is responsible for the day to day management of the Railway.
- The **Responsible Officer** is responsible for the operation of the railway on a given day.
- The **Engineering, Track and Safety Supervisors** are responsible for the provision of locomotives, rolling stock and infrastructure in a safe and maintained condition with staff to man them.

The **Operating Staff, Fitters and Working Parties** work as directed in accordance with the Railway's SMS.



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4 RISK ASSESSMENT

Risk Assessments are carried out by a group of staff with appropriate knowledge and experience. Results of all assessments are recorded and filed in paper hard copy at The Old Peatworks. All assessments are checked by the Chairman or a person nominated by him.

4.1 The methodology underpinning the risk assessments uses five steps:

1. Identify hazards arising from activities.
2. Decide who might be harmed by them and how.
3. Evaluate the risks and consider if enough precautions are in place.
4. Record the findings and any remedial actions.
5. Regularly review the assessments.

4.2 Activities,

Activities are assessed and grouped in areas, i.e.:

- Operating and public access;
- Mechanical Engineering;
- Permanent way and civil engineering;
- Catering and retail;
- Fire
- Workshop

4.3 Environmental factors and occupational health issues.

When carrying out assessments, environmental factors as well as occupational health issues are considered.

4.4 Method

The Company follows the methodology described by the Heritage Railway Association in its Guidance Note HGR-A0011 dated February 2015.

This uses a risk-ranking matrix as follows, both figures assessed after the application of control measures:

Severity / Consequence:

1. Minor injury – no time off work
2. Minor injury – up to 7 days off work

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3. More serious injury – more than 7 days off work
4. Major injury – long term absence from work
5. Death

Risk Likelihood:

1. Very low probability – once in every 20 years
2. Low probability – once in every 5 years
3. Moderate probability – once in every year
4. Strong probability – once in every 2 months
5. Highly probable – once every week

The multiplication of the two figures gives the risk ranking.

A severity ranking of 6 or higher is considered unacceptable. If this figure arises then the Control Measures must be enhanced to reduce the risk, or the task suspended.

If the severity consequence is 5 (death) then even if the likelihood is 1, additional thought is given to the adequacy of the controls applied.

At all times, the ALARP principle (to reduce risk to a level that is “As Low As is Reasonably Practical) is applied.

Trivial risks are ignored.

Assessments are prepared by a group of staff with appropriate knowledge and experience, where necessary in consultation with the employees doing the actual task.

Risk Assessments are subject to periodic review as follows:

- Whenever the task, or the control measures, are altered
- Whenever a new task is introduced
- Whenever there has been an accident, incident or near miss involving any of the processes
- At least once in every two years

Fresh assessment takes place when new risks are identified.

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5 COMPETENCY

5.1 Assessment of Competency

Staff operating the railway will only be authorised to perform specific duties after competency has been assessed.

Staff competency is assessed through theory exams and practical assessment. Only after having satisfied their assessors are members of staff considered competent. The assessors are appointed by the Board on the Chairman's recommendation.

Details of all assessments, examinations and training are kept in a competency record for each person, which is filed in a secure cabinet at The Old Peatworks.

Frequency of assessment is proportional to the risk.

5.2 Personal Track Safety

Members of staff, working on or near the track must have received induction briefing and been issued with and signed for the 'CPR Rule Book'. They must be passed out in any relevant operating rules which they need to know to carry out their work safely. The 'CPR Rule Book' is issued individually and signed for. It is also available to staff via the CPR website

CPR contractors must receive a site and task specific induction briefing before work starts.

5.3 Safety Critical Tasks

In this document the safety, critical tasks are as defined in ROGS but use the equivalent job titles as used by the CPR. The tasks listed are neither exhaustive nor definitive.

- Driving a rail vehicle
- Dispatching and controlling the movement of rail vehicles
- Signalling and signalling operations or other activity capable of controlling the movement of vehicles
- Receiving and relaying communications
- Coupling or uncoupling rail vehicles
- Installation of components onto a rail vehicle
- Maintenance of a rail vehicle
- Checking a rail vehicle
- Installation and maintenance of permanent way
- Inspection of track and structures
- Signal engineering
- Protecting persons on or near the track

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5.4 Fitness of safety critical workers

Staff undertaking certain safety critical duties, i.e. Driver, Fireman and Guard, are required to complete a medical declaration form, available on the staff section of the website. For Drivers the declaration is signed by the person's medical general practitioner to confirm that he /she meets the DVLA fitness standards for Group 2 (professional driving). The age-related intervals and validity periods are defined on the declaration. The completed forms are filed with the person's competency record.

5.5 Fatigue

Turns of duty on the CPR are relatively short and undemanding, therefore fatigue is unlikely to become an issue. However, members of staff signing on duty declare themselves fit for that duty and are required by the Rule Book to report any fatigue or unfitness for duty to a supervisor or other person in charge as necessary.

5.6 Visitors – Loco Crews

Any visiting Loco Crew must receive an induction briefing and be accompanied by a qualified CPR driver whilst working on a locomotive.

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6 OPERATING THE RAILWAY

The Railway is managed and run in accordance with the provisions of the CPR Rule Book, which is revised as appropriate.

The Rule Book is issued to all members of staff and is available to them on the CPR website. Copies are numbered and personally issued and signed for. A record sheet is kept. A copy is also available at The Old Peatworks.

Other regulations and operation notices are posted at the Old Peatworks. Specific safety policy documents and special instructions that are posted are brought to the attention of appropriate members of staff by the Chairman or Responsible Officer.

A Responsible Officer (RO) is appointed whenever passenger trains are in operation. Trains will only operate when adequate numbers of staff are present for safe operation as defined in the event risk assessment.

The RO is responsible for supervision of the operation of the railway and shall deal with any disruption of service, incident or emergency. The authority of the RO is absolute.

The RO will be based at The Old Peatworks unless he is part of the train crew. If he is part of the train crew, a staff member at the Booking Office shall be briefed in emergency procedures in the event that the RO should become incapacitated.

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7 MAINTENANCE

7.1 Track and Infrastructure

The formation, line side structures, permanent way, and signalling are all subject to inspections to standards laid down in Engineering Procedures.

Track inspections are undertaken by the Track Supervisor or his nominated deputy before each public running day. A record of such examinations is filed at the Old Peatworks on each occasion showing defects found and remedial action taken.

7.2 Locomotives and Rolling Stock

The method for the examination and repair of vehicles is detailed in 'Engineering Procedures', a system of documents containing instructions, standards, asset registers, and maintenance plans. The Engineering Supervisor is responsible for producing and maintaining the Engineering Procedures, and for overseeing their compliance by engineering staff.

Locomotives and rolling stock are subject to periodic mechanical maintenance, examination and repair. Records of all examinations, repairs and usage are filed with each individual vehicle record kept at The Old Peat Works in a secure location.

Any vehicles, new to the CPR, or hired in vehicles, or modifications to existing vehicles are subject to approval through the 'Management of Change Procedure' described in Section 8. The vehicle records are maintained accordingly, with special attention being made to the compatibility of vehicles, for buffer height, braking system, clearances, and any maintenance requirements or staff training needs.

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8 MANAGING CHANGE

'Changes' mean something different, including 'new' or 'altered', or 'not done before' by the Railway, not just modifications to something.

A management team comprising of appropriate members chosen from Chairman, Responsible Officer, Engineering Supervisor, Track Supervisor and Safety Supervisor meet and discuss any changes to the CPR being proposed or required. These changes include the following when:

- Changes to operating procedures are proposed
- Potential hazards are identified
- Changes to SMS or Rule Book are proposed (Only the Board of Trustees may agree changes to the Health and Safety Policy Statement.)
- An accident or near-miss investigation requires action
- New machinery, rolling stock or equipment arrives on site
- New processes or working practices are proposed
- Working with new substances
- New personnel are given posts with safety responsibilities
- Any expansion or development work is proposed
- Organisational changes are proposed

All changes are recorded in the 'Management of Change Register' kept as a loose leaf folder at The Old Peatworks. It is appreciated that any change may result in an imported risk to the Railway; therefore, all significant changes are recorded and follow the approval process before being implemented. In considering changes the following is discussed and recorded:

- The proposer
- What are the reasons for change?
- What are the risks associated with the proposed change?
- What standards are applicable?
- What legislation, if any, is applicable?
- Is Safety Verification by an Independent Competent Person required?

When the management team is satisfied that everything is in place to manage the change in a safe way and in accordance with legislation, the proposed change is signed off as 'approved' in the register.

ROGS requires that infrastructure managers must make sure that any new or altered infrastructure is safe before putting into service. Any change to infrastructure, signalling system or rolling stock, (including locomotives), that has the potential to import a risk, and is significantly different to that done by the Railway before, will need the appointment of an Independent Competent Person to verify the written safety scheme for the project. They must be appointed in writing, at an early stage in the development of the project and be included in the design selection process.

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9 PEOPLE ON THE PREMISES

9.1 Visitors - Passengers

There are various safety notices posted around the site relating to safety specific issues. These are sited to draw maximum attention to their significance and can be pointed out to visitors as required. Barriers are provided to prevent access to non-public areas.

A member of staff will always accompany authorised visitors to the non-public parts of the site. Each visitor will be briefed on any relevant hazards, such as rails, inspection pits, locomotive movements and uneven ground, when walking in these areas.

Public areas such as toilets that may be used by visitors are kept as clean and tidy as practicable.

9.2 Staff

The CPR will provide each of its staff access to a copy of this SMS via the CPR's website, also any associated documents. (Volunteers are regarded as unpaid employees, and are included in this document by the definition, 'staff'.)

All members of staff have access to the SMS and they are required to be familiar with its contents and have a working knowledge of the parts relevant to the duties performed by them. Alterations to the SMS or associated documents are communicated to staff through a bulletin, which will also contain other H&S information as required. Any major alteration to SMS will be subject to a separate information package including briefing sessions as required.

9.3 Contractors

Contractors working on the railway are given a safety briefing appropriate to the job they are going to undertake, by the CPR manager responsible for engaging them. Contractors working on the railway will be expected to submit their own relevant health and safety documents, including proof of adequate public liability insurance valid for railway work if necessary.

The manager responsible for engaging the contractor must also monitor and review the actual work undertaken and shall identify the required standards to be applied to the task.

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10 HANDLING EMERGENCIES

10.1 Emergency Procedures Handbook

Procedures are contained in the Emergency Procedures Handbook, a copy of which is kept at The Old Peatworks.

10.2 Emergency and First Aid Equipment

The Chairman is responsible for overseeing the testing of communications and warning equipment and shall ensure that all fire extinguishers and first aid kits are serviced on a regular basis and that any emergency signs are in place and maintained ready for emergencies.

10.3 Training and Exercises.

From time to time emergency drills and exercises are be carried out, in particular dealing with derailments, fires etc.

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11 INCIDENT AND ACCIDENT REPORTING PROCEDURES

When passenger trains are running, all incidents, however minor should be reported to the RO and recorded in the H&S incident book at The Old Peatworks. At all other times, the most senior (qualified) member of staff is the responsible person.

Any H&S incident that is recorded in the Incident Book will be investigated by the Chairman and a report made to the next Board of Trustees with recommendations for action.

If the incident is of a severity that requires reporting under the RIDDOR regulations, e.g. an incident involving or narrowly avoiding personal injury, the reporter of the incident must immediately notify the RO and the Chairman, who will arrange for the reporting to take place.

In the case of a serious incident, not involving personal injury the RO and the Chairman will investigate the incident as quickly as possible and will act to eliminate the cause of the incident at once. For any incident, which results in personal injury, the Chairman, should be contacted and should attend the scene if possible.

11.1 Reporting injuries, dangerous occurrences and fatalities.

To report serious injuries, serious dangerous occurrences and fatalities to ORR notify the relevant reporting point set out below by telephone immediately and then follow up this notification within 10 days with a written notification using the ORR online reporting form. (See the on-line list of serious incidents reportable by telephone.)

Reporting points:

The ORR accident reporting line is staffed Monday to Friday 09:00 hours to 17:30 hours. All serious incidents occurring during these hours should be reported to ORR by telephone on 020 7282 3910.

Outside these hours, and at weekends and public holidays, serious incidents should be reported to the Department for Transport (DoT) Duty Officer on telephone 020 7944 5445.

Details to be notified:

The responsible person must pass on the following details to ORR or the DoT Duty Officer:

- Name, organisation and telephone number;
- the date and time the incident occurred;
- where it occurred;
- the train involved;
- what happened;

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- number of casualties;
- whether the casualties were passengers, rail employees, or other members of the public e.g. motorist, pedestrian etc.;
- the initial cause/influencing factors if known; the line/route affected and any delays to services.

A note of the name of the person you spoke to and the time you made the notification.

11.2 Reporting non-serious injuries and non-serious dangerous occurrences

Injuries and dangerous occurrences that are not serious and do not require immediate notification by telephone must be reported to ORR within a reasonable time (typically within three calendar days after the incident) by using the online reporting form. You will only need to make a further written report within 10 days if there is additional information which needs to be provided.

11.3 Reporting occupational diseases

A report of a diagnosis of an occupational disease, occupational cancer, or disease due to occupational exposure to a biological agent must be sent to ORR without delay by following the procedure for reporting occupational diseases.

11.4 RIDDOR documents

See ORR Web site:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Guidance for railways, tramways and other guided transport systems - October 2013
- Step by step guidance on using the online RIDDOR form.

NOTE: The CPR does not come under the jurisdiction of the RAIB (Rail Accident Investigation Branch) so no reporting to them is required.

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12 ENVIRONMENTAL POLICY

We need to take particular care that the activities of CPR do not impact the Thorne, Crowle and Goole Moors SSSI. It is the policy of the CPR to manage all of its activities to ensure that the requirements of the relevant UK laws and regulations are met and are acceptable to our customers, Landlord, Natural England and the community at large. Environmental impact is reduced to a practicable minimum.

The CPR shall:

- Encourage and promote best practice and continuous improvement in environmental performance.
- Provide information and assistance to ensure that materials are used, stored and disposed of in a safe and environmentally responsible manner.
- Promote the open exchange of environmental information with all organisations with which we are involved
- Provide appropriate environmental training where necessary.
- Comply with the requirements of any environmental policies.
- Ensure efficient off-site disposal or re-use of waste materials.

13 STAFF CONSULTATION

It is the policy of CPR to consult staff, volunteers and members about developments and changes to CPR when possible and as appropriate.

Briefings, CPR website and Social Media are used as appropriate.

14 COMPLAINTS PROCEDURE

Complaints of any type should be communicated to the Chairman, who will decide on the appropriate response.

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15 Review /Auditing of the SMS

The Chairman or nominated person will review the SMS annually, or more frequently as required by the Management of Change Procedure, or to meet any requirement for change to improve performance standards, identified through monitoring.

The purpose of any review is to check that the provisions and arrangements of the SMS are still valid and meet the requirements of the latest regulations, and to improve where necessary the effectiveness of the system. Any change of the SMS documents will be carried out in accordance with the Management of Change Procedure.

Internal sample auditing of the SMS may be carried out at any time to prove effectiveness or test the system. This includes audits arranged by mutual agreement of the Railway and an outside body or independent person.

The results of all such reviews and audits should be recorded and kept on file to demonstrate effectiveness of the SMS.

External audits may be carried out at any time by the ORR as provided for by ROGS.

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16 ASSOCIATED DOCUMENTS AND REFERENCES

Associated CPR documents, supporting the SMS

CPR Rule Book

Emergency Procedures Handbook

Engineering Procedures -rolling stock- infrastructure,

Staff records

Volunteer Induction Checklist

Volunteering Policy

Personal Track Safety Policy

Medical Declaration, Safety Critical, Form

COSHH register

Asbestos register

Ladder register

Complaints procedure

Age Policy

PAT Testing

16.1 References

Further information on safety regulation, investigation and guidance can be found in the following websites,

Office of Rail Regulation

<https://orr.gov.uk/rail/health-and-safety>

Heritage Railway Association

<http://www.heritagerailways.com>