

Crowle Peatland Railway	Reference	Issue	Date	Status
Title: Safety Management System Introduction	S4	1.0	03/10/19	Issued

Safety Management System – An Introduction and Summary Document for New Starters

Statement of Safety Policy:

The Board of Trustees is committed to ensuring the health, safety and welfare of passengers, staff and volunteers 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 adequately controlled.

In line with this Safety Policy, all Employees must familiarise themselves with the layout and content of the Safety Management System (SMS). This is a short summary to help guide you around the SMS.

The Railway staff including Responsible Officers, are volunteers. Volunteers are treated equally for the purposes of safety management and are covered by the term “Employee” or “Staff”.

The Board of Trustees set Safety Objectives for the senior team e.g., Responsible Officers and Supervisors which outline their key accountabilities and responsibilities:

Although Trustees accept ultimate responsibility for safety, day-to-day safety management is the responsibility of the RO. The primary safety document for the operation of trains is the Rule Book. However, this forms but one part of the Safety Management System that covers all aspects of the operation of the Railway. The SMS is a living document, subject to regular updating and review. Employees are invited to comment on any aspect of the SMS and suggest possible improvements in the documentation, preferably by making suggestions to the appropriate Responsible Officer in the first instance.

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The SMS document is arranged in sections:

1. Description,
2. Policy
3. Organisation
4. Risk assessment
5. Competency
6. Operating
7. Maintenance - Civil Engineering/Permanent Way/Locomotives/Stock.
8. Change Management
9. People
10. Emergencies
11. Reporting procedures
12. Environmental Policy
13. Consultation
14. Complaints
15. Review
16. References

The SMS Guide and Overview describes the policy and practices whilst an Index facilitates easy access. Documents referenced within the SMS are controlled documents and any changes will be notified when they are made. **Staff must understand those parts of the SMS applying to their own area or areas of work on the railway. It is not necessary to memorise all details, but staff must know where information is located within the documentation should they need to refer to it quickly.**

There are some documents that all Employees, wherever they work on the railway and in whatever capacity, should know and understand:

1. Medical Declaration
2. Employee Details & Emergency Contact Form
3. Management of Fatigue
4. Drugs and Alcohol Policy
5. Age Policy
6. Lone Working
7. Asbestos Register
8. Emergency Plan – Extract: “These plans explain the actions required of all employees in the event of any emergency. All employees are required to be thoroughly acquainted with the contents of these plans and to be able to apply them when needed”.
9. Work at Height
10. Disciplinary Procedure

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Some of the matters in the documents above are addressed in this Induction. Do not assume that this brief introduction is adequate; the documents themselves should always be read carefully and understood.

The SMS is primarily published and maintained as web-based documents within the CPR Document Management System (DMS). It is available to all Employees who have registered with the System Administrator and obtained access authorisation. Separate instructions will be given about this process.

A hard copy of general SMS documentation is on the main Noticeboard at the Old Peat Works. Copies of Departmental documents are kept in appropriate places as indicated in the index of documents.

Amendments to documents will be notified within the website and also posted on the main notice board. Staff without internet access will need to read the SMS hard copy and ensure they keep up to date by frequent reference to the notice board. The SMS itself is always in the developmental stage: it is an ever- changing system which should respond to any changes which might reduce risk, improve safety or aid working practices on the railway. Your contribution to this process will be welcome.

The SMS is an official Company publication for Employee Use only.