

Crowle Peatland Railway	Reference	Issue	Date	Status
Title: Initial Induction Workshops and Permanent Way	S3r1		26/03/2024	Draft

Crowle Peatland Railway Initial new Volunteer induction Workshops and Permanent Way (P-Way)

The aim of the initial induction is to welcome and familiarise the new volunteer to the railway, its environment, Safety Management System (SMS) and its rules especially with respect to safety. It does not take into account every Rule and Instruction but gives guidance on how an individual can access everything needed for a safe and enjoyable visit to Crowle Peatland Railway. Questions are to be encouraged.

1. **Courtesy and Help to Customers-** Welcome the new volunteer with courtesy explaining the importance of a pleasant manner when dealing with other volunteers and customers at all times.
2. **Emergency Contact Form-** Fill out the Emergency Contact Form S6 with the volunteer's details.
3. **Safety Equipment-** Explain the requirements with regard to wearing the correct PPE with the volunteer.
4. **Signing in/out-** Explain why the signing in and out procedure S8 is important and is required to be undertaken at all times. This highlights the health, fitness, fatigue, smoking, alcohol, drugs policies and the training requirements statement at the top of form S8 that has to be read and understood before the volunteer signs in.
5. **Site Tour-** Take the volunteer on a supervised tour of the Workshop, P-Way and Council Shed, showing the volunteer as a minimum the following:
 - a. Staff notice board – highlight the safety notices and the Safety Management System documents.
 - b. Evacuation assembly points.
 - c. Fire exits.
 - d. Fire extinguisher positions.
 - e. Public areas.
 - b) Restricted areas- until further training is given the volunteer is to be supervised at all times in these areas.
 - c) Demonstrate how to cross the track safely using authorised routes only, highlighting trip and slip hazards.
 - d) The COSHH cupboard.
 - e) The various tool cupboards.
 - f) Toilet and washing facilities.
 - g) Café.
 - h) Location of the first aid boxes.
 - i) Introduce the new volunteer to existing volunteers.

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Return to the briefing room to finish the induction.

Explain to the volunteer that this Initial Induction will be followed up by further training and Inductions as required dependent on the jobs that the volunteer will be undertaking

6. **Track Safety**- Personnel should only be on the line side if their duties take them there, and then only when the relevant precautions and training has taken place.
7. **Train Safety**-Until training is received, personnel cannot undertake work where train movements are likely to take place. "If you can't see the driver he can't see you "and "never walk between parked vehicles".
8. **Age Policy**-The age categories for being a volunteer are 14 (supervised at all times), 16 after training (will be able to do certain tasks), 18 for a shunter/guard/dispatcher and 21 for a driver, all after training.
9. **Lifting and Manual Handling**- Explain how to lift carefully and when it is appropriate to ask for help. Only authorised personnel are permitted to use mechanical means of lifting.
10. **Tidiness of Site**-Customers and CPW volunteers expect a tidy site, untidiness creates accidents. Before starting work inspect the work area for tidiness and hazards, if untidy clean up before starting. After completing the task tidy up the site.
11. **Tools and Machinery**-Only authorised people may use certain tools and machinery. Training programmes and assessments are in place to ensure safe and proper use. Tools should be returned to their storage location in a clean and useable state. Damaged tools should be withdrawn from use. All electrical tools need evidence of an up to date PAT test.
12. **Out of Bounds Areas**-The volunteer needs to be aware of the boundaries of the local SSSI and that adders and other wild animals venture onto the CPR site.
13. **Your Responsibilities**- Everyone must comply with Company Rules and Notices, and have a duty to themselves and others for Safety. Precautions must be taken and safety equipment used where appropriate. If someone feels that an allocated task may cause danger to themselves or others, it should be reported and if necessary Risk Assessments S7and or Method Statements S9 should be applied to the task at hand.
14. **CPR Rule Book**: A copy of the rule book is attached to the staff notice board and an online version can be viewed on our website <https://peatland.co.uk>

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15. **Safety Management System:** All the documents relating to the SMS can be viewed on our website <https://peatland.co.uk>

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