

ON 11/18

(This is a revision of Operating Notice 12/17 issued 27Feb2017)

Safety Management System

The Railway's Safety Management documentation has been revised and expanded to meet the requirements of Her Majesty's Railway Inspectorate. There are now eight sections:-

- 1.01 General Policy Statement
- 1.02 Safety Management System
- 1.03 Safety Management Office Holders
- 1.04 Operating Risk Assessment
- Training and Assessment**
- 1.05 Locomotive Department
- 1.06 Traffic
- 1.07 Signalling
- 1.08 Environmental Policy

The General Policy Statement is displayed on Safety Notice Boards (in the Guards Room at Wharf and the Locomotive Shed at Pendre). Complete sets of documents are available in ring binders in the Guard's Room and Control Office at Wharf, and the Mess Room and Loco Office at Pendre.

Some changes in working practices have been incorporated, in particular those described below. Other changes of a more fundamental nature are still under consideration and may be incorporated at a later date.

New Volunteers are now required to be given a formal safety briefing, which will be arranged by the Volunteer Coordinator and conducted by an experienced employee or volunteer. The new volunteer must sign an acknowledgement form, which will be filed by the Administration Assistant.

Guards after preparing a train are now asked to initial their Daily Record Sheet to confirm that safety and other checks have been carried out, including testing of door catches and a brake function test. Record Sheets need not be initialled after relieving another guard while a set is in service. If an extra vehicle(s) is/are added to the set this should be noted on the Record Sheet, with confirmation that the checks have been carried out before the vehicle(s) entered service.

D J Scotson
Operating Manager
06 February 2018

DJS/PMK