

**Didcot Railway Centre**  
**Home of the Great Western Society**

**Fire Safety Policy**

Our Vision is to recreate the golden age of the Great Western Railway.

Our Mission is:

- To be a nationally accredited independent organisation
- To develop and maintain Didcot Railway Centre as a working museum dedicated to the Great Western Railway
- To provide suitable facilities to demonstrate restoration and maintenance of the Collection
- To be open to the public for the enjoyment, benefit and education of the community.

Our challenge is to become a more commercially orientated organisation in order to achieve the Vision.

Note: In this document, the term Employee means any person who is:

- Under a contract of service or apprenticeship with us
- Borrowed by or hired to us
- Employed by labour only sub-contractors
- Self employed
- Under a work experience or training scheme
- A volunteer Society worker

### **General**

The GWS is a responsible employer and also a responsible body that takes fire safety seriously. We have formulated this policy to comply with our legal obligations to employees and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses our obligation under the above order that requires GWS to:

- Develop a policy to minimise the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide means of escape
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management

### **Overall Responsible Person**

The GWS has an appointed Railway Centre Manager who is charged with the responsibility to ensure the safety of our employees, visiting members of the public and also anyone who is not on the premises who may be affected. The overall Responsible Person shall make sure, so far as is reasonably practical, that everyone on the site can escape safely if there is a fire.

Where responsibility is shared with other Responsible Persons, e.g. Didcot Parkway Station Manager, we are required to co-operate by sharing information and collaborating in fire prevention measures.

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The Overall Responsible Person must carry out (or ensure that a suitably-trained person carries out) a Fire Safety Risk Assessment. A copy of that Assessment will be held in the Fire Risk documentation folder. In addition they will ensure that fire drills and fire equipment checks are documented and carried out regularly .

**Duty Competent Person**

When the Centre is open to the public the Duty Manager / Manager of the Day is the Duty Competent Person.

When the Centre is not open to the public the Railway Centre Manager is the Duty Competent Person or in his absence the Operations Manager. In the absence of both the most senior person on site is the Duty Competent Person.

Overall it will be the responsibility of the Duty Competent Person to:

- Ensure there are suitably trained Fire Marshalls available when the Centre is open to the public
- Act as the overall Responsible Person during any fire
- Be the Centre's focal point for all liaisons with the Emergency Services and other external Responsible Officers, once any alarm has been raised.
- Act as a focal point for all GWS/Emergency services communications during the fire.

**Fire Marshalls**

Didcot Railway Centre is a large site so it is impossible for a Duty Competent Person to know the exact number of persons that may be in any building on Site at any time, or to be able to travel the Site in a reasonable time during a fire outbreak. Therefore GWS will utilise Fire Marshalls to assist the Duty Competent Person during the fire, and they will also have additional responsibilities when there is a fire outbreak.

**A Fire Marshall will:**

- Be responsible for a designated area of the site
- Be trained by a suitably qualified person to use appropriate fire extinguishers
- Understand (and act upon) the procedures to report a fire
- Understand (and act upon) the procedures if a fire is reported to them
- Be able to perform a sweep of their designated area to ensure no persons are still in place during a fire.
- Ensure means of escape are clear and accessible
- Identify potential fire hazards and report to the Overall Responsible Person any such findings.

During 2016 all Fire Marshalls will receive suitable training for the above duties.

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**Documentation and Records**

The GWS maintains records to prove that we have acted responsibly. Inspectors will require inspection of our records during any audit therefore the following records will be kept in one file located in the Railway Centre Manager's office:

- The Fire Safety Policy
- Fire Evacuation Procedures
- Detailed records of all Fire Training
- A record of Fire Drills
- A record of all Fire Alarm tests
- A record of all inspections and tests of fire-fighting equipment
- A record of all tests of emergency lighting
- Records of Inspection and Fire Risk Assessments
- Record of any storage of Hazardous materials
- Record and location of all on-Site overnight accommodation.

**Employees' Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with GWS in complying with any procedures that we may introduce as a measure to protect the safety and well being of our employees and visitors.

**Communication**

The GWS will ensure that all employees are provided with all relevant information related to fire safety and will consult with them on all matters of Fire Safety policy and arrangements. We will keep employees informed of any changes that are made to our fire safety procedures and any related matters from a fire risk assessment. We will also ensure that our visitors to the site are made aware of the evacuation procedures, fire alarms and escape routes.

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**Procedures**

The GWS has the following procedures in order to maintain high standards of fire safety:

- The Railway Centre Manager will record, review, and where applicable, revise Fire Risk Assessments.
- The Fire Risk Assessments must take into consideration everyone who visits the Centre. Particular attention will be paid to people who have a disability or anyone with special needs that might affect their ability to reach safety unassisted.
- The Fire Evacuation Procedure will be tested at least annually.
- All Fire Marshalls and Department Managers will be given training to a level suitable for their expected requirements for the Centre.
- All escape routes and evacuation points will be established, kept in good working order and free from obstruction at all times.
- Fire-fighting equipment will be provided. In general this means fire extinguishers but additional, or specialised, equipment may be provided where deemed appropriate by the findings of the Fire Risk Assessment.
- All fire-related equipment will be regularly serviced and maintained by a competent person or supplier. If any person notices any defective or missing equipment, they must report it to the Railway Centre Manager as soon as possible.
- Any alarm system will be tested regularly.
- Emergency lighting will be provided for escape purposes as deemed appropriate by the Fire Risk Assessment.
- All existing employees will have updated training on fire safety whilst new employees will receive fire safety training as part of their induction brief.
- All fixed electrical installations will be tested to the current fixed wiring regulations and periodicity recommendations.
- All portable electrical equipment that is currently on site will be tested to the current PAT recommendations. Any portable electrical equipment that is brought onto site by employees MUST be PAT tested before it is used on site.
- Any new furniture that is purchased by the Centre will be to the Furniture and Fittings (Fire Safety) regulations 1988 or any subsequent regulations.
- All flammable items such as paint, aerosols, gas etc MUST be stored in their suitable storage areas. No flammable items should be left scattered around the Centre and wood shavings are to be removed immediately after soaking up oil spills.
- Any employees that may have cause to operate a locomotive in a confined space must ensure that they do not emit sparks.
- Lighting up or operation of any loco containing a fire is strictly forbidden in the Transfer Shed.
- To comply with the No Smoking laws, smoking is not permitted in buildings, carriages, wagons, on locomotives or in the proximity of flammable materials.
- Safe Systems of Work documentation will be introduced to identify hazardous areas and work practices. Employees will be required to adhere to these working practices.

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**Procedure in the event of a Fire**

This procedure will be adopted throughout the Centre and form part of the Operating and General Regulations Manual.

On discovering a fire:

- Shout “FIRE”; evacuate the building or area to a safe distance, sounding the gas horn if available. (If the fire is on a moving train, it will generally be safer to get the train to a platform if there are passengers on board. However, this is subject to judgement at the time).
- Arrange for someone to contact the Duty Competent Person, who will call the fire service by dialling 9-999 on any internal telephone, or 999 on a mobile telephone and arrange for someone to meet the fire service at the Railway Centre entrance in the station.
- If the Duty Competent Person is not immediately contactable carry out the actions above and if safe to do so tackle the fire.
- If appropriate, guide any employees or visitors to the designated Fire assembly points.

Information to be given to the Fire Service:

- Location: Didcot Railway Centre – entrance through Didcot Parkway Station.
- More specific location details if not able to meet the fire service.
- Other details as requested by the operator.

This policy was approved by Council on

The policy will be monitored and reviewed annually.