

Responsibilities

1. Overall and final responsibility for health and safety in the GWS is that of the GWS Chairman.
2. Responsibility for defining the safety policy and facilitating consultation between management, employees and volunteers is that of the Safety Director.
3. The day to day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Manager. In the absence of the Health and Safety Manager, the actions specified below fall to the Railway Centre Manager by default.
4. The Health and Safety Manager, through the Railway Centre Manager, Operations Manager and Facility Managers, is responsible for ensuring this policy is carried out by employees, contractors and volunteers.
5. All employees and volunteers have the responsibility to cooperate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Action / Arrangements

1. Safety Director –
 - Chair the Health and Safety Committee and report to the GWS Board.
2. Health and Safety Manager – ensure
 - that relevant risk assessments are completed and actions arising are implemented.
 - provision of sufficient first aid boxes, replenish as necessary and maintain a list of locations in the Journal Room.
 - that fire fighting equipment is regularly checked, replenished and a record of checks is maintained.
 - that lifting equipment is regularly checked and a record of checks is maintained.
 - that accident reporting procedures are in place and operated.
 - that appropriate training is available.
 - compliance with this safety policy.
 - that a health and safety law poster is displayed in the Journal Room.
3. Railway Centre Manager – ensure that
 - when open to the public a daily inspection of the Railway Centre is carried out for safety compliance prior to opening.
 - contractors are aware of the safety compliance requirements.
 - persons who hire Railway Centre facilities are aware of the safety compliance requirements.
 - evacuation procedures are in place and tested.
 - first aid provision is in place.
 - an accident report book is maintained and is available on request.
4. Operations Manager –
 - training of operating staff and maintenance of training records.
 - ensure that visiting loco crews are aware of the safety compliance requirements.
5. Facility Managers – ensure that
 - emergency exit routes are well signed and kept clear at all times.
 - machinery and plant is only operated by authorised persons
 - machinery and plant is adequately maintained.
 - only lifting equipment subject to routine inspection by the insurance company is used.
 - only portable electrical equipment that has been PAT tested is used.
 - persons working at height or on mains electrical systems are authorised.