

**Great Western Society Ltd
Didcot Railway Centre
Security Policy**

Vision

Our vision is for Didcot Railway Centre to be recognised for the international importance of its collection and the value of bringing to life the golden age of steam as a dynamic Living Museum.

Mission

Our mission is to fulfil our potential as a heritage venue at the centre of its community. Accessible to all, striving to engage and inspire the widest possible audiences in the history and heritage of the Great Western Railway – the pioneering transport infrastructure that laid the foundations for contemporary transport innovation.

Values

Authentic | Welcoming | Engaging | Innovative | Great Quality | Sustainable.

1. Introduction

Through the Great Western Society Board of Directors (the Board) the Great Western Society and the following subsidiaries, associates and connected entities are committed to protecting employees, volunteers, the public, assets, and data from all potential security threats:-

- Didcot Railway Centre
- Great Western Preservations
- Great Western Trust
- Great Western Retail Sales
- Great Western Restaurants
- Swindon Panel Society

In recognition of the importance of safeguarding against potential security threats the Board will appoint a director to have specific responsibility for ensuring compliance with the requirements of this policy.

2. Protection of Public and Visitors.

- a) Members of the public are entitled to personal and physical security whilst at Didcot Railway Centre.
- b) Paid staff and volunteers are also entitled to personal and physical security whilst at Didcot Railway Centre.
- c) The GWS Health and Safety policy and control measures on the HOPS system deal with physical protection from hazards.
- d) There will be a system for reporting crime to the appropriate authorities.

- e) There will be a system when the centre is open, for safely reuniting lost children with their parents/guardians.
- f) There will be a system for dealing with and reporting lost property and reuniting it with its owners.

3. Protection of Employees and Volunteers.

- a) All employees and volunteers are to be subject to a security assessment prior to engagement in certain high-risk roles at Didcot Railway Centre (e.g., regular contact with unaccompanied children).
- b) Persons at risk from theft or assault as part of their duties (e.g., carrying cash) are to be provided with adequate safeguards.
- c) Employees and volunteers (and official visitors who are not part of the paying public) are required to record when they enter and leave the Didcot Railway Centre. This is in order to ensure all personnel are accounted for in emergencies.

4. Protection of Assets.

- a) The Didcot Railway Centre site is completely bounded by Network Rail and the perimeter fence is to be maintained to ensure that it is always fit for purpose (that purpose being to prevent unauthorised persons crossing it – either to gain access to the site, or to gain access from the site to National Rail property). The perimeter fence may be extended to include land over which the GWS obtains rights, subject to agreement with the landowner.
- b) Internal fences will be maintained for the prevention of unauthorised persons entering non-public areas (e.g., running lines).
- c) Trespassers are forbidden to enter, and for the purpose of public order and other legislation, the site, when open, is 'A place to which the public have access, whether on payment or otherwise'. When closed completely or open as a workplace, it is a private place, and unauthorised visitors (i.e., other than staff, volunteers and their authorised visitors) would be trespassing.
- d) There is one combined pedestrian entrance / exit for the site via Didcot Parkway Railway Station and this is to be always monitored when open and locked when not in use. To allow entry/exit when the Railway Centre is not open to the public there is the facility of a side gate which can be operated by the use of a combination keypad. The General Manager is responsible for issuing the combination to persons with a need of access when the Railway Centre is not open to the public. The combination is to be changed frequently. The GWS is working towards a system of electronic entry linked to HOPS.
- e) There is one rail entrance / exit for the Railway Centre, and this is to be monitored at all times when open and locked when not in use.
- f) The issuing of keys is to be on a need of access basis and is to be controlled by the General Manager.
- g) Facilities that contain valuable assets are to be fit for purpose, locked when not occupied and protected by a suitable security system based as a minimum on the requirements of the insurance company. The security system is to be subject to regular review to consider options for enhancement.
- h) Equipment and tools which could facilitate unauthorised entry into a secure facility are to be locked away when not in use.
- i) Cash is only to be kept overnight in a safe that has been authorised by the insurance company.
- j) The removal of assets from the Railway Centre must be recorded and with the agreement of the General Manager. The person removing the asset is responsible for

ensuring the same level of security protection is afforded whilst the asset is not at Didcot Railway Centre.

5. Protection of Data.

- a) When not in use all personal data is to be stored in a secure manner and access limited to nominated persons.
- b) Personal data when in use must only be used in a secure area with access limited to nominated persons.
- c) The security of Payment Card Data must comply with the requirements of the relevant card company.
- d) We will comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

6. Enforcement and Effectiveness of Security Policy Requirements

- a) Facility Managers are to be responsible for the enforcement of the requirements of this Security Policy.
- b) All employees and volunteers are to be made aware of security policy requirements and their responsibilities through the Staff Handbook or Volunteer Handbook on commencement of employment or as a volunteer.
- c) Appropriate security training is to be provided for employees and volunteers in roles that require it.
- d) A log of all breaches of security is to be maintained by the General Manager and reviewed at the Senior Management Team (SMT) meeting.
- e) All new policies must embrace the requirements of this Security Policy as appropriate.
- f) The requirements of this Security Policy are to be subject to regular inspections, validation and verification depending on the level of security risk.
- g) A response plan for the action to be taken in the case of a security incident will be developed and exercised on a regular basis.

7. Approval

This policy was discussed at the GWS SMT on 20 April 2023 and approved by the GWS Board on 20th May 2023. It is due for review in May 2026.