

**Great Western Society Limited
Health and Safety Policy**

Great Western Society Limited

Health and Safety Policy

Didcot Railway Centre
Didcot, Oxfordshire. OX11 7NJ

Issue:	24
Adopted by the Board:	5 February 2022
Signed:	 (Richard Preston)
Capacity:	Chairman
Next planned review date:	February 2024

Statement of General Policy

The Board of Directors and the Senior Management Team recognises the need to operate in a manner that ensures that it complies with all applicable legislation and seeks to, where practicable, reduce the risks associated with the processes carried out.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people, including our visitors, who may be affected by our activities.

The allocation of responsibilities for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be reviewed as a minimum every 2 years or whenever a major change occurs with the process carried out by the Great Western Society Limited (GWS).

The policy is supported by a documented Safety Management System, manuals, handbooks and instructions.

The policy outlines the company's commitment and long-term strategy for the organisation with regard to the objectives of health and safety, and its continual improvement.

Key process responsibilities.

Title	Responsibilities
GWS Chairman	<ul style="list-style-type: none">Overall and final responsibility for health and safety
Safety Director	<ul style="list-style-type: none">Responsibility for defining the safety policyLiaising with the Chief Executive regarding Health & SafetyEnsuring that consultation between management, employees and volunteers takes place

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Title	Responsibilities
Chief Executive	<ul style="list-style-type: none"> • Management responsibility for ensuring the policy is implemented throughout the organisation • Ensuring legal requirements are identified and complied with • Ensuring building Main Contractors comply with CDM regulations • Ensuring that all processes have had the risks associated with them assessed and any actions arising are implemented. • Provision of sufficient first aid boxes, replenished as necessary and maintain a list of locations in the Journal Room and Carriage & Wagon (C & W) Health & Safety notice Boards • Persons who hire Railway Centre facilities are aware of the safety compliance requirements. • 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 accidents are reviewed and lessons learnt. • That appropriate training takes place. • That a Health and Safety Law poster is displayed in the Journal Room and C & W Health & safety notice boards.
Operations Manager	<ul style="list-style-type: none"> • Management of contractors • 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 • Evacuation procedures are in place and tested • Accident report book is maintained and is available on request • Training of operating staff is carried out and maintenance of training records. • Visiting loco crews are aware of the safety compliance requirements.
Facilities Managers	<ul style="list-style-type: none"> • Health & Safety in their designated areas • 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 are authorised and trained. • Persons working on mains electrical systems are authorised and trained
Department Managers	<ul style="list-style-type: none"> • Ensuring their staff comply with the organisation's H & S policy. • Suggesting improvements
Staff and volunteers	<ul style="list-style-type: none"> • Cooperate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others • Comply with relevant safety instructions. • Report concerns to the Facility Manager, Operations Manager or Chief Executive • Suggesting improvements