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1. Scope of the Safety Management System.

The STRPS Safety Management System applies to all the activities controlled by the South Tynedale Railway Preservation Society at all its locations and when it is operating trains.

2. Issue of the Safety Management System Guide.

STRPS operating staff and volunteers have been issued with this guide to the SMS as a section of the 2021 STR Rule Book.

Non-operating STRPS staff and volunteers have been issued with a hard copy of this guide to the SMS.

3. STRPS staff & volunteer access to the Safety Management System.

At the same time as the guide is issued, all STRPS staff and volunteers have been advised of the password to the Volunteers section of the STR website where the complete SMS is located along with instructions on how to access individual sections.


STRPS staff and volunteers are able to consult physical copies of the SMS which are held at the following locations on the railway:

Alston Signal Box.
Alston Heritage Engineering Workshop.
Alston Station House STR Office.
Alston DOM's Office.
Slaggyford Signal Box.

4. Railway Information.

The STRPS route runs from Alston station in Cumbria to Slaggyford station in Northumberland a distance of 4.6 miles / 7.42 km with 2 intermediate stations at Kirkhaugh & Lintley.

As the entire railway is not in any way connected to a GB Mainline Railway and has a max speed of no more than 40kph it meets the criteria in ROGS Reg 4(2)(b) for exemption from the requirement to hold a Safety Certificate or Safety Authorisation.

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5. Aims of the guide to the STRPS SMS.


This guide to the SMS is designed to enable STRPS staff & volunteers to understand the scope of the SMS across the railway's activities and enable them to find in the SMS the relevant detailed requirements and procedures covering their role on the railway, that are in place to facilitate the safe operation of the railway, and to support them in complying with their individual legal requirement at all times to work in accordance with the STRPS's safety systems.

6. Structure of the SMS.

The SMS comprises 14 sections as follows:

1. Location, Ownership, & Operation of the Railway.
2. STRPS Health & Safety Policy.
3. STRPS Environmental Policy.
4. Safety Management Structure & Organisation.
5. Risk Assessment.
6. Competence Management.
7. Railway Operational Management.
8. Health & Safety Arrangements.
9. Engineering, Infrastructure Inspection, & Maintenance Operations.
10. Emergency Plan.
11. Accident Reporting & Investigation.
12. Customer Facing Operations.
13. STRPS Office & Infrastructure Operations.
14. STRPS Risk Register.

Each section provides details of the STRPS arrangements that are in place and in the case of specific sections the legislation that the STRPS has to comply with, and documentation that evidences the compliance.

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7. SMS Sections Content Review.

1. Location, Ownership, & Operation of the Railway – Information.

Content:

Confirmation of the railway location and ownership, and the identity of the operator of the railway.

2. STRPS Health & Safety Policy – Information.

3. STRPS Environmental Policy – Information

4. Safety Management Structure & Organisation Information & Requirements.

Content:

Confirms the H & S organisation of the railway and defines the duties and responsibilities of following:

Chair of Trustees.

Duty Operations Manager / Responsible Person.

STR Health & Safety Adviser.

Staff & Volunteers.

It also requires that an annual SMS audit is completed with a written report, and a Management Review of the SMS with fixed agenda is undertaken by the STRPS Board of Trustees on an annual basis.

5. Risk Assessment – Information & Requirements.


Risk assessment is the cornerstone of the STRPS SMS as this process identifies the risks involved in all STRPS activities and establishes control measures designed to eliminate the risk, or where this is not possible, to reduce the risk to acceptable levels.

Content:

Defines risk terminology and the risk rating matrix in use.

Confirms the timing and methodology to be used for risk assessment.

Contains a list of Pre-requisite risk assessments and a Task / Machinery Risk Assessment template.

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Types of risk assessment types in use on the railway:

Prerequisite Risk Assessments:

Apply across the entire railway to all tasks as well as supporting Task / Machinery Risk Assessments.

Task / Machinery Risk Assessments:

Are used in conjunction with Prerequisite Risk Assessments to review a specific activity eg Lathe Operation.

COSHH Assessments:

These are risk assessments which look at the risks involved in using substances throughout the railway.

Fire Risk Assessment:

Considers the risk to life and property from fire throughout the railway and the effectiveness of the fire arrangements the STRPS has in place to minimise the risk – fire alarms, fire extinguishers etc.

Legionella Risk Assessment:

Considers the risk of exposure to Legionella from the water systems installed throughout the railway and determines the controls and associated management systems that are needed to manage the proliferation of Legionella within the STRPS water systems.

Asbestos Management Plan:

Manages exposure to Asbestos throughout the railway.


Railway Safety Risk Assessment:

Look specifically at the risks resulting from the operation of trains.

Level Crossing Risk Assessment:

Look in detail at the operation of level crossings on the railway route.

STRPS staff & volunteers should as part of their training be aware of the current versions of risk assessments relevant to their role on the railway – Section 3 of this guide covers access to the SMS and its risk assessments.

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6. Competence Management – Requirements.

The SMS has 3 sections covering competence management as follows:

Railway Operations – all operational roles on the railway are undertaken under the control of the Railway Rulebook – individual roles have defined level of competence requirements which are assessed “in the field” by examiners either externally sourced or by suitably qualified STRPS staff or volunteers.
No STRPS member of staff or volunteer should undertake a role for which they are not “passed” for.

Fixed Equipment Operation – STRPS staff & volunteers must not operate any fixed equipment eg Lathes, Welding Sets etc which under legislation requires an approved operator. A list of approved operators is maintained.

Mobile Equipment Operation - STRPS staff & volunteers must not operate any mobile equipment eg Excavators, & Fork Lift Trucks etc which under legislation requires an approved operator. A list of approved operators is maintained.

7. Railway Operational Management – Requirements.

The SMS requires all railway operations to be conducted in accordance with Railway Rule Book requirements.

8. Health & Safety Arrangements – Information & Requirements

Content:

This part of the SMS contains the detailed H & S arrangements in place throughout the STRPS to create and maintain a safe and compliant workplace.


Each topic is presented in a format which details the:

Requirements – outlines the legal compliance associated with an activity.

Arrangements – covers the STRPS arrangements to achieve compliance with legislation.

Applicable Legislation – cites the relevant legislation.


References – sources of HSE & other guidance.

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Documentation – listing of the documentation that will be maintained to evidence compliance.

The topics covered with their location in the SMS follow:

- 8.1 First Aid Provision.
- 8.2 Staff & Volunteer Welfare Facilities.
- 8.3 Staff & Volunteer Policies.
 - 8.3.1 Drug & Alcohol Policy.
 - 8.3.2 Personal Property.
 - 8.3.3 Equal Opportunity & Non Discrimination Policy.
 - 8.3.4 Medical Assessment of Staff & Volunteers.
 - 8.3.5 Staff & Volunteer Communication & Consultation Arrangements.
 - 8.3.6 Staff & Volunteer Grievance & Discipline & Procedures.
 - 8.3.7 Young People.
 - 8.3.8 New and Expectant Mothers.
 - 8.3.9 Occupational Health Monitoring.
 - 8.3.10. Smoking Policy.
- 8.4 Site Visitor Control.
- 8.5 Staff & Volunteer Lone Working.
- 8.6 Fire Safety Arrangements.
- 8.7 Legionella Risk Management.
- 8.8 Asbestos Management.
- 8.9 COSHH.
- 8.10 Personal Protective Equipment.
- 8.11 Noise.
- 8.12 Covid 19 Arrangements.

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9. Engineering, Infrastructure Inspection, & Maintenance Operations - Requirements.

This part of the SMS contains the detailed H & S arrangements in place throughout the STRPS to create and maintain a safe and compliant workplace whilst staff & volunteers are engaged in work tasks, and includes general instruction in work activities, as well as instruction on work activities requiring the use of specialist equipment.

Each topic is presented in a format which details the:

Requirements – outlines the legal compliance associated with an activity.

Arrangements – covers the STRPS arrangements to achieve compliance with legislation.


Applicable Legislation – cites the relevant legislation.

References – sources of HSE & other guidance.

Documentation – listing of the documentation that will be maintained to evidence compliance.

The topics covered with their location in the SMS follow:

- 9.1.1 Manual Handling.
- 9.1.2 Slips, Trips, & Falls.
- 9.1.3 Work at Height.
- 9.1.4 Confined Spaces.
- 9.1.5 Use of Workplace Fixed & Portable Equipment.
- 9.1.6 Lifting Equipment.
- 9.1.7 Hot Work – Cutting/Welding/Grinding.
- 9.1.8 Isolation of Equipment.
- 9.1.9 Pressure Systems.
- 9.1.10 Electrical Safety at Work.
- 9.1.11 Workplace Transport.
- 9.1.12 Contractor Assessment & Approval.
- 9.1.13 Permit to Work.

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9.2 Infrastructure Inspection & Maintenance – Information & Requirement.

STRPS infrastructure covers Structures, Permanent Way, Signalling, Rolling Stock, Buildings, Grounds & Lineside Maintenance, for each category the SMS has defines the Inspection Regime & Procedures covering frequency, type of inspection, & documentation required.

Inspection Procedures – states the method of inspection records kept etc.

- 9.2.1 Structures – Inspection Regime & Procedures.
- 9.2.2 Permanent Way– Inspection Regime & Procedures.
- 9.2.3 Signalling– Inspection Regime & Procedures.
- 9.2.4 Rolling Stock– Inspection Regime & Procedures.
- 9.2.5 Buildings– Inspection Regime & Procedures.
- 9.2.6. Grounds & Lineside Maintenance– Inspection Regime & Procedures.


9.3 Workshop Operations – Information & Requirement.

This section of the SMS contains Individual Risk Assessments and Work Instructions issued as part of risk assessment control measures.

10. Emergency Plan – Requirement.

The Emergency plan in the SMS details how the railway responds to accidents, emergencies, & incidents anywhere within its boundaries including those associated with operating trains.

Sections cover Emergency Access Routes, Site Evacuation Plans, Action in the event of an Operating Train Emergency, Fire, Security Alert, & Environmental Emergency, identifying the duties of Incident Controllers as well as special rules for the operation of trains in an emergency situation.

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All STRPS staff & volunteers must be aware of and understand their roles in the Emergency Plan in the event that it is activated they are able to undertake them.

11. Accident Reporting & Investigation – Information & Requirement.

All accidents or “near miss” incidents that occur on the railway are recorded and where appropriate the relevant regulator is notified of the event as required by legislation.

STR staff & volunteers must in the event of an accident or incident report this to the DOM / Responsible person as soon as possible after the event. At the time of reporting an entry should be made in the accident book.

Accident & Near Miss recording books are held at the following locations:

Alston Signal Box.

Alston Engineering Workshop.

Alston Station House STR Office.

Slaggyford Signal Box.


This section also details the procedures in place for the investigation of accidents and incidents.

12. Customer Facing Operations – Information & Requirement.

Sections here will cover the H & S compliance requirements involved in operating the Booking Office / Retail Shop.

13. STR Office & Infrastructure Operations – Information & Requirement.

Sections here cover the safe operation of the Biomass Boiler Installation and the use of display screen equipment in the STR offices.

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14. STR Risk Register – Information.

This section introduces the STR Risk Register and will include a copy of the current version of the STR Risk Register.

The STR Risk Register is document which the STR uses to define a wide range of “risks” that the business is exposed to and tracks the measures that the STR has in place to eliminate or mitigate them as appropriate.