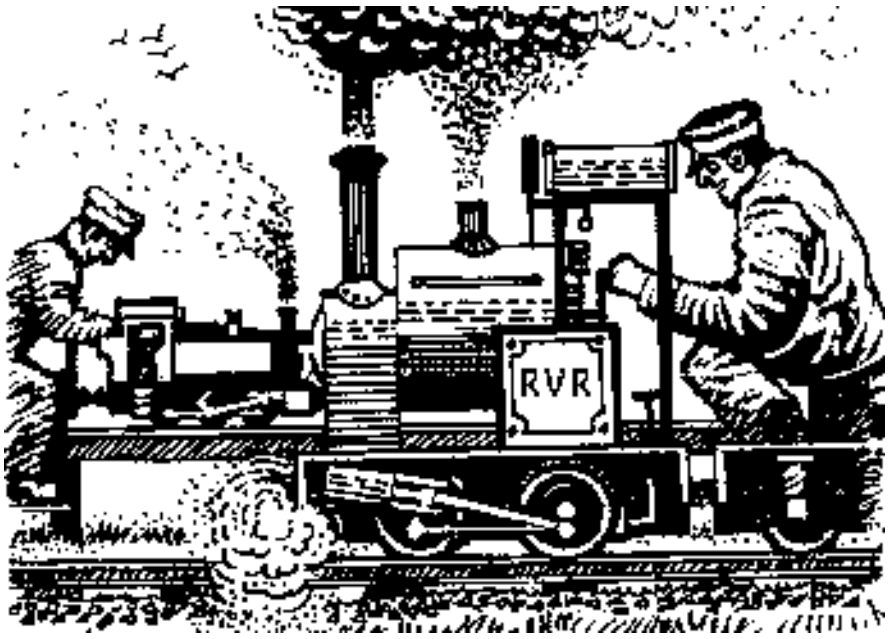
Rugby Model Engineering Society Ltd

Registered under the Industrial and Provident Societies Acts 1965 to 1975 - Registered No 27425R

Onley Lane, Rugby, Warwickshire, CV22 5QD

OPERATIONS MANUAL – VOLUME 1

Safety Management Manual



RAINSBROOK VALLEY RAILWAY

Rugby Model Engineering Society Ltd
Safety Management Manual

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SAFETY OFFICER CONTACT DETAILS

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REVISION HISTORY

Revn	Date	Status	Originator	Approved
A	07/96	Issued as an Operation Manual for comment	D.R. Dixon	n/a
B	12/96	Operation Manual – For issue	D.R. Dixon	R. Johnston
01	06/98	Re-titled as Safety Manual and completely revised.	D.R. Dixon	R. Johnston
02	07/00	Updated and extended to include aspects of the raised track system.	D.R. Dixon	D. Eadon
03	11/02	Updated to reflect change in HSE Guidelines and changes identified during risk assessment	D.R. Dixon	D. Eadon
04	03/16	Totally revised to reflect incorporation of a formal Safety Management System. Re-named to Safety Management Manual and incorporated as Section 1 of the revised Operations Manual. Operating procedures moved to relevant Sections of Operations manual	R.M. Berry	A. Mee
05	03/18	Re-wording of 1.3.3 for clarity. Addition of Section 1.9 to formalize Lone Working and Young Persons policies. Update of Safety Concern Register.	R.M. Berry	A. Mee
06	06/21	Updates of Safety Officer details and Safety Concern Register	R.M. Berry	A. Mee
08	12/23	Insertion of 1.9.2.5 rules regarding young persons on the footplate or driving trucks of steam locomotives.	R. Thomas	A. Mee
09	03/24	Revisions to 1.9.2.5 to more clearly define application and mitigation measures.	R. Thomas	A.Mee
10	08/24	Update of Safety Concerns	R.Thomas	A. Mee
11	05/25	Update of Safety Officer details	D. Currie	R. Thomas

SAFETY POLICY STATEMENT

Rugby Model Engineering Society Ltd. is committed to a Policy which ensures that its Members, Guests and Visitors can safely enjoy the hobby through the safe design, operation and maintenance of the equipment and facilities.

This includes those occasions when the Society operates its Miniature Railway Systems and other equipment for Members of the Public.

All Society Members share equally the responsibility of supporting the Safety Policy and implementing the Safety Procedures set out in the Society's Operations Manual.

Members of the Public, Guests and Visitors to the Rainsbrook Valley Railway site are required to comply with all safety precautions by observing all written and verbal instructions issued by the Society or any of its Members.

Signed on behalf of the Management Committee:

Chairman **Date**

SPECIFIC MEANINGS OF TERMS USED IN THIS DOCUMENT

"SOCIETY" and "RMES"	Rugby Model Engineering Society Limited
"MEMBER"	Person holding a current valid RMES Membership Card
"THE SITE"	The whole of the land leased by the Society
"RAINSBROOK VALLEY RAILWAY" "RVR"	The miniature railway systems run at the site
"MUST", "WILL" and "SHALL"	An absolute requirement
"MAY"	A discretionary requirement
"SHOULD"	Desirable guidance
"HSW Act"	The Health and Safety at Work Act 1974
"RIDDOR"	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
"SMS"	The RMES Safety Management System

1.0 SAFETY MANAGEMENT SYSTEM

1.1 INTRODUCTION AND SCOPE

1.1.1 The purpose of this document is to define the Rugby Model Engineering Society Ltd. Safety Management System policy, responsibilities and procedures for the safe design, maintenance and operation of the Society's facilities and of Members' equipment. It forms Volume 1 of the RMES Operations Manual.

1.1.2 The objective of the SMS is to ensure that members, guests and visitors can enjoy the Model Engineering hobby in complete safety whilst at the site.

1.1.3 The objective will be met by pro-active Risk Assessment leading to the implementation of procedures and other measures to ensure that the overall risk of harm to all persons and property is maintained as low as is reasonably practicable.

1.1.4 The SMS applies equally to all persons attending the site be they members, guests, visitors, members of the public, contractors or other officials.

1.1.5 The SMS covers any use of the Society's premises, facilities, equipment and running tracks.

1.1.6 Insofar as is practicable, the Society will meet the requirements of the HSW Act, as amended, and other related legislation.

1.1.7 Insofar as is practicable, the Society will follow the guidance set out in the following "best practice" documents:

1.1.7.1 HS2020 "Managing Health and Safety at Passenger Carrying Miniature Railways" published by the Passenger Carrying Miniature Railway Safety Group (PCMRSG) and available from www.pcmrsg.org.uk

1.1.7.2 "Minimum Requirements for the Examination/Testing of Miniature Steam Boilers" published by the Northern Association of Model Engineers. Full details of this are available at http://www.nameng.org.uk/index.php/boiler-testing

1.2 RESPONSIBILITIES

1.2.1 All Members must ensure that neither themselves nor any other person(s) are endangered by their actions or omissions.

1.2.2 All members must support the RMES Safety Management Policy and follow all procedures set out in the Operations Manual to ensure their safe use of the Society's facilities.

1.2.3 All members must ensure that guests and visitors to the site are aware of the procedures in place to ensure their safety.

1.2.4 The RMES Management Committee is responsible for developing, reviewing and implementing the Safety Management Policy and its Chairman will be deemed the "Accountable Person" for safety.

1.2.5 Each new Management Committee elected at the Society's AGM must, as a priority, review, and amend as required, the RMES Safety Management Safety Policy Statement. The agreed Statement will be signed by the Chairman and a copy publicly displayed in the Clubhouse.

1.2.6 **The Management Committee**:-

1.2.6.1 Will appoint a suitably qualified person to act as Safety Officer and advise it on all matters of Health and Safety related to the Society's activities.

1.2.6.2 May appoint additional Members to work with the Safety Officer when required as a Safety Sub-Committee.

1.2.6.3 Must expeditiously consider, and appropriately act upon, all Safety Concerns submitted by Members and other persons.

1.2.6.4 Must ensure that risk assessments of all Society facilities and operations are carried out and regularly reviewed. Risk assessment must be part of the planning process for any major change to the facilities and/or operations.

1.2.6.5 Must review all risk assessment reports and ensure that the agreed further actions are funded and carried out so as to maintain the risk from the Society's activities as low as is reasonably practicable.

1.2.6.6 Will appoint suitably qualified Members as Competency Assessors to cover all safety critical use of Society facilities including operation of the railways. The Assessors will compile a Competency Register and ensure that it is kept up-to-date.

1.2.6.7 Must ensure that only persons recorded as competent in the Society's Competency Register are allocated safety critical roles when the site is open to the public. Non-public operations may be used for competency training and assessment. This includes visiting and guest locomotive drivers.

1.2.7 **The Safety Officer**:-

1.2.7.1 Will review all relevant Health and Safety legislation, regulations and guidance and advise the Management Committee on compliance.

1.2.7.2 Will review any sources of guidance on best practice and consider this when conducting risk assessments on the Society's facilities and operations.

1.2.7.3 Will, with assistance from suitably competent Members, ensure that regular risk assessments of the Society's facilities and operations are carried out. The findings from these will be reported to the Management Committee for review and action as required.

1.2.7.4 Will process Safety Concerns to ensure that they reach the Management Committee in a timely manner, are acknowledged and that the Management Committee's decisions are communicated to the originator.

1.2.7.5 Will process all reports of Accidents, Incidents and Near Misses to ensure that they are appropriately followed up.

1.2.7.6 Will, on instructions from the Management Committee, carry out an investigation into the cause(s) of any reported safety related occurrence. On completion of an investigation, will provide a report of findings and recommendations to the Management Committee for their consideration and action as required.

1.3 COMPETENCY and FITNESS

1.3.1 All Members must have been accepted or assessed as competent before using any of the Society's equipment or facilities, or before being rostered for a safety critical role on Public Running days, and their details must have been entered in the Competency Register.

1.3.2 Competency of Guests and Visitors who operate on Public Running days must also be recorded in the register.

1.3.3 Additionally, Members and others rostered for safety critical roles on Public Running days must also complete the Sign-On sheet on the day, before taking up their role. The Sign-On sheet will include a declaration of competency for the role and a declaration that they are fit to carry out the duty. It will also include a specific declaration that they are not under the influence of any drugs or alcohol.

1.3.4 Safety Critical Roles on Public Running days are:-

1.3.4.1 Organiser
1.3.4.2 Station Controller
1.3.4.3 Driver
1.3.4.4 Guard
1.3.4.5 Pointsman / Signalman
1.3.4.6 Signal and Telecommunication Staff
1.3.4.7 Crossing Keepers

1.3.5 No Member will be permitted to operate any fixed or portable machine tool, or any specialist plant or equipment, on the site unless they have an adequate level of knowledge and experience in the safe use of that equipment.

1.3.5.1 A list of Society owned equipment covered by this clause, along with details of those permitted to use it, will form part of the Competency Register.

1.3.5.2 For the purpose of training, such equipment may be used by other Members whilst under the strict supervision of a nominated Competency Assessor for the specific equipment.

1.4 OPERATIONS MANUAL

1.4.1 The RMES Operations Manual is the primary source of information for the safe operation of the Society's facilities. It consists of the following Volumes: -

1.4.1.1 **Volume 1 – Safety Management Manual** – This document

1.4.1.2 **Volume 2 – Railway Operating Rule Book** – Based on HSG216 and the procedures developed by the Society, this Section sets out the specific guidelines, rules and procedures for safe operation of both the 7¼" Gauge ground level track and the multi-gauge raised level track.

1.4.1.3 **Volume 3 – Railway Maintenance Manual** – Sets out the required maintenance procedures for the railway infrastructure and rolling stock. It sets out the timetable for required maintenance and has an Appendix to hold records of maintenance completed.

1.4.1.4 **Volume 4 – Event Records** – This is a depository for completed Event Logs.

1.4.1.5 **Volume 5 – Competency Register** – A comprehensive register of individual Members' specific competencies. It also holds details of Guest and Visitor competencies where these persons operate on the site whilst Members of the Public are present.

1.4.1.6 **Volume 6 – General Section** – This covers the running and maintenance of the Clubhouse, site and all non-railway facilities.

1.4.2 All Members, Guests and Visitors must be thoroughly familiar with all Sections of the Operations Manual relevant to their activities and operate in accordance with the rules and procedures at all times.

1.4.3 All Volumes will be regularly reviewed by the Management Committee and any changes notified to Members.

1.4.4 Where pages from the Operations Manual are copied for use as briefing notes it is the duty of the user to check currency against the Master Copy held in the Clubhouse before each use.

1.5 RISK ASSESSMENT

1.5.1 Risk Assessment is the fundamental tool of any Safety Management System. It is a pro-active procedure designed to identify hazards and assess risks to determine what control measures should be adopted to avoid risk or reduce it to an acceptable level.

1.5.2 A risk assessment must be carried out during each stage of the design, planning, construction, operation and maintenance of any new project. For existing facilities, risk assessments must be carried out for the ongoing infrastructure and operation.

1.5.3 The Management Committee, through the Safety Officer, is responsible for ensuring that risk assessment is done and is adequate.

1.5.4 Risk assessment may be carried out by any person having suitable knowledge and experience of the operations involved.

1.5.5 Most accidents/incidents happen because simple precautions are not taken. An assessment of risks involves looking at what can go wrong, the likelihood of it going wrong and what needs to be done to prevent it happening. Risk assessment is often about applying common sense in a logical way.

1.5.6 A good risk assessment will:-

1.5.6.1 identify the hazards;

1.5.6.2 decide who might be harmed and with what degree of severity;

1.5.6.3 decide whether the risks are already adequately controlled; and

1.5.6.4 determine what further action (if any) is necessary to control the risks.

1.5.7 Risk assessment terminology is mostly derived from the HSW Act and is therefore aimed very much at potential harm to persons. It is, however, equally applicable to any of the Society's assets and the same principles apply substituting "what" for "who". For example, if the Clubhouse burnt down when no-one was there it would be a major blow to the Society and a risk assessment aimed at reducing the risk of that happening would obviously be beneficial.

1.5.8 **The Risk Assessment Process**

1.5.8.1 **Look for the hazards** – 'Hazard' means anything that can cause harm (eg. Hot ashes, runaway vehicles). Look at all of the activities, including non-routine tasks. Look at what actually happens rather than what should happen.

1.5.8.2 **Decide who might be harmed, and how** – Members, guests, visitors, the public and contractors need to be considered. Think about how people may be at risk either in carrying out their tasks or as spectators or passengers.

1.5.8.3 **For each hazard, evaluate the chance, big or small, of harm actually being done and decide whether existing precautions are adequate or more should be done** – For each hazard, consider what would be the worst outcome (eg. Damage to limbs, someone being burned, scalded or even killed). How likely is it to

happen? Experience is often the best pointer here, but don't forget to consider previous occurrences, both at the RMES and in the hobby as a whole (eg. De-railing of passenger carriages with a potential for injury has happened at RMES and there have been frequent reports from other miniature railways – the likelihood is therefore at least 'moderate'). If it is decided that more needs to be done to control the risk, consider whether the hazard can be avoided by tackling the task in a different way. If this isn't possible, then it is necessary to think about controlling the hazard more effectively:

- Start with the important things
- Work with those performing the task to solve the problems and agree precautions
- Consider new information and training that may be required

Even after all precautions have been taken, some risk may remain. The important things to be decided are whether the hazard is significant and whether satisfactory precautions have been taken so that the risk is as small as possible.

1.5.8.4 **Record the significant findings of the risk assessment –** A 'significant' hazard has the potential to cause serious harm. Risk assessment records will be kept as Appendix 2 to this document and should detail the hazards, the existing control measures and the people who may be affected.

1.5.8.5 **Review assessments from time to time and revise if necessary – Check that the hazards are still the same and that precautions taken are still adequate**. **Record the results of any review.** Things change – track extensions, new technology and even social changes. Not everybody follows all the rules all the time. Don't wait for something to go wrong – check!

1.5.9 To assist with the 'ranking' of risks, the Risk Assessment Matrix shown below should be used.

1.5.9.1 **Risk Rating = Severity x Likelihood**

1.5.9.2 Use the row and column headers to assist with placing a risk.

1.5.9.3 Read off the Risk Rating from the appropriate row/column intersection.

1.5.9.4 A rating of 15 – 25 indicates a very significant risk and the assessed activity should cease until an alternative can be found or suitable control measures developed to lower the rating.

1.5.9.5 A rating of 8 – 12 indicates a significant risk and the activity should be avoided if reasonably practicable until further measures implemented.

1.5.9.6 A rating of 3 – 5 indicates a risk that can be accepted providing it is managed.

1.5.9.7 A rating of 1 – 2 indicates a low risk which needs reviewing to ensure it remains low.

RISK ASSESSMENT MATRIX *(S) Severity x (L) Likelihood = (RR) Risk Rating*		LIKELIHOOD				
		RARE Accidents could only happen under exceptional conditions. The situation is well controlled and reasonable precautions have been taken. *1*	**UNLIKELY** The situation is well controlled but occasional lapses could occur. Personnel are well trained. *2*	**LIKELY** If the situation is not well managed, an accident could occur. *3*	**VERY LIKELY** Inadequate Health & Safety controls. If conditions remain unchanged there is a high probability of an accident. *4*	**CERTAIN** Inadequate Health & Safety controls. An accident will occur. *5*
SEVERITY	**MINOR INJURY** Not requiring an absence from work. *1*	1	2	3	4	5
	HARMFUL Injury resulting in up to 3 days off work. *2*	2	4	6	8	10
	EXTREMELY HARMFUL Injury resulting in over 3 days off work. *3*	3	6	9	12	15
	MAJOR INJURY Unconscious, fracture, amputation or penetrating eye injury (RIDDOR) *4*	4	8	12	16	20
	FATALITY Or multiple fatalities. *5*	5	10	15	20	25

1.6 SAFETY REPORTING

1.6.1 General

1.6.1.1 Safety reporting is the second fundamental tool of safety management and is the means by which all Members can enter their safety concerns into an auditable process that ensures all concerns are properly considered and acted upon.

1.6.1.2 It provides the means for any concern, however minor, to be reported so that remedial action may be taken to maintain an overall low risk from the Society's activities.

1.6.1.3 It also provides a means of "fine tuning" Risk Assessments so that they remain relevant and cover all hazards and the associated risks.

1.6.1.4 All Members are expected to be alert to the possibilities of identifying hazards and the risks they pose.

1.6.1.5 Members should use the process set out in the following paragraphs to report their safety concerns as it ensures that the Safety Officer can monitor the process of Management Committee consideration, decision and action.

1.6.2 Safety Reporting Process

1.6.2.1 A Safety Concern Form is shown at the front of Appendix 1 to this document and should be used whenever possible. Copies of the form will always be available in the Clubhouse for Members' use.

1.6.2.2 If a Member does not have immediate access to the form, then their concern may be reported by any means to the Safety Officer who will complete the form on their behalf. The Safety Officer's contact details are available on Page 3 of this manual.

1.6.2.3 On receipt of a Safety Concern form, the Safety Officer will:-

- allocate it a reference number and enter it in the Safety Concern Register which forms Appendix 1 of this manual;
- acknowledge receipt to the originator;
- pass the registered concern to the Management Committee for consideration along with any relevant information and advice;
- monitor the progress of the concern through the Committee stage;
- pass the Committee's decision back to the originator;
- review any Risk Assessments of the operation concerned and
- monitor progress of any action agreed.

1.7 ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

1.7.1 For the purposes of this manual, the following definitions shall apply:

1.7.1.1 An **ACCIDENT** is any occurrence which results in injury to any person.

1.7.1.2 An **INCIDENT** is any non-normal occurrence which does not result in injury to any person, but which might have done in slightly different circumstances.

1.7.1.3 A **NEAR MISS** is any non-normal occurrence which does not fall into the definition of either an accident or an incident but during which safety was compromised.

1.7.2 A record must be maintained giving details of any accident, incident or near miss that occurs on the site at any time.

1.7.3 This record should be completed at the time of the event in order to ensure that full details are available if they are subsequently required for any in-house or official investigation.

1.7.4 The record should contain full details of the occurrence and the people involved, together with details of any witnesses. A suitable form is provided in Appendix 3 to this manual and a supply available in the Clubhouse.

1.7.5 In the case of an accident, the following information must be recorded:

- Name, age and address of injured person(s)
- Injuries sustained
- Actions taken and treatment given, stating by whom
- Circumstances of the accident
- Names and addresses of any witnesses

1.7.6 In the case of any accident, incident or near miss involving a train, the following information must be recorded:

- That required by para. 1.7.5 if appropriate
- Full details of the train consist including the locomotive(s)
- Names of driver(s) and guard
- Load being conveyed including number of passengers in each vehicle
- Braking available to the driver
- An estimate of the speed of the train immediately prior to the occurrence in relation to the “normal” speed and any permanent or temporary restriction
- The location of the occurrence with a sketch of the layout (including gradients and any relevant measurements) and any photographs taken
- Names and contact details of any witnesses or passengers able to provide any useful information

1.7.7 The completed record should be passed to a member of the Management Committee who will ensure that a copy is forwarded to the Safety Officer as soon as possible after the event.

1.7.8 Certain incidents may require reporting under RIDDOR. Full details of when this is required are on the HSE web site (www.hse.gov.uk/riddor/reportable-incidents.htm), but it will always be required if a member of the public is taken to hospital as the result of an occurrence on the site. An information sheet produced jointly by the Southern Federation and Northern Association provides guidance on RIDDOR as may be applied to Society run miniature railways and is included as Appendix 4. In particular, this suggests that any derailment of a passenger train in motion is reportable.

1.7.9 Following any accident, incident or near miss the Safety Officer will, with the full authority of the Management Committee, carry out an investigation into the circumstances of the occurrence. The intent of such investigations is not to apportion blame, but to establish the cause(s) and ensure that measures are taken to prevent re-occurrence. On completion of the investigation the Safety Officer will produce a report detailing the probable cause of the occurrence and any recommendations for measures to prevent similar occurrences. The report will be passed to the Management Committee for their consideration and action as required.

1.7.10 In the event that the Safety Officer is directly involved in any occurrence then any investigation will be carried out by a member of the Management Committee or another independent person appointed by it.

1.8 EMERGENCY PLANNING

1.8.1 **Incident Coordinator**

1.8.1.1 In the event of any emergency situation arising on the site, the Incident Coordinator will be one of the following depending on the circumstances in order of preference:

- The rostered Organiser for public events;
- The Chairman of the Management Committee;
- Any other Management Committee member;
- Any other Member who is able to take charge of the situation.

1.8.1.2 The Incident Coordinator will detail others present to assist in resolving the situation. All members present on site at the time will co-operate with the Incident Coordinator and carry out instructions given.

1.8.1.3 The Incident Coordinator will liaise with the senior officer of any Emergency Services attending and remain the primary point of contact with that officer.

1.9 SPECIFIC SAFETY POLICIES

1.9.1 LONE WORKING POLICY

1.9.1.1 The RMES Committee must ensure that this policy is observed by all Members when they are on the club premises.

1.9.1.2 Lone working can mean anyone working in isolation on site without direct visual contact with someone else. You do not have to be the only person on site for this to apply to you.

1.9.1.3 Members must not undertake any task for which they are not trained or authorized.

1.9.1.4 Lone working should be avoided wherever possible. If lone working must be undertaken, then that member must have on their person at all times a mobile phone capable of contacting someone for help. If other members are on site, it would be advisable to have those contact numbers on their phone.

1.9.1.5 Any member who works on their own on site using club equipment must be signed off as being competent to use that equipment by a "Competency Assessor" or an RMES Committee Member who is competent in the use of the equipment in question.

1.9.1.6 Any member wishing to use their own personal equipment on site does so at their own risk and, if that equipment is capable of seriously injuring someone or themselves, then this needs approval by a member of the committee before doing so.

1.9.1.7 **High Risk Area "Club Workshop":**

1.9.1.8 Persons wishing to use the club workshop on their own should ensure that someone else is aware that they are doing so. The lone worker should also ensure that the person they advised is notified when the task is complete and before the lone worker leaves the site.

1.9.1.9 Anyone wishing to use any of the club workshop machines needs to be signed off as being competent to operate/use it by the clubs assigned "Workshop Competency Assessor".

1.9.1.10 Any use of workshop machines must be signed off in the "Machine Use Register" so there is a log of who has used each machine and that the person at that time is competent to use it, e.g. not under the influence of drugs or alcohol etc.

1.9.2 YOUNG PERSONS POLICY

1.9.2.1 RMES recognizes the need to encourage young persons to join the Society and become active in the various projects undertaken. In doing so, it also recognizes the need for special measures to be taken to ensure their safety.

1.9.2.2 All Members must be aware that the enthusiasm and energy of young persons often outweighs their appreciation of the risks involved in the activities they participate in. Their attention span can also be relatively short.

1.9.2.3 All young persons on the site must be under the supervision of a responsible adult Member at all times and every opportunity must be taken to instill in them the need to behave in a safe manner and an appreciation of the risks involved.

1.9.2.4 Particular care should be taken in the workshops, around the operational railway and when site maintenance equipment is in use.

1.9.2.5 Young persons under the age of 10 are not permitted on the footplate or driving truck of any steam locomotive in steam at any time in any location at the Rainsbrook Valley Railway during RMES organized, sponsored or supported events (including, but not limited to, Public Running, Children's Parties, Member's Running, Open Weekend, Narrow Gauge Weekend and visiting society rallies and AGMs). Between the ages of 10 and 16 young persons are permitted on the footplate or driving truck of a locomotive in steam provided they are under the supervision of a competent adult and are wearing appropriate PPE to protect eyes, face, hands and body (including arms and legs) from coming into contact with backhead heat sources as a consequence of derailment or collision and potential firebox blowbacks and gauge glass failures. RMES steam locomotive trainer/ assessors must satisfy themselves that drivers not already passed out for public running at RMES are competent to fire and drive prior to the carrying of any young persons on the footplate or driving truck of a steam locomotive. When a young person is on the footplate or driving truck of steam locomotive in steam and the track is being shared with another locomotive the automatic signalling system shall be deployed.

APPENDIX 1: Safety Concern Register

A record of Safety Concern forms will be kept here and the original copies filed behind this page.

Ref No	Subject	Originator	Date Open	Status
97/001	Passenger carriages on 7¼" Gauge System	D R Dixon		Closed
97/002	Duties of Level Crossing Keepers	R Newbold		Closed
00/003	"Homemade" Circular Saw Bench	D R Dixon		Closed
00/004	Passenger carriages on 7¼" Gauge System	D R Dixon		Closed
00/005	7¼" Gauge System Pointsman -Flags	D R Dixon		Closed
00/006	7¼" Gauge System Cutting Bridges	T Mays		Closed
00/007	Block paving area	T Mays		Closed
00/008	Duties of Guards	T Mays		Closed
00/009	Restricting visitor access	T Mays		Closed
03/010	Restricting visitor access	D R Dixon		Closed
03/011	Manhole cover	D R Dixon		Closed
01/2016	Station Control – Conflict of duties	R M Berry	01/01/16	Closed
02/2016	New Build Guard's Coach – Seat Height	E J Parrott	20/02/16	Closed
03/2016	New Build Guard's Coach - Access	H L Parrott	14/02/16	Closed
04/2016	Signal Positioning	J Startin	27/03/16	Closed
05/2016	Signal Treadle Switches	J Startin	27/03/16	Closed
06/2016	Clubhouse toilet Hot Water Supply	R M Berry	29/03/16	Closed
07/2016	Passenger Stock Couplings	E J Parrott	27/06/16	Closed
08/2016	Passenger Train Operations and General Station Area Safety	R M Berry	18/12/16	Closed
01/2018	Flagging at Rear of Trains	G R Bicknell	20/05/2018	Closed
02/2018	Lone Working by Drivers	D R Dixon	26/10/2018	Closed
03/2018	Train Braking and Guard Facilities on Raised Track System	D R Dixon	26/10/2018	Monitor
04/2018	Double Heading on Raised Track System	D R Dixon	26/10/2018	Closed
05/2018	Anti-Tipping Facilities on Passenger Carriages	D R Dixon	26/10/2018	Closed
01/2019	Prevention of runaway stock affecting running lines	R M Berry	29/04/2019	Closed
01/2020	Application of COVID regulations	E J Parrott	09/04/2020	Closed
01/2021	7.25" ground level track, passenger safety/injury	P Hancock	05/09/21	Closed
01/2024	I/C locomotives without the facility to disconnect or neutralize drive to the driving wheels	R Thomas	19/04/2024	Closed
02/2024	Unqualified guard utilized during a public running event	S Morgan	07/0602024	Closed

Example Safety Concern Form (1)

Rugby Model Engineering Society Ltd **SAFETY CONCERN**	Ref. No:- (Safety Officer to Allocate)
Equipment/Operation Affected:-	
Perceived Problem:- (Continue overleaf if required)	
Originator's Suggestions for Improvement:- (Continue overleaf if required)	
Originator	Date
Committee's Response:- (Continue overleaf if required)	
Signed	Date

Received, logged & acknowledged	Date:	Safety Officer
Passed to Committee	Date:	
Committee Response Received	Date:	
Originator Advised	Date:	

Example Safety Concern Form (2)

Originator's Continuation:

Committee Continuation:

Safety Concern Form 2016.docx Issue: Original – Jan 2016

APPENDIX 2: Record of Risk Assessments Carried Out

Risk Assessments Completed are listed in the following table. Completed paperwork for each assessment should be filed behind this page most recent first.

Date	Assessor(s)	Activity Assessed	Status
???	???	General	?
Feb 99	???	General	?
5 Jul 11	H Brewer D Carter	Ground level and elevated track operation + general related to public running	?
1 March 24	R Thomas N Bown	Young Persons under the age of sixteen on the footplate or driving truck of a steam locomotive in steam	Completed

APPENDIX 3: Incident Reporting Forms

The following pages show examples of Incident/Accident reporting forms to be used. The original forms will be available to all Members in the Clubhouse.

1. **General Accident Reporting Form**: Based on the Accident Book pages supplied by HSE, this form must be used for all occurrences resulting injury of any nature to any person whilst on the Site unless the operation of a train was involved.

   It must be handed to one of the Management Committee members or the Safety Officer on completion for secure filing in accordance with the Data Protection Act.

   The person receiving a completed form must immediately assess whether it is a Reportable Occurrence under the RIDDOR provisions and, if so, file the report (See Para 1.7.8).

   The Safety Officer will review all reports and decide whether any Risk Assessment needs to be reviewed in the light of the circumstances reported.

2. **Train Incident Record Form**: This is an updated version of the previous form developed by the Society. It must be used to report any safety related occurrence involving the operation of a train on the RVR tracks irrespective of whether any injury resulted.

   As much detail as possible must be included on the form to assist any subsequent investigation.

   The completed form must be handed to a Management Committee member as soon as possible after the event and a copy forwarded to the Safety Officer.

   The person receiving a completed form must immediately assess whether it is a Reportable Occurrence under the RIDDOR provisions and, if so, file the report (See Para 1.7.8).

   If the Management Committee decides that an investigation is required, then the Safety Officer must be informed as soon as possible.

   The Safety Officer will review all reports and decide whether any Risk Assessment needs to be reviewed in the light of the circumstances reported.

ACCIDENT RECORD FORM

Report No

ABOUT THE PERSON WHO HAD THE ACCIDENT 1

Name

Address

City/Town | Postcode | Telephone

Occupation

DETAILS OF PERSON REPORTING THIS ACCIDENT 2

Name

Address

City/Town | Postcode | Telephone

Occupation

DETAILS OF ACCIDENT/INJURY 3

Date: DD / MM / YYYY Time: HH / MM

Where did the accident/injury take place?

.....

Say how the accident happened, give a cause if you can

.....

.....

Details of accident/injury

.....

Signed: Date: DD / MM / YYYY

EMPLOYERS USE ONLY 4

If this incident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

How was it reported?

Signed: Date: DD / MM / YYYY

Please Note: To comply with the Data Protection Act 1998 (DPA) personal details entered on accident record forms must be kept confidential.

Rugby Model Engineering Society Ltd

Train Incident Record Form

Report No.	(Safety Officer to Complete)

(Complete for any **Accident**, **Incident** or **Near Miss** involving a train)

Date of Incident		**Time of Incident**	
Weather Conditions		**Signals in Use**	
Track	**Ground Level / Raised**	**Location**	
Driver		**Guard**	

Train Formation	**Name/No.**	**Type**	**Brakes**	**No. Pax**
Locomotive				
Coach 1				
Coach 2				
Coach 3				
Coach 4				

Details of Incident: - *(Give as much information as possible, including names of persons involved.)*

Was anyone injured? Staff: YES / NO Others: YES / NO

Details of Injuries: - *Including name and address of injured persons*

Emergency Services Called? YES / NO Time: -

If Yes, which service? Ambulance / Fire and Rescue / Police

Details of Senior Officer and any appliance(s) attending, including Crime/Accident Report No. if available from Emergency Service Personnel: -

Continue overleaf →

(2)

Witness Details – *Record details of anyone who may be able to assist with any investigation.*		
Name	Address	Phone

Continuation Space

Report Completed by:	Name:	Signed:	Date:

Hand completed form to Organiser or a Management Committee Member.

---- Office Use Only----------

Action	RIDDOR? Y / N	Investigation? Y / N	Report	Closed
By				
Date				

APPENDIX 4: Northern Association Information Sheet on RIDDOR

NORTHERN ASSOCIATION of MODEL ENGINEERS

INFORMATION SHEET

THE REPORTING of INJURIES, DESEASES & DANGEROUS OCCURRENCES REGULATIONS 2013

RIDDOR

INTRODUCTION

The following information for Clubs/Societies is by necessity of a general nature owing to the fact that all Societies are independent, and self managing, also their sites and operations differ considerably. For some Societies the Health and Safety at Work etc. Act 1974 (HSWA) and hence the RIDDOR Regulations will only rarely apply, whereas for others the application may be virtually permanent. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 have recently been updated and are now The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471. This document has been produced jointly by the Northern Association of Model Engineers and the Southern Federation of Model Engineering Societies.

OPERATIONS CLOSED TO THE PUBLIC

In the case of Societies which operate at enclosed private sites which are closed to all but subscribing adult members and invited guests it would NOT normally be expected that the HSWA & RIDDOR would apply, except for serious accidents or incidents, their activities affecting persons NOT on their site, or their invited guests.

Edited quote from HSC field operatives directive OC331/3, The Health & Safety at Work etc. Act 1974 should not be used to cut across the freedom of individuals voluntarily to take risks outside their working environment. Where there is no employment, there should be no intervention by an enforcing authority in the activities of private clubs except in reaction to serious accidents, incidents or follow-up of complaints.

Statement from the lead officer for RIDDOR.

If you run the Society purely for the benefit of members on private land i.e. it is a private club and the only rides you might give would be to invited guests, then I would not expect the Act and hence the Regulations to apply to you.

As will be noted from the above even the Enforcing Officers do not state the Act and the Regulations will not apply, instead they employ the words would not expect. So you cannot take it for granted.

OPERATIONS OPEN TO THE PUBLICk

Where Societies operate on sites that are open to the public and there is a work activity, which does not mean that people have to be employed, (paid or unpaid) but whether the activity affects others outside the Society, if so, then it can be expected that the HSWA and hence RIDDOR will apply.

The question of whether the club is engaged in a work activity is a question of fact and depends on the exact circumstances of how and where you operate. For the Regulations to apply, an accident or incident must arise out of, or in connection with, a work activity, this phrase has a very wide meaning and the Regulations do not give a complete definition. However understanding their meaning and scope is vital in helping to decide if an accident or incident, including in certain circumstances, acts of violence or a dangerous occurrence must be reported.

Determining if an accident or near miss (incident) is reportable under RIDDOR does not depend on apportioning, or even accepting the possibility of blame. The broad meaning of 'arising out of or in connection with work' means that an accident or near miss may still be reportable even if there had been no breach of the Regulations, no-one was injured and no-one was to blame. To help with this assessment it is useful to think about the circumstances surrounding the accident and the factors involved, these may include.

- What work was going on at the time?
- What was the injured person doing?
- Where did the accident happen?
- Were factors such as structures, equipment, or substances involved?

There are three key factors which must be taken into account when deciding whether an incident arose out of or in connection with work these are.

- The manner of conducting the undertaking.
- The plant or substances used for the undertaking.
- The condition of the premises used by the undertaking or any part thereof.

With the introduction of RIDDOR 2013, the reporting criteria for Minor Injuries and Dangerous Occurrences for employed personnel has been changed, for minor injuries up to and including fractured fingers and toes there is no longer any requirement to make a RIDDOR report.

However the document *Passenger Carrying Miniature Railways, Guidance on Safe Practice* issued by the Health & Safety Executive as HSG 216 in 2001 is still valid. The document was agreed by the HSE and the Miniature Railway Liaison Group including The Northern Association of Model Engineers, the Southern Federation of Model Engineering Societies, the Midlands Federation of Model Engineering Societies, the 7¼ inch Gauge Society, the Society of Model and Experimental Engineers, GL5 Main Line Association, and representatives from trade, manufacturers, press and private railways. The only amendment to HSG 216 is the requirement to change the reference to the RIDDOR 2013. Paragraphs 94 to 96 incl. indicate the legal requirement applicable in the operation of a miniature railway for the reporting of incidents and accidents. Principally injury notification is required where a member of the public is taken to hospital for treatment and a dangerous occurrence is to be reported in the case of unintended collision which might have caused death or major injury to any person.

Appendix 2 of the HSG 216 is an example of an Incident Report form and Appendix 3 is a HSE form F2508 RIDDOR. It should be noted however that it is preferable to report accidents on line direct to the HSE (www.hse.gov.uk) rather than using the form F2508.

DERAILMENTS

The way RIDDOR was worded meant that the derailment of any train carrying passengers had to be reported irrespective of its size or type.

Owing to the fact that with miniature railways and particularly the smaller gauges whether raised or ground level track, where derailments while loading and unloading which are virtually without risk but can be relatively frequent, it was considered that miniature railways should be exempt from reporting this type of incident. Consequently a suggestion that miniature railways be exempt from reporting this type of minor derailment was put forward to be explored by the RIDDOR Review team in 2005, but the Review of RIDDOR by the Health and Safety Commission in 2006 however decided to leave the Regulations unchanged.

The issue was raised with the Office of Rail Regulation (ORR) so that if there was any need to change the reporting requirements for the National Rail Network, then this amendment should be explored and included with any other changes. However the HSE also stated that with minor derailments such as the above with little or no risk, that they expect common sense to be exercised with respect to reporting, basically to report derailments where there was a risk of injury, e.g. loaded trains in motion.

The above information is based on written and verbal communications with the HSE following incidents dating back to 2008.

A. Budd. (Secretary). Northern Association of Model Engineers.
W.C.Pearson. (Safety Officer). Southern Federation of Model Engineering Societies.
January 2014