



Shildon Railway Institute  
**Health & Safety Policy**

Version 0.1 (draft)  
as of 15 Mar 2023

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Sildon Railway Institute, 78 Redworth Road, Sildon, Co Durham, DL4 2JJ

### **Our Health & Safety Policy is to:**

- Prevent accidents and cases of work related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees, volunteers and Management Committee are competent to do their work
- Provide personal protective equipment where circumstances demand
- Consult with our employees, Management Committee and volunteers on matters affecting their health and safety
- Provide and maintain safe plant (e.g. cellar coolers, refrigeration etc) and equipment
- Ensure safe handling of substances (including spirits, waste and cleaning products)
- Maintain safe healthy working conditions
- Define and implement emergency procedures, including evacuation of our premises in case of fire or other significant incident
- Review and revise this policy annually

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Next Review Date \_\_\_\_\_

# Part 2: Responsibilities for health and safety

## **1 Overall and final responsibility for health and safety:**

Overall and final responsibility is with the serving Chairperson of Shildon Railway Institute, on behalf of the Management Committee, as the highest office holder.

The current role holder is Mrs Julia Teasdale

## **2 Day-to-day responsibility for ensuring this policy is put into practice:**

Responsibility for everyday health and safety lies with every member of staff, member of the Management Committee, volunteer and customer. However the day to day operating responsibility is with the serving Steward/Stewardess as the person most likely to be on the premises during operating hours.

The current role holder is Ms Hazel Johnson

## **3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:**

The Steward/Stewardess and Management Committee Chair:

- Safety
- Risk Assessments
- Consulting Employees
- Accidents
- First Aid
- Work Related Ill Health

Management Committee Chair:

- Monitoring
- Accident & Ill Health Investigation
- Emergency Procedures
- Fire
- Evacuation

Steward/Stewardess:

- Maintaining Equipment
- Information
- Instruction
- Supervision
- Training

## **4 All employees should:**

- Co-operate with supervisors and managers on health and safety matters;
- Monitor behaviour of customers, visitors and contractors on the premises for behaviour that might lead to realisation of a health and safety risk.

- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in sections 1 and 2 above).

## Part 3: Arrangements for health and safety

### **Risk Assessment:**

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.
- Where necessary we will conduct special risk assessments for one-off events.
- We will require that persons hiring our facilities for purposes not covered by our own risk assessments will have conducted their own risk assessment.

### **Training:**

- We will give staff, volunteers, Management Committee a health and safety induction and provide appropriate training (including use of equipment, customer interaction, fire, hazard, evacuation and electrical safety training.)
- We will provide, where the situation demands (e.g. during future viral pandemic, or where potentially hazardous substances are being used) personal protective equipment.

### **Consultation:**

- We will consult routinely on health and safety matters as they arise and formally when we review health and safety.

### **Evacuation:**

- We will make sure escape routes are well signed and kept clear at all times.
- We will make sure that security practices are implemented to ensure the health and safety of our staff, Management Committee and volunteers.
- Evacuation plans are tested from time to time and kept updated if necessary.