

Great Cockcrow Railway

APPENDIX H.1

HEALTH AND SAFETY POLICY

By Order of	Hardwick Central Station
The Management Committee	Hardwick Lane
01st February 2026	Chertsey

Great Cockcrow Railway

Health and Safety Policy

Organisation

Great Cockcrow Railway
(a division of Ian Allan (Miniature Railway Supplies) Ltd)

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it.

The policy is in three sections:-

Section A – General Statement of Policy

Section B – Organisation and responsibilities

Section C – Arrangements

To all members and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

FEBRUARY 2026

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Section A – General statement of policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our members, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the railway, contractors, visitors and others who may visit the railway and associated buildings.

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

The policy will be kept up to date, particularly in the light of any changes to our premises or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda of all meetings of the Management Committee. Members will be consulted on a regular basis in order to seek their views on health and safety matters.

Next formal review – January 2027

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Section B – Organisation and responsibilities

Responsibility of Management Committee

The Management Committee has overall responsibility for health and safety. They will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. The Management Committee will also ensure that the health and safety policy is implemented,

The responsibility of the persons appointed to the Management Committee shall be to:

1. Be familiar with health and safety regulations as far as they concern the railway land and premises;
2. Be familiar with the health and safety policy and the arrangements and ensure they are observed;
3. Ensure so far as is reasonably practicable that safe systems of work are in place;
4. Ensure the buildings are clean and tidy;
5. Ensure that safety equipment and clothing is used by all personnel where this is required;
6. Ensure all plant, equipment and tools are properly maintained and in good condition, and that operators receive appropriate training;
7. Ensure appropriate records are kept in support of Health and Safety requirements, e.g. equipment servicing, etc
8. Ensure that adequate access and egress is maintained;
9. Ensure any health and safety incidents are appropriately dealt with,
10. Ensure adequate fire-fighting equipment is provided and maintained;
11. Ensure the food hygiene regulations and procedures for members are observed.

Responsibility of members

All members have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on railway business or premises.

Members must therefore:

1. Comply with safety rules, operating instructions and working procedures;
2. Use protective clothing and equipment when it is required;
3. Report any fault or defect in equipment to the appropriate person; and take reasonable steps to ensure that others do not use said defective equipment in advance of any arrangements that the appropriate responsible person
4. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
5. Not misuse anything provided in the interests of health and safety.

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Responsible persons

Accident book, accident reporting	Controller or Committee member on site
Fire extinguishers and related equipment	Tennay Property responsible for arranging any inspection
Portable electrical appliances	No formal testing required
Fixed electrical system	Tennay Property responsible for arranging any inspection
Condition of floors and steps	Buildings and Services Manager
Buildings	Buildings and Services Manager
Working at high levels	Any committee member
Food preparation in porters room	Any committee member
Manual handling	Any committee member
Building defects, glazing, etc.	Buildings and Services Manager
Contractors	Person arranging for attendance of contractors
Machinery (e.g. lathe, milling machine)	Mechanical Engineer
Lifting Equipment	Mechanical Engineer
Pressure vessel testing	Boiler Inspectors
Track	Permanent Way Engineer
Signalling equipment	Signalling Engineer
Investigation of operating incidents	Initially controller then as advised by committee

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Section C – Arrangements

This section sets out the arrangements to minimise as far as is reasonably practicable risks to the health and safety of members, members of the public (passengers), visitors and contractors.

1 – Accidents and first aid

First aid boxes are located in	Ticket Office, Engine Shed, Workshop, Cockcrow Hill signalbox, Everglades signalbox
The accident book is located in:	Ticket office

All accidents are entered in the accident book.

All outside organisations to whom the premises are let are told in writing that in the event of an accident, details must be submitted to a committee member who will enter it in the accident book.

The accident book is reviewed regularly.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Reporting 1995

Where required, accidents will be reported by the responsible person.

2 – Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this we undertake the following:

- An assessment of the fire risks in the buildings associated with the railway is carried out and reviewed bi-annually (or when there is a significant change);
- A check that a fire can be detected in reasonable time and that people can be warned forms part of the assessment;
- A check that people who may be in the premises can get out safely including, if necessary the provision of emergency lighting and fire exit signage, forms part of the assessment;
- To provide reasonable fire-fighting equipment;
- A check that those co-ordinating activities within the premises know what to do if there is a fire;
- A regular check that fire-fighting equipment is in place and serviceable, and that an annual maintenance contract is in place.

2.1 – Fire extinguishers

The locations are listed in the fire risk assessment.

Fire-fighting equipment is visually examined by the responsible person at least twice a year to ensure they are still in place, have not been discharged and are in good condition.

The fire extinguishers are serviced annually by Artius Property Protection Limited.

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2.2 – Evacuation procedure

The fire risk assessment has not identified the need for specific evacuation procedures.

In the event of an evacuation, persons will assemble in the car park near Lester's crossing.

Emergency services will be summoned using the BT phone system or a personal mobile telephone. Make sure that they are advised it is a **MINIATURE** railway

2.3 – Evacuation drills

Due to the simple layout of the buildings and diverse site, no drills are proposed.

2.4 – If you discover a fire (no matter how small)

- Immediately raise the alarm;
- Telephone the emergency services;
- Check the building for occupants;
- Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk;
- If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that doors are closed behind you. The general rule is people before property;
- Evacuate to the designated assembly point; In the main Car park adjacent to Lester's crossing.
- Ensure clear access for emergency vehicles.

3 – Electrical safety

A list of all our portable electrical appliances is maintained as part of the inventory of equipment at the GCR.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor arranged by the IAG. Any necessary remedial work will be carried out.

It is our policy not to sell any second hand electrical goods.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All members must observe the following:

- Visually check all electrical equipment before use;
- Report all faults immediately to the responsible person;
- Do not attempt to use or repair faulty equipment;
- Portable electrical equipment (e.g. battery drill) brought onto the premises is only to be used by the owner.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be positioned so that they do not constitute a tripping hazard and are not subject to damage.

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4 – Gas equipment safety

There are no fixed gas appliances.

There are portable gas appliances or gas cylinders stored on the premises. These are inspected prior to use.

5 – Hazardous substances

The responsible person will maintain a list of all hazardous substances used on the premises.

Where possible, we have eliminated all hazardous substances. Where this is not possible, our safety arrangements are as follows:

- For all substances marked as harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment, the manufacturers instructions regarding the correct method of use, protective clothing and storage will be followed.
- All substances marked, as above, will be stored out of the reach of young children and, where practicable, in a locked cupboard.
- Chemicals will not be mixed, apart from where required like adhesives and fillers.
- Chemicals will only be stored in their original, marked containers.

6 – Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- Members must not operate plant or machinery that they are not trained or authorised to use.
- Members must not ride on any parts of machinery not intended for that use.
- Machinery must be switched off and made safe before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted and there are no loose items or defects.
- The appropriate personal protective equipment must be worn when operating plant or machinery.
- Persons under 18 years of age may only use hand tools and are not permitted to operate any power operated plant or machinery; Persons between 16 and 18 may use power tools under direct supervision of an adult. Battery power tools used only by the owner are excluded from this.

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- Ladders may only be used when an alternative access system is not realistically practicable and for a short duration, If a ladder is used a second person must be present to support the ladder.
- Any damage to plant or machinery must be reported to the responsible person.
- Persons must not work on their own unless they have a means of communication and have notified another person of the details of the work being undertaken.
- All pressure vessels will be tested at an appropriate frequency and records of testing maintained.

7 – Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as reasonably practicable the risks of slips, trips and falls, the Management Committee will undertake an annual inspection in addition to ad hoc inspections by the responsible person.

The responsible person will check:

- All floors in the buildings;
- All paths and steps around the site the premises taking particular note of uneven surfaces and algae/other slippery deposits.

8 – Lighting

In order to check that the site is adequately lit an inspection will be made quarterly by the responsible person who will arrange for bulbs to be replaced following appropriate safety procedures.

Members of the Management Committee observing a faulty light will report it to the responsible person.

9 – Working at high levels

The following areas are designated as high levels:

- Guttering and pitched roof;
- External lights above 2.5m from ground level;

Only the following persons may work at high levels:

- Approved contractors;
- Competent members.

The following procedures must be followed:

- Ladders must be secured where reasonably practicable or footed.

Only the following work is authorised without agreement from the Management Committee:

- Replacement of light bulbs;

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10 – Preparation of food

The preparation of food by members within the mess room is excluded from this policy.

The Station Cafe prepares food on a regular basis and sufficiently often to require the premises to be registered with the local authority whom carry out inspections.

11 – Manual handling – lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Members will be instructed to not attempt to lift items in excess of 25kg without the use of lifting equipment or mechanical aids.

Where it is not possible to avoid the need, we will carry out risk assessment and use appropriate lifting aids.

Where a lifting aid requires special training then only trained persons will be allowed to use the aid.

12 – Lifting Equipment

Lifting equipment will be maintained and inspected in accordance with the relevant legislation.

Staff using fixed lifting equipment will be training in slinging and operation of lifting equipment.

13 – Display screen equipment

Our policy is to assess the risks of all habitual users of computer workstations.

A review of the activities within at the railway has concluded that there are no habitual users.

14 – Hazardous buildings/glazing

Our policy is to ensure that our premises are safe and without risks to the health, safety and welfare of all who work in them and use them.

In order to achieve this all members of the Management Committee will undertake informal inspections each time they are on the premises.

Any defects will be reported to the responsible person.

Where a hazard is identified requiring immediate attention, then temporary measures will be taken to protect the safety of members and users of the premises.

A survey has been undertaken to identify asbestos and the remaining items are monitored in accordance with the advice from the experts who undertook the survey. All contractors are advised on the presence and nature of asbestos.

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15 – Child Protection

A policy on safeguarding Young People and Vulnerable Adults has been agreed by the Management Committee and is reviewed annually.

16 – Personal safety and risk assessments

All members are required to assess any tasks and if they perceive there are hazards to undertake a suitable and sufficient assessment of any risks.

Other than issues identified in previous sections, the Management Committee has not identified any other routine activities requiring risk assessments.

17 – Lone working

As far as reasonably practicable members should not work alone and as far as reasonably practicable members on site alone should avoid using machinery or undertake anything that requires working at height. When working with electricity lone working is not permitted. All members working alone should keep in regular contact (mobile phone or radio) with other members, family or friends for their safety.

18 – Contractors

Anyone entering railway premises for the purposes of carrying out work, other than an members, will be regarded is as a contractor. All contractors, including the self employed, must abide by the following:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same;
- Produce evidence that they have appropriate Public and Employers' Liability insurance;
- By complying with this policy;
- Producing appropriate documentation, on request, for plant and machinery brought onto the premises;
- Only using sub-contractors with the permission of the responsible person;

19 – Health and Safety Law poster

A copy of the HSE poster "Health and Safety Law – what you should know" is displayed in the engine shed at Hardwick.