



Broadway Area Group Working Practices

“One Team, One Goal.....”

Broadway Area Group's Mission Statement

The Broadway Area Group are committed to the rebuilding of Broadway Station and its operating Services, restoring it to its former Glory, and when operational, increase the profitability of the Gloucestershire Warwickshire Steam Railway, improve business opportunities for the Broadway Community and create a Heritage Railway experience for all to enjoy.....

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PROCEDURE BAG 100	Issue	1
	Date	28/02/2014
Duty Officer Job Description	Author	J.H.
	Approved By	B.B.

Job Title	Duty Officer
Location	Broadway Station
Reports to	Broadway Area Group Manager (Bill Britton)
Responsible for	All volunteers and on-site activities
Job Summary	To ensure the smooth and safe operation of the Broadway Station Reconstruction site.

Job Tasks

1. Allocate Volunteers to tasks in accordance with priorities set by the Broadway Area Group Manager and their individual skills.
2. Ensure Personal Protective Equipment (PPE) appropriate to the task in hand, is in use at all times.
3. Carry out the duties of Fire Warden in the event of a fire alert, using Procedure BAG 101.
4. In the event of an emergency, take responsibility for contacting the Emergency Services and the GWSR Duty Officer if on Duty, using Procedure BAG 102.
5. Undertake site induction for new volunteers including a site familiarisation tour, using Procedure BAG 103.
6. Ensure that any accidents and near miss incidents are recorded in the site record book and that the details are promptly advised to the Broadway Area Group Manager.
7. Ensure that any deliveries received are both complete and stored correctly.
8. Act as the focal point for recording damage to any tools and equipment. Report this to the Broadway Area Group Manager using Procedure BAG 104.
9. Act as the focal point for recording any impending shortage of consumable items e.g. sand, cement, paint, bricks etc. Report these to the Broadway Area Group Manager using Procedure BAG 104.

10. Be a point of contact with members of the general public whenever practical and ensure that they enter the site only when it is safe to do so and when wearing the necessary protective equipment.
11. Arrange for the site to be closed down and made secure at the end of the working day, using Procedure BAG 105.
12. Ensure that the mess room is left in a clean and tidy condition at the end of the working day.
13. Undertake such other duties as may be specifically requested by the Broadway Area Group Manager from time to time.

PROCEDURE BAG 101	Issue	1
	Date	24/02/2014
FIRE WARDEN'S DUTIES	Author	J.H.
	Approved By	B.B.

Purpose: This Procedure is designed to be used by the Duty Officer in the event that a fire or other emergency occurs at the Broadway Station Construction Site. By following the actions listed in this procedure, a safe and consistent response should be achieved, whoever is undertaking this role at the time.

Actions: On becoming aware of a fire or other similar emergency requiring site evacuation, sound the fire alarm bell which is located on the external wall of the mess room building.

Verbally encourage all Volunteers to evacuate the site and assemble at the Fire Evacuation Point adjacent to the main site entrance gate.

Collect the signing on sheet from the mess room and systematically check that all Volunteers are present at the Assembly Point.

If it is safe to do so, tackle the fire using the fire-fighting equipment available on site. If this is not possible, or the fire is too large, telephone 999 to call out the Fire Brigade. Give a clear site address as per the details below. Give a site contact telephone number also.

Equipment: A 6kg powder fire extinguisher is provided adjacent to the mess room door and water supplies are available at the electrical boxes located on platforms 1, and 1A, and also in the mess room and on platform 2B. There is also a small fire extinguisher in the Sales Shed adjacent to the main gate.

Address: Broadway Old Station (Opposite Broadway Caravan Park)
Evesham Road
Broadway
WR12 7DF

PROCEDURE BAG 102	Issue	1
	Date	04/03/2014
EMERGENCY REPORTING	Author	J.H.
	Approved By	B.B.

Purpose: This Procedure is designed to be used by the Duty Officer in the event that an emergency or serious accident occurs at the Broadway Station Construction Site. By following the actions listed in this procedure, a safe and consistent response should be achieved, whoever is undertaking this role at the time.

Actions: When there is an emergency or a serious incident that requires assistance from one of the emergency services, these should be contacted by calling 999. A clear site address as per the details below, and contact telephone number, must be given.

In addition the GWSR Duty Officer, currently Neill Carr, should also be advised of the circumstances. He can be contacted by telephoning 01242 621906 or via mobile number 07816 365257.

Finally the Broadway Area Group Manager, currently Bill Britton, should also be advised of the circumstances. He can be contacted by telephoning 01242 674718 or via mobile number 07423 015270.

In the event that it becomes necessary to contact a Volunteers next of kin, a list of contact telephone numbers will be found in the Duty Officer's file, located in the Administration section of the filing cabinet.

In the event that treatment for a minor injury is required then transport to a medical facility should be arranged. Details of the nearest hospitals are given overleaf.

Address: Broadway Old Station (Opposite Broadway Caravan Park)
Station Road
Broadway
WR12 7DF

Details of Local Hospitals

Name	Address	Telephone	Facilities	Distance
Evesham Community Hospital	Waterside, Evesham , Worcs. WR11 1JT	01386 502 388	Minor Injuries Unit	5 miles
North Cotswold Hospital	Stow Road, Moreton-in-Marsh , Gloucs. GL56 0DS	0300 421 8770	Minor Injuries Unit	8 miles
Stratford Hospital	Arden Street, Stratford-upon-Avon , Warwicks. CV37 6NX	01789 205831	Minor Injuries Unit	13 miles
Cheltenham General Hospital	Sandford Road, Cheltenham , Gloucs. GL53 7AN	03004 222 222	A & E	13 miles
Worcester Royal Hospital	Charles Hastings Way Worcester , Worcs. WR5 1DD	01905 763 333	A & E	17 miles

Note: Minor Injuries Units are able to deal with cuts, grazes, wounds, strains, minor burns and broken bones.

PROCEDURE BAG 103	Issue	1
	Date	28/02/2014
LOCAL INDUCTION FOR NEW VOLUNTEERS	Author	D.B./J.H.
	Approved By	B.B.

Purpose: This Procedure is designed to be used by the Duty Officer in order to ensure that all new Volunteers receive the same information regarding local Health & Safety issues, are made aware and agree to comply with site safety rules, and accept the need to take responsibility for their own safety and well being.

Actions: The Induction process will consist of the following four themes:

- 1) An introduction to the Broadway Area Group Organisation, the H & S Committee and the Site H & S Representative
- 2) An explanation of the site including a brief tour
- 3) A check on the Volunteer's qualifications/abilities/limitations
- 4) An explanation to the Volunteer of the Site Rules and general H & S information including Risk Assessments, First Aid, and the Fire Evacuation Procedure

Note: A checklist of items to be discussed is attached overleaf. These should be ticked off during the Induction Process and at the end, both parties should sign and date that the Induction Process has been completed. This should then be filed under Induction in the H & S section of the filing cabinet.

A copy of the Site Rules & Safety Briefing, forms part of this induction procedure and a copy should be given to the new Volunteer.

Name: Date:

INDUCTION CHECKLIST

1	Introductions	Covered Y/N
a	BAG Manager	
b	BAG Committee	
c	H & S Committee	
d	H & S Representative	
e	Friends of Broadway	
2	Site Details	
a	Tour	
b	Boundaries	
c	Buildings & contents	
d	Security, keys, padlocks, CCTV	
e	Messing facilities	
f	General hazards	
3	Volunteer Checks	
a	GWSR Membership	
b	GWSR Induction	
c	BAG Manager Acceptance	
d	Work Permit	
e	Qualifications/Competencies	
f	Physical Limitations/Health Issues	
g	Check PPE (Hat, Hivis, Boots, and Gloves)	
4	Site Rules & Safety Briefing	
a	Site Rules & Safety Briefing (provide a copy)	
b	Fire Evacuation Procedure	
c	First Aid Arrangements	
d	Risk Assessments	
e	Accident and Near Miss Reporting	
	ANY QUESTIONS ?	

Signature:

.....

Print Name:

.....

Signature:

Print Name:

Broadway Site Rules & Safety Briefing for all Volunteers

Health & Safety laws apply on this site. Although you are a volunteer and not a paid employee you must be aware of, and comply with, site rules and precautions. Unlike the situation with domestic DIY, this is not an option. **You have a legal duty of care for yourself and for others working on the site.**

You must not report for work when under the influence of drink or drugs, including medicinal ones, which would impair your ability to concentrate and perform safely. You should also consider any health problems, such as eyesight or hearing deficiencies, which could impact on either yourself or your colleagues, and require special measures to be implemented in order to maintain a safe working environment. Declare these to the Duty Officer.

To work on site you must have a **valid Permit to Work**

Regular work days are Saturdays and Wednesdays, but some tasks are arranged on other days which will be notified.

There are no set working hours, but **you must sign in** at the beginning of each shift and **sign out when you leave**. Also, if you leave the site temporarily, leave a note on the signing-in sheet. **You must not work on site when no-one else is on duty.** If you are working at a remote part of the site, make sure others know where you are.

Certain tasks are covered by Risk Assessments detailing precautions to be taken, so please familiarise yourself with these before starting – you'll find details in the Site H&S Information Pack.

Some equipment, e.g. dumpers, chainsaws, may only be used by authorised operators, listed in the H&S Information Pack

Don't take on a task or use equipment unless you feel able and competent to do so.

If you need advice, instruction or assistance, please ask. Everyone helps everyone else here.

When working on site you must wear:-

Hard hat, for head protection

Safety boots with steel toecap

Protective gloves suitable for the task in hand

A high visibility orange jacket or vest

Be aware of the **general hazards around the site**. These include:-

Uneven ground, uncovered pits & trenches, steep drop off platform edges

Trip hazards – hoses, cables, bricks, slabs, timber etc. which may appear anywhere

Steep embankments – need extra care to avoid tripping, slipping or falling

Movement of vehicles & machinery around the site

Be alert & take care!

Don't take risks – it's not worth it. You don't get paid for this, and you probably have loved ones at home who need you more than we do.

If you have an accident or suffer an injury, however minor, you must report it using the forms in the H&S Information Pack.

If you need any general advice on safety matters, or have any concerns, please consult Chris Helm (designated safety officer for the site) or Gordon Wood (CDM Co-ordinator).

Make sure you know the basic rules, stay alert, use common sense and everything will be fine!

PROCEDURE BAG 104	Issue	1
	Date	28/02/2014
UPDATING OF SITE ASSETS & MATERIALS	Author	D.B.
	Approved By	B.B.

Purpose: This Procedure is designed to be used by all Volunteers to record any problems, deficiencies or shortages in the equipment, tools, hardware, or consumable materials kept on site.

Actions: On becoming aware of any defective tool or piece of equipment an entry should be made on the form overleaf. This includes anything that is in need of repair, servicing, adjustment or replacement. In addition, this form should also be used to record materials which are running short, or any additional/new items that are considered necessary.

When making an entry, please provide as much detail as possible and ensure that your name is clearly identifiable in case further discussion is necessary.

A copy of this form will be made available in the messroom and the Broadway Area Group Manager will endeavour to take the necessary action within a reasonable timescale, subject to funding being available.

PROCEDURE BAG 105	Issue	1
	Date	28/02/2014
SITE CLOSE DOWN	Author	J.H.
	Approved By	B.B.

Purpose: This Procedure is designed to be used by the Duty Officer in order to ensure that the site is correctly closed down and made secure at the end of the working day. By following the actions listed in this procedure, a secure and consistent close down of the site should be achieved, whoever is undertaking this role at the time.

Actions: Site Close Down involves the following four main Areas:

- 1) Take a walk through the areas where work has been carried out and check that no tools, equipment or vulnerable materials are on view. Remove any such items into their correct secure storage area.
- 2) Check that padlocks fitted to all storage facilities and access gates are in position and locked.
- 3) Check the signing on sheet to ensure that all Volunteers have signed out or have been accounted for.
- 4) Carry out the items listed in the schedule of mess room checks on the back of this procedure.

Note: Whilst Site Close Down is the responsibility of the Duty Officer, he should enlist the assistance of other Volunteers in undertaking the above activities.

Schedule of Mess Room Checks

1	Place the Fire Alarm board & extinguisher inside the mess room	
2	Switch off the cold water supply using the external stopcock	
3	Close and secure the window shutter. N.B. This operation requires a second person to push the shutter	
4	Switch off the hot water heater at the sink	
5	Unplug the kettle & the tea urn	
6	Check the 'fridge is still switched on	
7	Check the switch feeding the security light is on	
8	Check the switch feeding the security camera is on	
9	In summer check the wall heater is switched off	
10	In winter check the wall heater is switched on with the thermostat turned down to the frost setting	
11	In winter open the left hand cupboard door under the sink to allow some heat to reach the cold water pipes	
12	Place any uneaten items of food in the 'fridge	
13	Remove any tools and/or materials to their correct storage area	
14	<ul style="list-style-type: none"> • Turn out the light, sign out, exit the mess room and lock both mortice locks 	

Issue 1

Date 28/02/2014