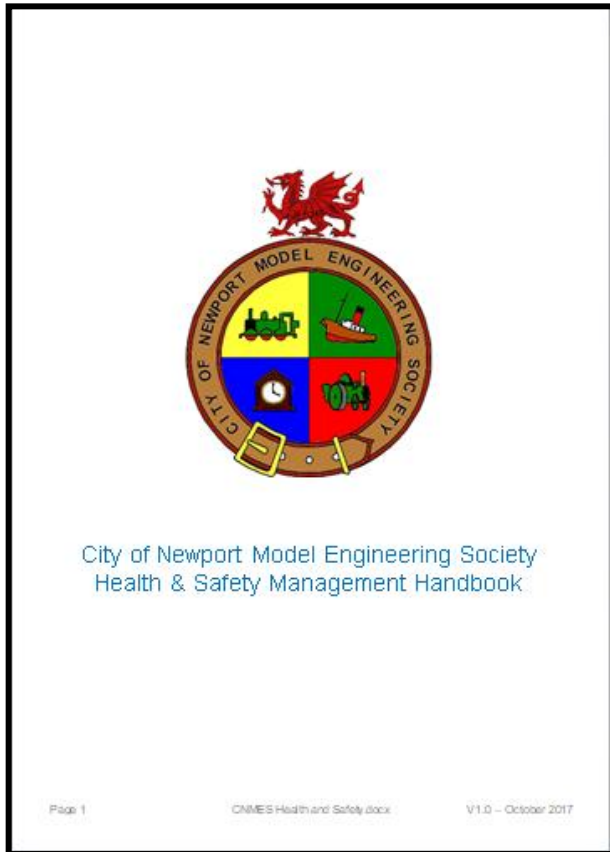


Basic Health & Safety Briefing





Basic Health & Safety Briefing



New CNMES H&S Handbook

- What *everyone* needs to know
- How to handle emergencies
- Where to find things
- Routine things to do
- Special job responsibilities
- Your CNMES qualifications
- Questions & discussion



What *Everyone* Needs to Know

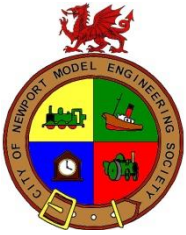
Members' Responsibilities

The CNMES Safety Management Handbook comprises four parts. The sections you must read, learn and inwardly digest for the general members briefing are highlighted in red:

- Part 1 - Risk Management:
 - The Incident Reporting procedure is described, including how each incident is to be recorded and acted upon to improve H&S in future. **You need to be familiar with what constitutes a reportable incident, with the reporting procedure and with the Incident Report Form.**
 - All known risks associated with society activities are identified and actions are described to minimise each risk. **You need to be familiar with the relevant risks and the recommended ways of minimising them before taking part in specific activities.**
- Part 2 - Operating Procedures. This comprises detailed instructions for running society events. **You only need to read these procedures when preparing for a specific event g.g.:**
 - Club Only Running Days.
 - Inter-Club Running Days
 - Public Running Days. **You should read the policy on taking photos & videos (Annex E).**
 - Operating the Portable Track.
 - General Site Safety Procedures
- Part 3 - Personnel Management. This part describes the knowledge, skills and qualifications needed to participate in specific roles during society events. **You only need to read these job profiles when you are about to take on a specific role g.g.:**
 - Member.
 - Engine driver (steam) – Members and Visitors.
 - Engine driver (other than steam) – Members and Visitors.
 - Duty Manager
 - Track Marshall.
 - Railway Operations Manager.
 - Event Organiser.
- Part 4 - Maintenance. This part describes various procedures associate with maintaining engines, club equipment and tools, and the CNMES site in general. **You need to be familiar with any maintenance procedure associate with work you are anticipating carrying out g.g.:**
 - Certification of steam engines.
 - Permanent track.
 - Portable track.
 - Plant and machinery.
 - General site maintenance.

Page 1 & 2 of Handbook

- Known risks (Annex A)
- Reacting to an incident
- Incident reporting (Annex B)
- Photos & video (Annex E)



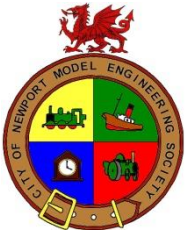
Known Risks & Mitigation Action

Example table from Annex A:

Table 2 – Normal Operation of the Model Railway - Members Only				
Ser	Risk	Description	Potential Impact	Mitigation
2-1	Collision with side objects	Train crews and passengers risk injury and equipment risks damage caused by collision with trackside objects.	Severe	<ul style="list-style-type: none"> Inspect track before every operation - trackside objects must be at least 600mm away from the nearest rail. Track speed limit of 8mph except where otherwise indicated. Identify potential danger points and warn drivers and passengers.
2-2	Collision with people	Train crews and passengers risk injury and equipment risks damage caused by collision with other people.	Severe	<ul style="list-style-type: none"> Track speed limit of 8mph except where otherwise indicated. Mark suitable track crossing points with good visibility. Maintain fences between the track and main pedestrian walkways. Identify potential danger points and warn drivers and pedestrians. Include track crossing rules in new members' H&S briefing.
2-3	Runaway engine collision	Train crews and passengers risk injury and equipment risks damage caused by a runaway engine.	Severe	<ul style="list-style-type: none"> Drivers must be appropriately qualified (see Annex D). Couplings must comply with Society specification (see Annex C).
2-4	Derailments	Train crews and passengers risk injury and equipment risks damage caused by derailment.	Severe	<ul style="list-style-type: none"> Inspect track before every operation. Engines and carriages are subject to gauge checks before using the railway (see Annex C). Track speed limit of 8mph except where otherwise indicated. Identify potential danger points and warn drivers and passengers.

Other tables cover risks & mitigations during:

- Inter-club operation of the railway – visitors from other clubs
- Operation of the railway on public open days
- Operation of the portable track
- Club site maintenance



Reacting to an Incident

If you see an incident occurring (or about to occur)

- Alert those involved and anyone in the area
- Take any *safe* action to avert further damage/injury
- *If trained*, apply first aid as necessary (kit in clubroom).
- Ensure Duty Manager is aware of the incident
- Assist in completing an *Incident Report* (if necessary)



Reporting an Incident

Annex B of Handbook

- Date, time, location & weather
- Description of incident
- Details of injuries (*any* injury)
- Emergency services? (RIDDOR)
- Committee action (later)

Annex B – CNMES Incident Report Form

Date of Incident:	Time of Incident:
Location:	Weather Conditions:
Details of Incident (give as much information as possible including names of persons concerned):	
Any Injuries? Yes/No* (Delete as applicable)	If Yes, Committee member informed:
Details of any injuries and action taken:	
Emergency Services called? Yes/No*	Time Emergency Service called:
Which Service? Fire/Police/Ambulance*	Name/number of Officer attending (including incident number if applicable)
Incident Reported by:	Status: Member/Committee Member/Other*
Signed:	Dated:
<i>For Committee Use only.</i> Incident No:	Date Considered:
Further Action:	

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Digital Images: Children under 18



Annex E of Handbook

- Photos & video OK:
 - Unless permission refused
 - Publishing *requires* permission
 - *No names*

Advice to Public (Open Days):

“No need to obtain the permission but respect privacy and do not publish (web or social media)”



Special Jobs – Engine Drivers



Annex D of Handbook

- Insurance & boiler certification
- Eligibility to drive at CNMES
- Driver training
- Track & coupling standards
- Braking requirements
- Raised track clearances
- *Signalling protocols (tbc)*



Special Jobs – Duty Manager

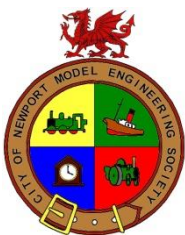


Page 12 of Handbook

- 13 jobs listed - Duty Manager is #1
- *Always* a Duty Manager if site open
- Prime responsibility is H&S
- 1st Question; Who is Duty Manager?

Duty Managers are volunteers

– be kind to them!



CNMES Qualifications

Annex C – Certificate of Competence

The following City of Newport Model Engineering Society Member has qualified for the under-listed duties associated with Society events as indicated by the authorising signature.

Certificate Owner: _____

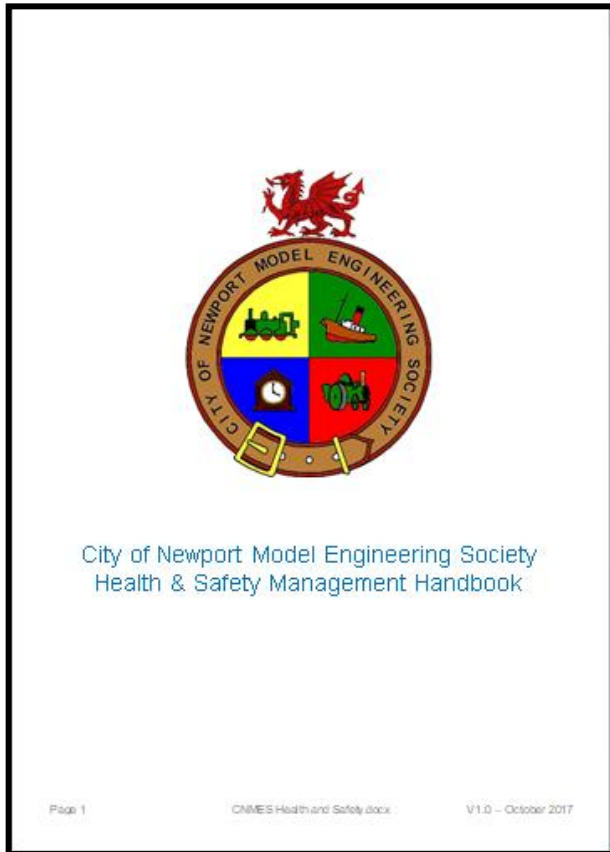
Ser.	Duty/Qualification	Qualification Date	Qualifying Official	Signature
1	Members Briefing			

Annex C of Handbook

- Member ✓
- Duty Manager
- Engine Driver
- Guard
- Station Loader
- Ticket Seller
- Points Operator
- Steaming Bay Manager
- Instructor
- etc



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