SAFETY MANAGEMENT SYSTEM

MIDLAND RAILWAY - BUTTERLEY

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This document applies to Midland Railway Trust Ltd. and all its subsidiary companies. It also applies in respect of all vehicles which are to operate on the railways covered by ROGS and operated at the Midland Railway - Butterley on the standard gauge rail network operated by the Midland Railway Trust Ltd.

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2 Introduction

This document is designed to cover the safe operation of the railway activities undertaken by the Midland Railway Trust Ltd. (MRT) at the Midland Railway – Butterley (MR-B). It is an internal document intended for all staff and volunteers, henceforward referred to only as staff as no practical distinction other than payment for services exists. It is not to be reproduced externally without written permission from the management of the MRT.

This document describes the Safety Management System of the MR-B as required by The Railway and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS).

It details how the various functions, systems and controls are in place to control the risks associated with the operation of the railway and also references other documents which form part of this Safety Management System.

This document has been produced using the guidance supplied by the Heritage Railways Association (HRA) notes. The MRT is a member of the HRA.

3 Description of the Railway

The MR-B is a standard gauge railway, three miles in length with an axle loading of 22.5 tons that runs from Hammersmith station to Riddings Junction and operates under a Light Railway Order granted in 1981. It has three stations, of which two (Butterley and Swanwick Junction) are regarded as operational and the third (Hammersmith) is solely for the convenience of running round trains.

The railway has three branches, Swanwick Colliery Branch (approximately 0.3 miles), Butterley Branch (approximately 0.7 miles) and the connection to Network Rail via the Codnor Park Branch (approximately 0.3 miles). Both the Swanwick Colliery and Codnor Park Branches are passed for passenger operation whilst the Butterley Branch is sole used as a means of access for vehicles being delivered by road transport and as a means of gaining access to the site owned and operated by the Princess Royal Class Locomotive Trust Ltd. (PRCLT) which is an independent body.

The railway is operated for heritage and training purposes and has an extensive site (>50 acres) at Swanwick Junction which has a number of significant buildings, museums, workshops and related transport and museum facilities operated by affiliated groups. The site is open to public access every day of the year (excepting Christmas Day and Boxing Day) for which there is no charge, whilst the operational railway runs to a published timetable with a scale of fares.
3.1 Location
Public access to the railway is via Butterley Station:

Butterley Station,
RIPLEY
Derbyshire
DE5 3QZ

Which has road access from the B6179 approximately 1 mile north of Ripley. There is restricted access to the Swanwick Junction site from Codnor Lane, Golden Valley for staff, contractors and deliveries only, postcode DE5 3QW. There is also limited access for staff, contractors and delivery vehicles at Hammersmith, via Asher Lane, Hammersmith.

3.2 Ownership
The railway and the site at Swanwick Junction are owned by Derbyshire County Council and leased to the MRT on a 99 year lease. The MRT has ownership of lands adjacent to the railway at Butterley, Swanwick Junction and along the line towards Golden Valley but has no railway activities applicable to this document on these lands.
The section of the Butterley Branch, known as the Top Plane, is owned by Morris Homes Ltd. However, the Trust is in negotiations to acquire this area of land and associated railway infrastructure.

3.3 Operation
The line is fully signalled between the Swanwick Junction Up Distant (the Up direction is defined as Ridding Junction to Hammersmith, basically east to west) to Hammersmith, with signal boxes at Swanwick Junction and Hammersmith and a ground frame box at Butterley. The line is operated under a “one engine in steam” principle with a full line tablet issued. The signal boxes may be switched in which brings Electric Token Block (ETB) working into operation enabling two or more trains to be operated, by splitting the line into two sections Ridings-Swanwick and Swanwick - Hammersmith.

Separate staffs are issued for running on the three branches and the two starting at Swanwick junction are kept in the Swanwick Junction signal box, with the Codnor Park Branch being kept at Butterley station office. Auxiliary tablet instruments between Hammersmith and Butterley allow for tablet exchanges to take place at Butterley, enabling greater flexibility of operation. All signals and points are fully interlocked.

Gradient Profile
3.4 Services Provided

The primary operation of the railway is passenger services, departing from Butterley Station to a published timetable. Passengers may alight at Swanwick Junction Station for the activities at this site. As part of special events, demonstration freight and permanent way trains are also operated.

Passenger services are provided primarily by ex-BR Mk1 coaching stock and heritage steam and/or diesel locomotives. Use is also made of heritage Diesel Multiple Units (DMU) and for approximately six days a year wooden bodied vintage carriages are also used.

Under agreement with both parties the railway will from time to time be used for training by companies who provide training services to the wider railway industry.

The MR-B has a connection to Network Rail at Codnor Park Junction. From time to time this point is used as access for special passenger charter trains visiting the railway, for movements of heritage steam and diesel locomotives via the main rail network and for arrival and departure of modern traction that is using the site for training, stabling or repairs/overhaul using the Trust’s facilities.

4 Safety Policy

The MRT has a published Health and Safety Policy document and is deemed to form part of the Rule Book see MRT/SMS/GEN/004.

5 Organisational Structure

The governance of the MRT is as shown in the Governance Structure document see MRT/SMS/GEN/017.

The operation of the railway is supervised and managed by two committees:
The **Health and Safety Committee**, formed by at least the Operating Committee Chairman, General Manager, Trust Chairman and one other suitable qualified Trustee. This committee meets on an as required basis but at least annually and reports through the Operating Committee.

The **Operating Committee**, is chaired by a Trustee (or if no suitable qualified person then has a Trustee responsible appointed by the MRT board to report back to the board. It meets 10 times per year and is attended by Heads of Departments, General Manager, Instructors and Inspectors and receives reports if the person is unable to attend. see MRT/SMS/GEN/017. See also MRT/SMS/GEN/021 "Register of Responsible persons, posts and job descriptions".

All committees of the MRT are required to have a standing agenda item for Health, Safety and the Environment.

### 6 Risk Assessment and COSHH

#### 6.1 Risk Assessments
The MRT has a legal obligation to protect their health and safety and that of their workforce. Regulation 3, of the Management of Health and Safety at Work Regulations 1999, requires, among other things, that all employers assess the risks to the health and safety of their employees while they are at work.

The MRT has adopted a standard method of undertaking these assessment, the method being illustrated by a worked example under MRT/SMS/RISK/001. An index to the risk assessments and their relationship to the various operational departments is to be found under MRT/SMS/RISK/002. In turn this points to the specific assessment and control measures required to perform the task. MRT/SMS/RISK/003 provides guidance on the use and procedures relating to risk assessments.

#### 6.2 Control of Substances Hazardous to Health (COSHH)
The MRT as part of its statutory undertaking has assessed the use substances used on the railway and the details can be found under MRT/SMS/GEN/003.

### 7 Training and Competence

#### 7.1 Standards
The MRT has defined it’s requirements for the competence of the operating positions together with job descriptions in the various documents listed under MRT/SMS/COM/011 to 023. Appointment to any of the supervisory positions is made by recommendation from the Operating Committee to the full board of the MRT.

#### 7.2 Induction
The MRT has adopted two induction process. The first for employees MRT/SMS/GEN/018 and the second for volunteers MRT/SMS/GEN/019. This is to allow for the additional requirements of employment law and rights to be covered for employees.
7.3 Examinations
Training programmes with appropriate methods of assessment both by examination on paper and by practical task based inspection are in place. A record of those achieving the appropriate standard is held in documents MRT/SMS/COM/001 to 007.

7.4 Safety Critical Work
The tasks listed in part 4 of ROGS (http://www.opsi.gov.uk/si/si2006/20060599.htm#23) are controlled by competence standards MRT/SMS/COM/001 to 019 and registers of names of individuals who have achieved the required standards.

7.5 Medical Fitness
For the majority of the safety critical operations on the railway the MRT has determined that a self-certification process is appropriate. This is repeated on a five yearly cycle up to age 60, then yearly and the register of results, MRT/SMS/GEN012, are held away from the MRT premises. In the event of a medical problem being disclosed, the MRT has appointed a General Practitioner to act as an independent medical assessor. The full procedure can be found in MRT/SMS/GEN/011.

Drivers of trains are required to undergo full medical examinations by a MD with occupational health experience on the same frequencies.

7.6 Fatigue
The MRT is particularly aware that especially for volunteers who may travel considerable distances, but also for staff, that fatigue is a potential factor in the cause of accidents. It therefore requires that anyone signing on for a safety critical role will, by doing so, indicate that they are fit for duty. This also covers the use of alcohol and drugs. See MRT/SMS/OPS/007 for signing on forms and terminology.

8 Management of the Railway

8.1 Daily Operation
A Daily Operating notice (see MRT/SMS/OPS/001 for the full procedure) is produced and published to train crew at their respective signing on points, signalmen, station staff and the main office at Butterley station. This notice details the traction, rolling stock, timetable (either standard or by attaching a special WTT), special instructions, speed restrictions and highlights any recent changes. A record of these notices is kept in MRT/SMS/OPS/NOT.

On days when there are no passenger services operating, trains may still be run with the knowledge of the Day Manager and working to the Trust’s rule book. In the absence of the General Manager or his deputy, a day manager is appointed for the purpose.

8.2 Special Events
For days which have been nominated as being special events individual timetables are produced and distributed as above. The event will be considered in advance by the Operating Committee and a decision made as to whether there is a need to hold special briefings and/or appoint responsible people to control movements in, onto and off Swanwick Junction site (Yard Master).
For events new to the calendar additional Risk Assessments will be made, if required.

8.3 Day Manager
In the absence of the General Manager or their deputy the railway will have a rostered Day Manager, who will be based in Butterley Station office. If the Day Manager holds no operational grade on the railway then for any operational decision they will consult a nominated person of suitable operational competence who is present on site; this would typically be the most senior signalman on duty.

See MRT/SMS/OPS/004 for a definition of Day Manager’s duties.

8.4 Rule Book
The MRT has a published rule book which forms the core basis for all operations on the railway together with the appendices, see MRT 1000 for a copy.

8.5 Distribution of Information
All daily instructions are placed on Trust notice boards which are situated at signing on points, station offices, signal boxes, Locomotive and Carriage & Wagon departments (including Historic C&W), as listed in MRT/SMS/OPS/004.

Additionally, information is distributed by appropriate roster clerks for train crew and signal men with their regular internal communications, which may be by post and/or e-mail.

8.6 Staff Consultation
The Operating Committee has a standing agenda item to consider forthcoming events, and discuss appropriate:

- Methods of working;
- Levels of staffing;
- Timetables;
- Traction and stock; and
- Special instructions.

The Operating Committee also has a standing agenda item to review events held in the period between the last meeting and the current one. Staff are encouraged to pass their comments through their heads of departments for consideration at this point. In addition, special reports may be commissioned and submitted.

For some of the more major events the Marketing Forum, an ad hoc committee of the Midland Railway Enterprises plc (MRE), will often consider aspects of staffing and operating in areas that directly affect the quality of the passenger experience during their visit. Their comments and findings are passed to the Operating Committee for their consideration at their next meeting.

9 Maintenance of the Railway
No locomotive or item of rolling stock will operate on the MR-B without the responsible person inspecting the vehicle and completing a fitness to run form. This form will be handed to the Day Manager who will check to confirm that the vehicles have been confirmed fit to run by a competent person and then make arrangements for it to be passed to the appropriate head of department where it will be filed.
9.1 Infrastructure
Maintenance instructions for the permanent way and signal & telegraph for the MR-B are available in MRT/SMS/MI/001 & 002. The corresponding records are kept in MRT/SMS/REC/001 & 002.

9.2 Buildings
Maintenance Instructions for operational buildings at MR-B are available in MRT/SMS/MI/003 along with maintenance of electrical installations MRT/SMS/MI/004 & 005. The corresponding records are kept in MRT/SMS/REC/001 to 003. There is a separate register kept of the potential or know presence of asbestos on a departmental basis in MRT/SMS/ASB/001 to 008.

9.3 Locomotives
Maintenance instructions for the steam and diesel locomotives and DMUs based at the MR-B are available in MRT/SMS/MI/006 (011 – 013 for class 141 DMU) & the applicable ex BR documents. The corresponding records are kept in MRT/SMS/REC/006 (Steam locos) & 014 (Diesel locos) & 015 (DMUs), 013 (Class 141).

9.4 Rolling Stock
Maintenance instructions for the coaching stock (ex BR Mk1), vintage carriages and wagons based at the MR-B are available in MRT/SMS/MI/007 to 009. The corresponding records are kept in MRT/SMS/REC/007 to 009.

9.5 Plant.
Maintenance instructions for the plant and equipment used at the MR-B are available in MRT/SMS/MI/010, with an operators daily check list being used see MRT/SMS/Rec/011. The corresponding records for the inspection of the plant and equipment are kept in MRT/SMS/REC/010 with a separate record of lifting equipment, see MRT/SMS/REC/012.

9.6 Permanent Way Plant
Maintenance instructions for the specialist plant used by the permanent way department at the MR-B are available in MRT/SMS/MI/001. On track plant is maintained in accordance with the manufacturer’s or previous owners’ instructions. The corresponding records for the inspection of the plant and equipment are kept by the PW superintendent according to plant no and date.

9.7 Visiting, Contractor and Training Customers Vehicles
It is a requirement of the MRT that any rail vehicle being used either on loan or hire to the MRT, contractor vehicle or those being used as part of the hire of the site by a customer undertaking training on the railway, will have the records of its maintenance provided to the MRT on request. In the case of loan or hire vehicles these records will be inspected by the appropriate head of department and kept with the MRT records. For contractor and customer vehicles the records will be kept by the General Manager or his deputy. The supplier will furnish and MR-B will use a daily plant checklist, MRT/SMS/REC/011/xx.
9.8 Asset Register
A register of assets either owned, leased or on long term loan to the MRT is kept, see MRT/SMS/GEN/018.

9.9 Workshop Instructions
Any special instructions arising for the risk assessment of tasks and hazards in the workshop environments are listed in the index MRT/SMS/RISK/002. These documents are clearly on display either as notices or instructions which are displayed on the notice boards or adjacent to the area where the task is being performed. (Note: New risk assessments for local use may be implemented before the index is updated.)

10 Management of the change to resources

10.1 Management of Change
In order to control the processes and assess risk involved in changes to vehicles, infrastructure or processes or otherwise as required by ROGS, the MRT has defined a procedure, see MRT/SMS/GEN/002.

10.2 Visiting Rail Vehicles
As part of training or other commercial use of the railway infrastructure if the operator of the vehicle makes changes to vehicles whilst on the MR-B or removes and returns the vehicle, they will be required to re-submit their maintenance records in order to prove to the General Manager’s satisfaction that the vehicle is suitable to enter traffic. Evidence of approval under ROGS or predecessor legislation will be required, supported by risk assessment and the MRT process for management of change, MRT/SMS/GEN/002, as applicable.

10.3 Loaned items
Through the Museum and Planning Committee the MRT will formally discuss and recommend to the MRT board the formal loan of any item associated with the aims of the Trust. This will include any consideration of specific restrictions and covenants. Where appropriate the Operating Committee will be asked to consider the restrictions where they impact the operation of the item.

The MRT will not undertake any modifications or repairs to loaned items, unless specifically allowed in the loan documentation, without consulting the owners, in writing, outlining the proposed changes and methods by which they will be effected.

The assessment of the changes will be made using the MRT approved procedure unless an alternative is specified by the owners.

10.4 Hired items
The MRT will not undertake any modifications or repairs to any hired items, unless specifically allowed in the hire documentation, without consulting the owners, in writing, outlining the proposed changes and methods by which they will be effected.

The assessment of the changes will be made using the MRT approved procedure unless an alternative is specified by the owners.
10.5 Buildings
If the changes to buildings do not come under the CONDAM regulations then the
MRT will submit a proposal to the Museum and Planning committee which will
undertake a review.

The planning and erection of new building projects is regulated according to
MRT/SMS/GEN/032.

11 Control of non-MRT personnel and organisations
The MRT has a significant number of groups, who have affiliate membership to the
Trust. A number of these groups occupy dedicated facilities on the two main sites
operated by the MRT and their activities are regulated by a wider use of the
procedures, processes and recording within the MRT, based on and compatible with
those established in this SMS.

The non-operational railway groups have representation through the MRT’s Museum
and Planning Committee.

11.1 Affiliated Groups
All affiliated groups with direct interaction with the operational railway have contact
and representation through the MRT’s Operating Committee. In particular there are
two specific sub committees:

The Midland Diesel Group (MDG) which meets approximately quarterly and
has designated responsibility to manage the fleet of ex-BR mainline diesel
locomotives and associated events.

The Midland DMU Owners Group which has similar responsibilities for the
Heritage DMU fleet.

All relevant information is routed through these contacts. Where the nature of any
documentation is regarded as sufficiently significant written confirmation of receipt
will be sought.

11.2 Visiting Public
The MRT controls its public visitors by assessing the risk of its activities, including
special event assessments and uses such control measures as:

Warning notices;
Fencing;
Physical barriers;
Clearly signed access routes; and
Specifically marshalled areas and routes.

Events where large numbers of public are anticipated to attend are regulated in
accordance with MRT/SMS/GEN/023.

11.3 Contractors
The MRT has a formal process for approving contractors, see MRT/SMS/EXT/001.
Each contractor’s member of staff is required to have a site induction, see
MRT/SMS/EXT/002.
12 Connection to Network Rail and other Railways

12.1 Connection to Network Rail
The connection at Codnor Park Junction is maintained by Network Rail and is operated in accordance with local instructions MRT/SMS/OPS/001. Passage of any train over the Codnor Park South Curve can only be made for the MRT side when the driver is in possession of the appropriate staff and the points at Ironville Junction have been set accordingly from the ground frame cabin situated there. Trains may proceed to limits of the Trust’s property but may not proceed as far as the Network Rail track circuited section of track, protected by an access gate and Network rail signal.

It should be noted that incoming trains can pass onto the Codnor Park Branch from Network Rail with verbal authorisation in order to clear the Network Rail infrastructure.

12.2 Butterley Branch – Top Plane
The MRT has a working agreement to use the area known as the Top Plane for the stabling of vehicles but primarily for the loading and off-loading of rail vehicles to/from specialised road transport. Access is controlled by locked gates at the lower end of the branch, is covered by local working instructions see rule book (MRT 1000) and branch staff.

12.3 PRCLT – West Shed
Rail access to the small rail network associated with the PRCLT’s West Shed is via the Butterley Branch. This building and network is on land owned and operated by the PRCLT, which has written agreements with the MRT concerning access. PRCLT has a number of Network Rail registered vehicles which traverse the MRT infrastructure to gain access to/from Network Rail or provide special services to the MRT. The access point to the PRCLT is locked by the Butterley Branch staff.

12.4 Relationship to GVLR
Also operating on the MRT’s property is the Golden Valley Light Railway (GVLR) which is covered by its own regulations and Safety Management system. The railways share a common gated road crossing on Swanwick Junction site and the GVLR main line runs parallel to a section of the MRT sidings and headshunts on the site where appropriate precautions are included in local working instructions.

13 Emergencies

13.1 Emergency Plan - Roles and responsibilities
The Trust has an Emergency Plan see MRT/SMS/OPS/002 doc. All actions, roles and responsibilities are covered in this document, which is also clearly available in the Butterley station office, accessible by the day manager.

13.2 Degraded Operations
Aspects of reduced operations caused by technical issues or external influences are to be found in the rule book (MRT 1000). Under all circumstances the Day Manager will be informed of any problems and if they have been corrected. They may in addition call for reports at the end of the days activities.
13.3 Passengers
Passengers left stranded by any train failure, other than derailment, are advised by
the train guard that the train will be recovered by an assisting locomotive. The Day
Manager and their staff will make their best efforts to ensure any missed connections
are covered by using road transport. Passengers stranded by early termination of
services or who have missed the last service of the day will be conveyed to the
appropriate station by road transport on advice to the station staff.

The train guard will contact Butterley station either by mobile phone or by use of the
lineside phone system to inform the Day Manager that assistance is required, and
whilst a First Aid kit is carried on all service trains, its use is at the discretion of the
passenger.

Passengers suffering injuries or from the onset of a medical condition will be
attended initially by a trained First Aider, once the service train is conveyed to the
nearest station. The list of approved personnel and contact numbers is kept in the
Butterley station office. Other than for minor issues the Day Manager will contact
NHS medical services for attention by paramedical or ambulance staff. In the case of
minor injuries the passenger has the option of being taken to the local A&E services
at Ripley Hospital.

13.4 Fire
In accordance with statutory regulations all MRT buildings have been assessed for
the risk of fire and these may be found at MRT/SMS/RISK/005. The method of
tackling fires on trains and at the lineside is covered in the rule book (MRT 1000).

14 Reporting of Incidents and Accidents

14.1 Procedure
Any incident or accident affecting the operation of the railway must be reported to the
Day Manager on the day in question. The Day manager will make their best
endeavours to investigate at the time and also to call for both oral and written reports
from those concerned.

Any transgression of the MRT Health and Safety policy or MRT rule book will leave
the person open to disciplinary procedures as defined in the appropriate policies. If
the person(s) in question is an employee and the matter refers to their paid duties
then the procedure will be conducted by the paid management of the MRT. If the
person(s) in question are volunteers the procedure will be conducted by the relevant
head of department. Ultimately the person(s) will have the right to appeal to the
MRE/MRT Chairman.

14.2 Review
As part of the review of events undertaken at each Operating Committee meeting
incidents and accidents will be discussed, without any judgement on the person(s)
involved to determine if there are lessons to be learnt or changes to be considered.

14.3 Reporting to external bodies
The reporting of certain incidents, accidents and diseases to statutory authorities is
required by The Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations 1995. MRT has an internal guidance document and procedure for this,
15 Environmental Policy
The MRT Environmental policy is document MRT/SMS/GEN/034.

16 Consultation with Staff

16.1 Committee Structure and representation
The MRT has created a committee structure (as noted in the Governance Document see MRT/SMS/GEN/017) that allows for employees, volunteers and affiliated groups to have clear route of representation, allowing for regular consultation. The frequency of these committees is set to 2 monthly intervals except in the case of the operating committee, which meets monthly. No meetings are held during the peak traffic months of August and December, largely due to availability of attendees, so for most committees there are 4 meetings p.a, operating, 10 p.a. These frequencies can be varied to meet requirements.

The MRT publishes an irregular (on a perceived needs basis) internal newsletter, known as Workers World, which is designed to disseminate information on events, new recruits, progress in promotion through the grades and appeals. It also publishes a magazine, the Wyvern, every four months to the membership and affiliates at large. Contact details for senior heads of departments are published (by agreement) in the magazine encouraging contact with the wider workforce and supporters.

16.2 Management Structure and Lines of responsibility
Employees (of MRE) have a clear structure with line managers. The management of the MRT/MRE hold regular meetings with employees. It should be noted that employees may also act in the capacity of a head of department within the railway operating structure and are required to separate their activities in these roles with their activities in other commercial roles.

17 Complaint Handling
It should be noted that the MRT does not require employees or volunteers to be members (either directly or through affiliated groups). However, working members are covered by additional insurance protection under the Public Liability Insurance Policy.

17.1 Policies
For staff, the MRT has policies covering:

Safe Recruitment;
Child Protection;
Vulnerable Adults Protection;
Employment of ex-Offenders;
Lone Working; and
the handling of information supplied, recorded and stored under these policies.
These documents define procedures to be followed if there are any disputes and these documents are to be found under MRT/SMS/GEN/006 to 010 & 013 to 015.

17.2 Procedure for Public Complaints
In the event of public complaints the MRT handles the process according to document MRT/SMS/GEN/016.

18 Audit Process

18.1 Frequency
The frequency of review of documentation is stated within each document and set at a level that is appropriate for the level of operations.

18.2 Internal Assessment
The Health and Safety Committee is charged with performing the reviews, or by agreement with the MRT board, appointing an internal specialist to do the work.

18.3 External Moderation
The MRT board will appoint, within a year of the adoption of the SMS structure an external moderator to review the SMS and will take advice from the HRA on the suitability of the appointed person. Future review intervals will be decided after the first review.
Appendix 1

Midland Railway Trust - Governance

The Midland Railway Trust Ltd (MRT) is based at the Midland Railway – Butterley. It is a registered charity (No. 502278) and its purpose and governance is set out in its Memoranda and Articles of Association.

There is a Board of Directors (Trustees) comprising of:

- a maximum of 14 Trust members, each elected by the membership at its AGM for a three year term, and
- a maximum of 7 Councillors nominated by the three local authorities (by agreement only one per authority are actually present).

The Chairman and Vice Chairman are elected by the Board every five years. No paid member of staff may be elected as a Board member.

Midland Railway Enterprises plc (MRE) is the trading company, of which the MRT has a majority holding. The Board of Directors of this company is appointed by the MRT Board, with the Chairman of the MRT Board being a Director of MRE with the authority to exercise the controlling vote of the MRT.

The MRT Board works through its various committees, which in addition to MRE are:

- The Operating Committee
- The Museum and Planning Committee
- The Health and Safety Committee

and at its regular meetings (currently every 2 months) receives reports from these committees in addition to a report from MRE. Any Trustee may attend any or all of these three committees. All committees have Health, Safety and Environment as a standing agenda item.

Responsibilities for dealing with day to day matters are delegated to the General Manager and the Development Officer, both of whom attend the Board Meetings of both MRT and MRE to present their reports and to answer questions. Any appointments to positions of responsibility within the MRT, including all roles with railway responsibility, are made by the MRT Board of Directors. All staff whether on full or part time contracts are employed by MRE.

These committees make use of sub committees to deal with specific issues, as required. The Midland Diesel Group (MDG) reports through the Operating Committee and the Marketing Forum through MRE.

19.1 Operating Committee

The Operating Committee is responsible for the safe operation of train services. It is chaired by a Director of the MRT (or if a suitable experienced candidate for this position is not a Director it may be chaired by him/her subject to a Director in attendance at the meeting making the report to the Board).
The members of this committee are:

- Steam Locomotive Superintendent,
- Diesel Locomotive Superintendent,
- Operating C&W Superintendent,
- PW Superintendent,
- S&T Superintendent,
- Locomotive Traction Inspector,
- Guards Inspector,
- Signalling Inspector,
- MDG Representative,
- DMU Group Representative,
- Senior Station Master and
- General Manager
(or their representatives).

Other interested operational staff may also attend, but may not vote on any resolution. Where it is not possible for individual post holders to attend or for them to appoint a representative, a report is expected to be submitted.

19.2 Museum and Planning Committee

The Museum and Planning Committee is responsible for the development of the MR-B and is chaired by the Vice-Chairman of the MRT. It focuses on issues relating to the Museum and the site and is the principle forum for liaison with the affiliated groups on matters not relating to the operating railway.

19.3 Health and Safety Committee

The Health and Safety Committee is currently chaired by the Chairman of the Operating Committee and consists of senior members of the Operating Committee and the General Manager. Other persons may be co-opted where they are able to offer specific expertise.
MIDLAND RAILWAY TRUST MUSEUM
Mission Statement And Key Aims

MISSION STATEMENT
The Midland Railway Trust shall establish one or more museums for the display and demonstration of rolling stock, fixed assets and other effects connected with the Midland Railway, its predecessors and successors in the development of that company’s network and traditions.

KEY AIMS

a) General
1. To provide premises built and equipped to nationally-approved standards of security, public accessibility and environmental controls to house and display items collected in accordance with the mission statement and the Trust’s Memorandum of Articles of Association.

2. To promote awareness of the Midland Railway heritage through the provision of educational facilities.

3. To demonstrate the development of railway technology during the period of the existence of the Midland Railway Company.

4. To demonstrate the evolution of the transport network in the hinterland of the Midland Railway Centre.

   March 1997

b) Long term aims
1. To complete the application for accreditation of the museum facilities Scheme.

2. To carry out a review of workshop facilities with a view to freeing the whole of the museum building for the storage and display of large historic items.

3. To consider creating a new workshop facility on the north side of the main museum building with the aid of Lottery funding.

4. To assist with the promotion of a major scheme initiated by Derby City Council to consider the feasibility of conserving/restoring the three Midland Railway Pullman bodies.