

The Princess Royal Class Locomotive Trust

VOLUNTEER HANDBOOK

ISSUE 3 - 2015

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SECTION I

THE TRUST

STATEMENT OF PURPOSE THE PRINCESS ROYAL CLASS LOCOMOTIVE TRUST (PRCLT)

The Trust exists to promote interest in the Stanier Pacific steam locomotives of the London Midland and Scottish Railway and the Standard Class 4 Tank locomotives of British Railways. This will be achieved by collecting, recording, conserving, restoring to working order and curating evidence of these locomotives, and promoting interest in their heritage by making collections and associated information available to the public.

Our Key Aims

- To ensure the responsible stewardship, conservation and development of the collection of locomotives and stock owned by, or in the care of the Trust.
- To acquire and retain artefacts, documents etc., pertaining to the period of history when the locomotives were built and operated in service.
- To encourage and develop participation and interest from individuals, interested parties and the public.
- To develop scholarship on and around the subject of the collection.

BACKGROUND OF THE PRCLT

The Princess Royal Class Locomotive Trust was formed in 1993 when the shareholders of the 80080 Locomotive Company Limited (the company that owned locomotives 80080 and 80098) and Mr Brell Ewart, who owned locomotive No 46203 Princess Margaret Rose, combined their assets into one charitable organisation. As such the PRCLT was born, set up with charitable status and with the aim of preservation, restoration, operation and display of locomotives and in particular the Princess Royal Class. In 1994 the Trust set about building its own headquarters on the Swanwick Junction site of the Midland Railway Centre, but independent of them. This building, named the 'West Shed' was completed in 1996. The West Shed then became a Registered Museum under the Museums and Galleries Commission scheme in 1998 (subsequently re-named an ACCREDITED MUSEUM).

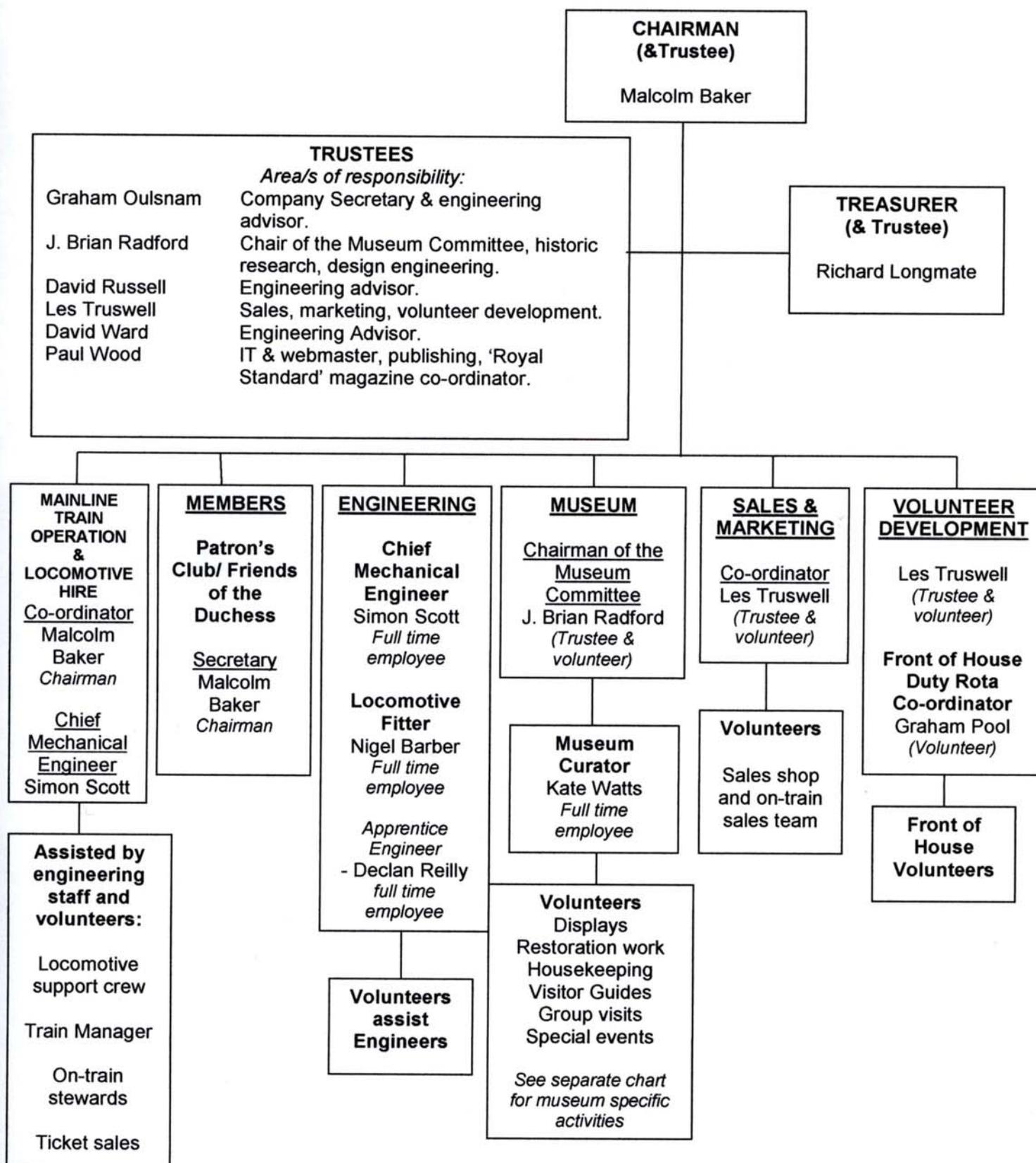
In 2003, following a grant of £610,000 from the Heritage Lottery Fund, a major project to extend the West Shed began. This was completed in February 2005 at a total cost of £678,000 and resulted in additional facilities including a library, archive store, improved interpretation and facilities for visitors, improved access for mobility impaired visitors, an overhaul workshop with inspection pit and lifting jacks and a viewing gallery for visitors.

Structure of the Organisation

As a Charitable Trust, the organisation is managed by a board of 8 Trustees, all of whom give their time voluntarily. There are currently 4 paid employees (two Engineers, one Apprentice Engineer and one Museum Curator) and a force of approximately 60 volunteers who are involved in various aspects of Trust activity. There is also a 'Patron's Club' of supporters (re-named 'Friends of the Duchess' in 2011) who provide both financial and practical support.

The Princess Royal Class Locomotive Trust

WORKFORCE ORGANISATION CHART - 2015



SECTION 2

POLICIES AND PRACTICAL GUIDELINES

TASK DESCRIPTIONS

Below are some of the areas in which volunteers can help within the PRCLT. Volunteers are not restricted to specific roles within the Trust and many volunteers carry out multiple tasks in different areas, depending on current needs and different projects occurring.

MUSEUM – FRONT OF HOUSE, VISITOR GUIDES, SPECIAL EVENTS:

- Opening the West Shed at weekends to ensure that it is open for visitors – being a ‘Duty Manager’.
- Meeting and showing visitors around the museum to enhance enjoyment of their visit. This can include taking visitors inside vehicles such as Royal Saloon 45000 and the dynamometer car.
- Assisting with group visits to the West Shed by societies, etc.
- Selling souvenirs from the West Shed shop.
- **SPECIAL EVENTS:** Assisting with the organisation and running of public events such as our annual ‘Patron’s Weekend’, 1940s weekend, etc.



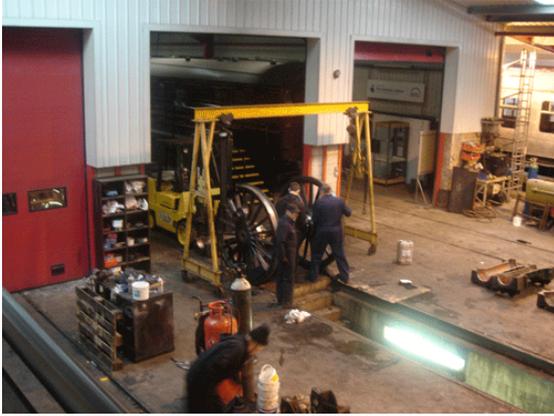
Volunteers dressed in character at our 1940s weekend



A volunteer carrying out restoration work in Saloon 45000

MUSEUM – MAINTENANCE, DISPLAYS, RESTORATION PROJECTS:

- General housekeeping of the building and maintenance of exhibits and displays.
- Special restoration projects, e.g. work on the interior of Royal Saloon 45000.
- Assisting in updating existing displays and developing new ones.
- Museum documentation projects – cataloguing and digitization of the collection.



WORKSHOP ACTIVITIES

- Assisting Trust Engineers with current projects.
- Work on 21-inch gauge locomotives and track extension.
- Cleaning of the locomotive 'Duchess of Sutherland' and support coach prior to/ after main line runs.
- General cleaning/ tidying in workshop areas.

ASSISTING ON RAIL TOURS:

- Being a passenger steward on mainline tours: Please note that we generally like people to have spent some significant time volunteering at the West Shed before becoming a train steward so that they are familiar with the PRCLT and its work. Train stewards are also required by West Coast Railway and Network Rail to undergo training specific to this task.
- Assisting with selling souvenirs on mainline rail tours.
- Administration and publicity - marketing and distribution of leaflets to advertise trips.



The sales team on a rail tour



CHILDREN'S ACTIVITIES AND EDUCATIONAL VISITS:

- Assisting with school groups visiting the West Shed – leading activities and showing groups around the museum.
- Development of new National Curriculum teaching resources and informal children's activities.
- Assisting with craft activity sessions in school holidays.

Safeguarding & Child Protection:

By Law, anyone whose work involves frequent and/ or unsupervised contact with children which is specifically categorised as 'Regulated Activity', is required to undergo a Disclosure and Barring Service (DBS) check. The PRCLT will review the nature of activities involving children carried out at the West Shed to ensure that correct procedures are followed. If activities are classed as 'Regulated Activity', the PRCLT will seek guidance as to whether volunteers are eligible and/ or required to undergo a DBS check. If so, they will be carried out following the current legal guidelines. For further information on this subject, please see the PRCLT's 'Safeguarding Policy'.

Responsibility for volunteers

Supervision/ organisation of the different areas of volunteering are currently undertaken by the following people:

- **Sales & Fundraising** - Les Truswell (Trustee)
- **Front of house duty rota** - Graham Pool (volunteer)
- **Engineering and workshop activities** – Simon Scott (Chief Mechanical Engineer)
- **21-inch gauge locomotives** – Graham Oulsnam (Trustee)
- **Museum projects; educational resources and children's activities** – Kate Watts (Museum Curator)/ Brian Radford (Trustee and Chair of the Museum Committee)
- **PMR Tours on-train stewards** – organised/ selected by the Train Management Administrator – currently Paul Wood.

Personal Records

On joining the Trust, volunteers will be asked to complete a simple form with key contact information. Records of personal details will be kept securely in line with Data Protection legislation.

Induction & Training

- If you would like to find out more about volunteering at the West Shed, the first step would be for you to arrange to visit us so that we can show you around and discuss the various volunteering opportunities on offer. You are welcome to attend to see what activities you are interested in.
- New volunteers will receive appropriate Health and Safety training in line with the PRCLT's 'Procedure for the Induction of Staff, Volunteers and Contractors'. All new volunteers will be required to undergo this briefing before the commencement of volunteering.
- Volunteers will be encouraged to develop their own areas of interest and expertise and the Trust will seek opportunities for volunteers to attend training and networking events where appropriate, although this will not be compulsory.
- Mainline train stewards will be required to undergo training specific to this task, which includes health and safety issues as prescribed by West Coast Railway and Network Rail.

The Volunteer Agreement

- All volunteers are required to sign a 'Volunteer Agreement Form' when they join the PRCLT to confirm that they will follow all relevant policies and procedures. People interested in volunteering may attend the West Shed 4 times as a trial period before deciding whether they wish to become a volunteer, at which point they will need to sign the Agreement. This Agreement is not contractually binding on either the volunteer or the PRCLT and volunteers do not have an obligation to attend the West Shed or commit to a minimum number of hours. Similarly, the Trust does not have an obligation to engage the volunteer. This is in contrast to the obligations between employees and employers. However, for reasons of legality, organisation, safety and courtesy, the Trust does have policies and procedures in place that volunteers must adhere to.

Uniform/ clothing for volunteers

West Shed:

It is preferable that volunteers working at the West Shed as front of house/ visitor guides will wear clothing of the type sold by the Trust (e.g. Duchess of Sutherland/ LMS/ Royal Train logo shirts), to identify them to visitors. For practical reasons, volunteers working in the workshop are not required to wear this type of 'uniform'.

PMR Tours:

All on-train staff are required to wear PMR/ PRCLT uniform in the form of a PMR/ Duchess of Sutherland/ LMS/ Royal Train logo sweatshirt or polo shirt, with dark trousers/ skirt and shoes, plus a name/role badge.

Unfortunately, the Trust cannot provide clothing to volunteers free of charge, but it is available to purchase at cost price.

Insurance

Volunteers are covered by the Trust's 'Employer's Liability' insurance policy, subject to limitations and exclusions.

Expenses

The Trust is unable to reimburse expenses incurred by volunteers in attending the West Shed or mainline train trips. This includes travel expenses, car parking charges, refreshments, etc. However, there may be specific circumstances when volunteers are asked to do a task that incurs an out-of-pocket expense, which will be reimbursed by the Trust. This needs to be agreed between the volunteer and a Trustee before any such expense is incurred. The Trust reserves the right not to reimburse any expenses that have not been previously agreed. If a volunteer needs to purchase products/ goods for a specific task, this must be agreed with a Trustee before the purchase takes place. If agreed, expenses will only be reimbursed on production of valid receipts, invoices, etc. All expense claims should be submitted in the first instance to the Museum Curator who will forward it to the Treasurer on behalf of the volunteer. A cheque will then be sent directly to the volunteer, or be reimbursed from petty cash.

Facilities for volunteers at the WEST SHED

Toilets:

There are separate male and female public toilets and two separate unisex accessible toilets. There is also a cloakroom for staff/ volunteers with shower facilities.

Parking:

Volunteers can park free of charge outside or close to the West Shed.

Refreshments:

The West Shed has a mess room/ kitchen in which volunteers are welcome to eat packed lunches, etc. There is also a fridge, microwave and hot water boiler available for use to make snacks and drinks. Tea, coffee, milk, etc. is usually provided by volunteers themselves or through an optional communal kitty. There is nowhere to purchase refreshments from in the West Shed. The closest facility for this is Johnson's Buffet on the Swanwick Junction site, which is owned and run by the Midland Railway and has variable opening hours.

Hours and days available for volunteering

The main days available for volunteering at the West Shed are Wednesday, Saturday and Sunday, which is when most volunteers attend. However, there may be opportunities for volunteering on other week days depending on specific projects taking place. This should be discussed with staff in advance. The Trust does not require volunteers to commit to attending on certain days, for a certain number of hours, or for a particular frequency in order to be welcomed as a new volunteer. However, some tasks do require commitment in advance due to their nature and volunteers should agree to inform the relevant person as soon as possible if they cannot carry out the task. This would include being 'duty manager' to open up the West Shed at the weekend, assisting with a school visit, or stewarding on a train trip.

PRCLT Members Club – 'Patrons' and 'Friends of the Duchess'

Since 1996 the Trust has had an official members club, originally called 'Patrons' and re-named 'Friends of the Duchess' in 2011. Members receive various benefits in return for a monthly/ yearly subscription, which provides important financial assistance to the Trust. We hold at least one special weekend a year for members at the West Shed which involves special activities, refreshments, behind the scenes tours, etc.

It is not a mandatory requirement that volunteers at the West Shed or on train trips must also be members, and we have many volunteers who contribute their time and skills without being a Patron/ Friend of the Duchess. However, we obviously appreciate it when volunteers also become part of the members club and we would always encourage volunteers to do so.

If you are not a member, it is still important that you are aware of the Patrons/ Friends of the Duchess club in case members of the public enquire about it. If you volunteer 'front of house' at the West Shed or become a volunteer on train trips, we would like you to be able to spread the word about membership to help us to attract new members, even if you yourself are not a member.

Discounts On Rail Tours

The following procedures will be applied:

- A regular volunteer wishing to book tickets for themselves to travel as a passenger on a 'PMR Tours' rail tour can request a 5% discount through the booking office.
- Volunteers who will be travelling or working on a train, either as a Steward or as part of the Sales Team, may request to bring guests with them to travel in staff coach 'X' for the discounted fare of £40 per person. On each trip there will be a maximum of 6 Coach X seats available, and places must be requested and agreed in advance with either the Train Manager or Sales Manager. These 6 places will be allocated on a 'first come first served' basis.
- If volunteers wish to purchase tickets for friends or family to travel as passengers on the train in Standard Class, First Class or Premier Dining Class, no discount will be available. Although this may seem mean, these rules have been agreed to make it fair and uniform for everybody. Also, remember that the Trust's Patrons and Friends of the Duchess don't get discounts on train tickets even though they pay a membership subscription!

Whilst we like to reward volunteers for the time they contribute, at the end of the day our rail tours have to make a profit or we couldn't afford to run them.

POLICIES

All volunteers, whatever their role, are expected to adhere to the following PRCLT policies. These are in place for the safety of staff, volunteers and visitors and to comply with relevant legislation:

- Equal Opportunities Policy
- Health and Safety Policy
- Safeguarding Policy
- Drugs and Alcohol Policy

The Trust also has a 'Volunteer Policy', which summarises the scope and objectives of volunteer involvement.

Copies of the policies referred to are appended to this document and/ or displayed in the mess room for information.

Dealing with the Public - Customer Care

One of the roles carried out by volunteers at the West Shed is to act in a 'front of house' capacity by welcoming visitors, providing information, answering questions and being present to sell souvenirs.

Although there are volunteers who are only interested in workshop related tasks and do not deal directly with members of the public, it is important that the following general code of conduct is followed by all volunteers, regardless of the roles they carry out. This is to ensure that the PRCLT is seen as a professionally run organisation which provides a welcoming environment for visitors. This is particularly important as a lot of the facilities and restoration projects at the West Shed have been funded by the Heritage Lottery Fund from public money, which relates to many of our visitors. We also benefit from donations from visitors, who would obviously not donate if they had a bad experience during their visit.

General Code of Conduct:

- Be polite if a member of the public approaches you or speaks to you.
- No swearing or offensive language in public areas where visitors may be present, including the workshop if visitors are visible on the viewing gallery.
- If you find someone in a restricted area, e.g. the workshop, politely re-direct them to the designated public areas. Sometimes workshop doors are left open temporarily whilst shunting takes place and visitors may accidentally wander in, so it is not always an intentional ignoring of signs!

The PRCLT has a 'Customer Care Policy' which will be provided to front of house volunteers and is available to any other volunteers on request.

PRCLT GUIDELINES FOR THE USE OF ONLINE SOCIAL MEDIA NETWORKS & FORUMS

Social media can be an excellent way of spreading the word about what is going on at the PRCLT and can be very positive, but equally it can be destructive. Therefore, PRCLT Trustees are keen to ensure that a basic code of conduct is followed in relation to staff and volunteers reporting or discussing anything that happens at the West Shed/ PRCLT.

Please keep the following in mind whenever you post comments online:

- Make it clear that you are speaking personally for yourself and not in any formal/ official capacity for the PRCLT.
- Think about whether you are 'airing dirty laundry in public' that would be better approached in another way, such as raising a problem directly with a PRCLT Trustee.
- Do not discuss information that could be deemed as confidential.
- Do not report news items before the PRCLT has officially released information via the Trust's website / press etc.
- Avoid the use of bad language – it reflects badly on the author.
- Be aware that others may subvert your message by quoting selected parts of what you have said.
- Do not keep responding to people who are 'looking for a fight'.
- In the event of any incident relating to the PRCLT, the Trust will appoint an official spokesperson and everyone else must respond with 'no comment' to anyone outside the organisation.

PRCLT Trustees and members do monitor various forums, so please be aware that if you bring the Trust into disrepute you could have your membership terminated and/ or be asked to leave as a volunteer.

PROBLEM SOLVING PROCEDURES

Problems may occur when:

- A volunteer has a grievance with the Trust or a specific person within the organisation.
- The Trust is aware of a problem concerning a volunteer.

What to do if you, the volunteer, has a problem with the Trust/ a Trust member:

The types of things you might want to bring up are:

- If you feel that you or someone else in the PRCLT has been harassed, bullied or discriminated against by a member of staff, volunteer or member of the public.
- You think you have been asked to do things that you have said you do not want to do.
- You think you are not being treated fairly by the PRCLT, staff or other volunteers.

FIRST:

Tell the person who is responsible for the area in which you are volunteering, within 14 days. If it involved them, or if this is too difficult, please tell a Trustee instead.

We always try to sort things out informally in the first instance, which means talking to each other and coming up with a recommendation that everyone agrees on. Sometimes this does not work, so we may need to have a more formal meeting where an independent person listens to you and the other person and decides what action should be taken. The responsible person

should give a written response to you within 7 days (seeking advice from a Trustee if necessary). If you are not satisfied with this response, the responsible person should forward the case to the Board of Trustees, who should respond to you within a month.

If the PRCLT has a problem with what you, the volunteer, are doing:

We might have a problem if:

- You are not doing the tasks we need you to do.
- You do not follow the policies and guidelines we ask you to use - for example health and safety, child protection.
- You are behaving in a way that makes us look bad to visitors/ members of the public.

FIRST:

A PRCLT member will tell you as soon as there are any problems and will say exactly what the PRCLT wants you to change. We will then agree with you on how to move on.

If we still find things are not improving we will talk to you about this and then write down exactly what we identify as the problems. If we cannot resolve the issues then ultimately we will ask you to stop volunteering with us. You will be given a formal letter covering all the points of concern and one will be kept on your confidential file for a set period of time.

There are some occasions where we will not be able to offer any support or the opportunity for you to change your behaviour or practice. These include if you:

- Threaten, abuse or attack any of our staff, volunteers or visitors/ members of the public.
- Break guidelines in policies with legal or safety implications, e.g. wilful disregard of health and safety procedures and the PRCLT's 'Safeguarding & child protection policy'.
- Commit any crime against the PRCLT, such as theft.

Making complaints

If you wish to challenge any decision relating to you that comes out of the above process then you can complain to the Board of Trustees. The Trustees are all volunteers and they will consider whether what we have done is fair and in line with PRCLT policies. You would have to show that this is not the case. You would need to write your complaint out and give it to us within a week of us giving you the decision. The Board's decision is final; you will get a letter explaining it to you within a week of us getting your letter.

APPENDICES

PRCLT POLICIES & SUPPORTING INFORMATION

APPENDIX I

What Are The Duties Of Trustees?

The Trustees have the ultimate responsibility for running a charity - for its property, finances and the employment of any staff or volunteers. Trustees have and must accept ultimate responsibility for directing the affairs of a charity and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. The trustees serve as volunteers, and receive no payment. Trustees work together as a team, and have collective responsibility. Trustees have the following areas of responsibility.

Ensuring compliance – Trustees must ensure that their charity complies with:

- Charity law, and the requirements of the Charity Commission as regulator. In particular they must ensure that the charity prepares reports on its work and submits Annual Returns and accounts as required by law.
- The requirements or rules, and the charitable purpose and objects, set out in the charity's own governing document.
- The requirements of other legislation and other regulators (if any) which govern the activities of the charity. This includes company law, employment law, health and safety legislation, legislation concerning racial equality, disability discrimination, equal opportunities, and for charities working with children or other vulnerable people, the range of legislation protecting those clients.
- The requirement for trustees to act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence – Trustees must:

- Ensure that the charity is and will remain solvent. This means that all Trustees need to keep informed of the charity's activities and financial position.
- Use charitable funds and assets wisely, and only to further the purposes and interests of the charity.
- Avoid undertaking activities that might place the charity's property, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care – Trustees must:

- Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the charity is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.
- To fulfil these responsibilities properly, trustees should make sure that they keep up to date with what the charity is doing. They should give enough time and energy to the business of the charity, and meet regularly enough to make the decisions needed.

APPENDIX 2

EXTRACT FROM THE PRCLT'S 'COLLECTIONS DEVELOPMENT POLICY'

Themes and priorities for future collecting

The Trust will continue to collect artefacts, documents and photographs specifically relating to the following areas:

- The design, construction, operation and history of the core locomotives in the collection - 46203 'Princess Margaret Rose', 6233 'Duchess of Sutherland', British Railway Standard Tank locomotives no. 80080 and 80098.
- The design, construction, operation and history of the ex-Butlins Hudswell Clarke 21-inch gauge diesel locomotives 6201 'Princess Elizabeth' and 6203 'Princess Margaret Rose', plus associated passenger coaches.
- Other Stanier locomotive classes of the former London, Midland & Scottish Railway and later British Railways. Should a further particularly relevant locomotive become available, the Trust would consider whether or not it should be acquired.
- London & North Western Railway Special Saloon 45000 (later used as part of the Royal Train).
- Lancashire & Yorkshire Railway (later London, Midland & Scottish Railway) No.1 Dynamometer car 45050.
- Artefacts, documents and photographs that have an indirect connection with the history of the locomotives and their designers, i.e. providing contextual information and background.
- Historic rolling stock relating to the operation and history of the standard gauge locomotives in the collection.

The full Policy is available on the Trust's website.

The Princess Royal Class Locomotive Trust

Registered Charity No. 1042090



HEALTH AND SAFETY POLICY

The Trust will provide a safe and healthy working environment for all employees and volunteers affected by the Trust's activities. Specifically the Trust will ensure that:

- All staff and volunteers are aware they have the right to refuse to undertake tasks which they believe would be a risk to the health, safety and welfare of themselves or others, without fear of being unfairly disciplined.
- All staff and volunteers are aware they should not undertake tasks for which they are not authorised to carry out.
- Effective communication on matters affecting health and safety is maintained through meetings and briefings.
- Fire arrangements are maintained to meet legal requirements.
- Identification of hazards, the assessment of risks associated with such hazards, and the implementation of suitable control measures is undertaken.
- Health and Safety performance information is made available, reviewed and used for accident prevention.
- All staff and volunteers receive adequate information to carry out their duties with the minimum of risk.
- Suitable Personal Protective Equipment is provided for all employees exposed to risk to their health and safety that cannot be adequately controlled by other means.

The Trust will provide sufficient training and resources to enable staff to undertake work without compromise to their health, safety and welfare.

Plant and equipment shall be of a safe design, and inspected and maintained in line with appropriate specification and legislation.

The Trust will implement a robust procurement policy to control imported risk to health, safety and welfare from supplied products and services.

The Trust will maintain a robust system of self-regulation involving health and safety inspections, tours and audits, along with continuous monitoring in line with HSE HG(G)65 Successful Health and Safety Management.

The Trust will ensure that the needs of ongoing business development will not compromise the health, safety and welfare of staff and volunteers. A good health and safety performance record is of benefit to the Trust, whilst a safe and healthy environment protects and encourages our staff and volunteers.

This health and safety policy statement shall be updated when necessary.

For PRCLT

June 2009

Acting Chairman : M.I. Baker.

Company Sec : G. Oulsnam.

Trustees : M.I. Baker, R. Blant, G. Oulsnam, J.B. Radford, D. Russell, J. Sampson, D.H. Ward, P. Wood.

Registered Office & Locomotive Depot : West Shed, Midland Railway, Swanwick Junction, Ripley, Derbyshire. DE5 3QZ

Company No. 2970246. Registered in England and Wales. VAT No. 646 7263 15. Incorporating PRCLT Company Limited & PMR Tours.

AWARDED THE HERITAGE RAILWAY ASSOCIATION 'PETER MANISTY' AWARD FOR EXCELLENCE 2002



The Princess Royal Class Locomotive Trust

Registered Charity No. 1042090



ELECTRICAL SAFETY POLICY

In compliance with the Electricity at Work Regulations 1989, fixed installations and electrical equipment shall be constructed, used and maintained so as to prevent, as far as is reasonably practical, danger to personnel.

Electrical equipment shall be purchased from a reputable supplier, with consideration being given to its suitability and foreseeable use, risks and work environment.

Procedures shall be in place for the safe use, maintenance, inspection, testing and repair of electrical equipment. Persons carrying out these activities shall be adequately trained and have applicable information, instruction and supervision. Risk assessments will determine the level of training and supervision required and the inspection and testing programme.

Fixed installations in the West Shed

The installation, maintenance and testing of fixed electrical installations is the responsibility of the Trust. The staff and volunteers shall bring to the attention of the Trustees any damaged or unsafe wiring or associated equipment and any open access doors that should be locked.

Fixed installations on rail vehicles

The maintenance, inspection and testing of the electrical installations on rail vehicles owned by the Trust shall be in accordance with their applicable Vehicle Maintenance Instruction, and is the responsibility of the Trust.

Electrical equipment

Portable electrical equipment shall be uniquely identified and be included in the maintenance, inspection and testing (PAT) regime.

The frequency of 'in use' inspection and testing shall be determined by risk assessment. As a guide, office portable electrical equipment shall be inspected and tested biannually with maintenance equipment and equipment on rail vehicles inspected and tested annually.

Records shall be maintained of inspection and testing carried out.

Equipment shall only be used by competent staff for the purpose and in the environment for which it is designed.

On each occasion before use, users of portable equipment must ensure that the socket, plug, flex and casing are in good condition, that the equipment is suitable for the work and environment, and that they are competent to use the equipment. Any defective equipment shall not be used and reported to the Trust.

Staff and volunteers must ensure that cables are protected from damage.

Damaged or faulty electrical equipment shall be isolated from the power supply and be brought to the attention of the Trust.

For PRCLT

June 2009

Acting Chairman : M.I. Baker.

Company Sec : G. Oulsnam.

Trustees : M.I. Baker, R. Blant, G. Oulsnam, J.B. Radford, D. Russell, J. Sampson, D.H. Ward, P. Wood.

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APPENDIX 5:

The Princess Royal Class Locomotive Trust

Registered Charity No. 1042090



SMOKING IN THE WORKPLACE

For the comfort, health and welfare of employees, volunteers and visitors, smoking is not permitted within the Trusts workplace, including buildings and rail vehicles, except in designated smoking areas.

Staff who wish to give up smoking may contact the NHS who can offer advice on courses and self-help groups.

For PRCLT

June 2009

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APPENDIX 6:

The Princess Royal Class Locomotive Trust

Registered Charity No. 1042090



EQUAL OPPORTUNITIES POLICY

The Trust is committed to the promotion of equality and the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexual or gender orientation, marital status, responsibility for dependants, religion, trade union activity, political belief and age. The Trust will ensure that all existing and potential employees receive consideration appropriate to their individual needs.

It is the intention of the Trust's workforce should, wherever possible, reflect the local population and the wider society.

To ensure the policy is implemented, the Trust will take active steps to eliminate discrimination, to reduce the effect of past discrimination, and to promote equality in employment. This will be achieved by:

- Ensuring all employees are aware of the existence of the Equal Opportunities policy and any Codes of Practice or implications of the policy on any activity.
- Providing the necessary encouragement, guidance and training to employees to implement the policy.
- Ensuring all existing and potential employees are aware of their rights and responsibilities under the law.
- Developing good employment and HR practices in pursuit of the Policy, ensuring that the requirements of this policy statement are incorporated into employment processes such as recruitment and selection, contracts of employment, appraisal and promotion, training and development, disciplinary and grievance, and redundancy.
- Ensure that Contracts of Employment require employees to comply with the spirit of the Trust's Equal Opportunities Policy.

All staff are responsible for the ownership and undertaking of their equal opportunities and responsibilities in accordance with the Policy statement and for its implementation within the framework of PRCLT's procedures and directives.

For PRCLT

June 2009

Acting Chairman : M.I. Baker.
Company Sec : G. Oulsnam.
Trustees : M.I. Baker, R. Blant, G. Oulsnam, J.B. Radford, D. Russell, J. Sampson, D.H. Ward, P. Wood.
Registered Office & Locomotive Depot : West Shed, Midland Railway, Swanwick Junction, Ripley, Derbyshire. DE5 3QZ.
Company No. 2970246. Registered in England and Wales. VAT No. 646 7263 15. Incorporating PRCLT Company Limited & PMR Tours.

AWARDED THE HERITAGE RAILWAY ASSOCIATION 'PETER MANISTY' AWARD FOR EXCELLENCE 2002



APPENDIX 7:

Procedure for the Induction of Staff, Volunteers and Contractors

Policy

To define procedures for the induction of new staff and volunteers to ensure they have a full appreciation of the Trust, their role within it and systems they are required to work to.

1. Scope

This procedure applies to all staff and volunteers. It also covers site specific induction for contractors and visitors to the workshop.

2. Planning and Implementation.

Visitors to the workshop and contractors will be briefed on hazards specific to the area where they are visiting/working. If working on a vehicle this will be done in accordance with the relevant maintenance manual.

Working in the West Shed Yard

The purpose of the specific induction for the West Shed yard is to ensure all persons entering the West Shed are briefed on the local hazards and rules applying to the West Shed yard. This is in order to allow personnel to access the site safely and without putting themselves or others at risk.

No staff, volunteers or contractor shall be allowed to work in the West Shed or yard until they have received an induction.

The induction process is carried out by the Authorised Person(s) and covers the subjects identified below.

SAFETY POLICY

A copy of the PRCLT's Health and Safety Policy is displayed on the Mess Room notice board. All persons must comply with the statutory legislation. All staff, volunteers and contractors shall be briefed by the Engineering Manager on risk assessments and safe systems of work applying to the work which they will be undertaking.

VISITORS BOOK

All volunteers and contractors visiting the West Shed must sign the visitors book located in the Mess Room. On leaving they must sign out. This book will be used in the event of an emergency evacuation to check that all personnel working in or visiting the West Shed are accounted for.

EMERGENCY EVACUATION

The emergency evacuation alarm is a siren. On hearing the siren, staff, volunteers, visitors and contractors must leave the building by the nearest safe exit and go to assembly point A in front of the building, which is indicated by a standard sign.

The emergency services can be called by dialing 999. During the week (i.e. Monday to Friday), one of the full time staff on duty shall collect the visitors book on their way out of the building, if it is safe to do so. At the weekend (i.e. Saturday/ Sunday), the volunteer Duty Manager shall take this responsibility. No one shall re-enter the building unless told to do so by the emergency services.

FIRST AID

The First Aid point is in the Mess Room. An ambulance can be called by dialing 999. Details of local hospitals for the treatment of minor injuries are also displayed in the Mess Room. However, if in doubt dial 999.

ACCIDENT REPORTING

The reporting of accidents is a statutory requirement. All accidents that cause personal injury must be reported in the accident book. The accident book is located in the Mess Room.

HAZARD REPORTING

All persons have a duty to report hazards that they become aware of and also to report any incidents that they are involved with. This information is required to enable precautions to be taken to prevent a similar incident occurring in the future.

HIGH VOLTAGE ELECTRICAL WORK

Any high voltage electrical work shall be carried out in accordance with the Electricity at Work Regulations 1989 by suitably competent staff or contractors. The area shall be barriered off and an individual appointed to ensure that no unauthorised personnel are allowed in the area while testing is being carried out.

PERSONAL PROTECTIVE EQUIPMENT

All Personal Protective Equipment must be worn where required.

- Eye Protection: Suitable goggles must be worn when grinding metal, using percussion tools, handling chemicals, steam cleaning, battery charging or using any other equipment carrying a warning notice.
- Foot Protection: Safety footwear must be worn by any person carrying out work involving tools or lifting. All visitors to the workshop must wear suitable sturdy footwear.
- Head Protection: Bump caps or safety helmets must be worn by any persons working below solebar height on rail vehicles. Safety helmets must be worn when working underneath scaffolding and erecting or dismantling scaffolding. Safety helmets must also be worn when carrying out other work where there is a risk of head injury.

- Ear Protection: Suitable hearing protection must be worn when using or working near noisy tools such as riveters, grinders or needle guns.

HAZARDOUS MATERIALS AND TOOLS

No power tools, access equipment or hazardous materials may be brought into the workshop without the permission of the Engineer.

Electrical power tools and equipment must be subject to portable appliance inspection and testing.

Only PRCLT approved staff may operate any powered plant, eg lifting jacks, wheeldrop, forklift or crane.

WASTE MANAGEMENT

All materials used in the West Shed must be subject to control in storage, use and disposal.

All oils are positioned by the roller shutter door in Road 1.

All paints and chemicals are stored in the container outside adjacent to Road 6.

Metallic waste shall be segregated: non ferrous is stored in the workshop. A skip for ferrous material is situated adjacent to Road 1.

COSHH ASSESSMENTS

All hazardous substances and materials used on PRCLT's premises must have an up to date Safety data sheet and COSHH assessment which details associated hazards and precautions to be taken. A library of relevant COSHH assessments applicable to substances used in the West Shed are available in the Library. Any materials introduced to site which are not covered by these assessments shall be subject to detailed assessment prior to use.

DRUGS AND ALCOHOL

All staff, volunteers, contractors and visitors to the workshop must comply with the PRCLT's policy on Drugs and Alcohol. Any person whose conduct is in breach of this policy will be removed from the premises and staff may be dismissed. A copy of the policy is on the Mess Room Notice Board.

SMOKING

Smoking in the West Shed is not allowed. A copy of the policy is found on the Mess Room Notice Board.

WELDING/CUTTING

Welding/cutting shall only be carried out by competent personnel. Work sites shall be screened at all times and a hand fire extinguisher shall be kept nearby. After completion of the work the area must be supervised for at least another 20 minutes in case of smouldering fire.

VEHICLE MOVEMENTS

The movement of vehicles within the West Shed and in the Yard can only be carried out when sufficient personnel are available to ensure the movements are safe and not a danger to the public and personnel.

SCAFFOLDING

Scaffolding shall only be erected, modified or dismantled by competent PRCLT staff or certified contractors.

SPECIAL HAZARDS

Pits

Particular attention is drawn to the risk of falling down inspection pits and the wheeldrop pit when open. Access is only via the concrete steps at both ends of each pit. Any steps provided in the pit are supplied purely for access to the equipment under the vehicle and should not be used to gain access.

Crossing the pits should only be done by use of the pit boards or walking round the ends. Jumping across pits is strictly forbidden.

SITE ACCESS

Before a visitor may enter the West Shed Workshop the Escorting Person (or Authorised Person) must:-

- Supervise the visitor(s) signing in
- Accompany them around the West Shed Workshop

Alert them to any hazards or potential hazards as outlined in this procedure.

Before a member of staff, volunteer or contractor may work in the West Shed Workshop an Authorised Person must:-

- Brief them on this procedure
- Show them the hazards as described in this procedure

4. EMERGENCY AND DISASTER PLAN

The Trust has a comprehensive 'Emergency & Disaster Plan' for the West Shed that covers the procedures to be followed for incidents such as fire, flood, vandalism, power failure, etc., plus salvage guidelines for recovering the museum collection after a disaster. A full copy of this Plan can be seen in the library/ office, whilst a summary of key information can be found in the Mess Room.

5. RECORDS

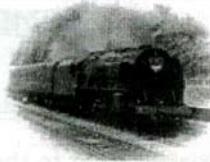
All staff and volunteers shall sign a briefing form to say they have had an induction in accordance with this procedure.

6. RESPONSIBILITIES

- Authorised Person: carries out the West Shed induction.
- Escorting Person: escorts visitors and contractors in the West Shed Workshop identifying and avoiding hazards.
- Responsible Manager: ensures that all new staff receive an induction relating to the specific health and safety requirements of the site and ensures all volunteers, contractors and visitors to the Workshop are given a site specific induction.

7. Audit and Review

This procedure and processes within will be reviewed on at least an annual basis. This review will also take note of additional sources of information such as incident/accident investigations and will remedy any deficiencies identified.



PRCLT ALCOHOL AND DRUGS POLICY

PRCLT will take all reasonable steps to ensure that employees, volunteers and contractors are made aware of the contents of this statement, together with the relevant sections of the Transport and Works Act 1992 and the implications therein. Furthermore, as a responsible employer, PRCLT will have in place procedures to prevent, in so far as is reasonably practicable, any offence under the Act and a monitoring process to measure the effectiveness of such procedures.

In accordance with Railway Group Standard GH/RT 4000 Drugs and Alcohol, the following shall constitute instances of drug or substance misuse:

- The use of prohibited drugs as defined in the Misuse of Drugs Act 1971 [4]
- The abuse of prescribed drugs, proprietary medicines or other substances
- The use of medication, prescribed by a doctor or advised by a pharmacist, which could affect work performance
- The consumption of alcohol

It is a requirement of PRCLT that no employee, volunteer or contractor shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs
- Report for duty in an unfit state due to the use of alcohol or drugs
- Be in possession of drugs of abuse on PRCLT premises
- Consume alcohol or drugs whilst on PRCLT premises

PRCLT will not tolerate any departure from these rules and will take the appropriate action in the event of any infringement. Action will also be taken if help is refused. Where there is possession or dealing, action will involve the police.

PRCLT has a policy of assistance with the rehabilitation of staff with alcohol or drug related problems who voluntarily seek help. Any disclosure shall be treated in the strictest confidence, subject to the provisions of current legislation. The Trust accepts that relapses may occur and any absence for treatment and rehabilitation shall be recorded as normal sickness. Such staff must, however, seek assistance at the earliest possible opportunity – subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

Systems of 'Due Diligence' have been put in place to ensure employees and volunteers do not report for, or carry out work whilst under the influence of alcohol and/or drugs. Contractors must have in place such systems of 'Due Diligence' at least equal to those of PRCLT.

General information about the effects of drugs and alcohol on safety and performance are available. PRCLT shall measure the efficacy and adequacy of this Policy as and when required.

M. Baker Chairman PRCLT..... Date.....

VOLUNTEER INFORMATION FORM

*To be completed and handed in to the office at the West Shed.
Personal information is stored in line with Data Protection legislation.*

NAME: _____

ADDRESS: _____

DAYTIME TEL. No. _____

EVENING No./ MOBILE: _____

EMAIL: _____

Please provide the name, address and telephone number of someone we could contact for you in the event of an emergency:

Please give us details of any medical condition that might require special attention, so that we can take all reasonable care to ensure your safety whilst working as a volunteer in the museum. This information will allow us to act quickly and properly in case of an emergency.

VOLUNTEER AGREEMENT FORM

I confirm that I have received and read the PRCLT 'Handbook for Volunteers' and I agree to follow the Policies and Procedures contained in it.

Signed:

Print Name:

Date:

Please sign and detach this form and hand in to the West Shed Office.