

The Deeside Railway Company Limited.
A company limited by guarantee.
Milton of Crathes, Banchory, Kincardineshire. AB31 5QH'
Registered in Scotland – Co. No SC241603

SAFETY MANAGEMENT SYSTEM

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(Note-All documents referred to in this Safety Management System may be viewed online at www.deeside_railway.co.uk or in hard copy at the company office at the Milton of Crathes).

Description of the railway

The Deeside Railway operates under the SI2012:345, "The Banchory and Crathes Light Railway Order, 2012", which came into force on 20 December 2012. It is a standard gauge railway 3460 metres in length within the local government area of Aberdeenshire Council, partly on the same lines and levels as the former railway described in and authorised by the Deeside Railway Act 1852(a), commencing at a point adjacent to the Inverey fishing hut, Banchory (OS grid reference point 370954/795793) and terminating at a point 30 metres west of the centre line of the access road leading to the Milton of Crathes (OS grid reference point 374128/796234).

The railway is operated by the The Deeside Railway Company Limited, a company limited by guarantee and registered in Scotland – Co. No SC241603. The registered office is at Milton of Crathes, Banchory, Kincardineshire, AB31 5QH. The company has contracted with the Royal Deeside Railway Preservation Society to operate the railway. All track, rolling stock, station buildings and all other items on the railway owned by the Royal Deeside Railway Preservation Society are leased to the company under contract.

The railway is run solely by volunteers at present. All volunteers are members of the Royal Deeside Railway Preservation Society and such membership is a condition of participation in railway operation.

The main operation at present is the running of an "out and back" service from the Milton of Crathes Station to a point approximately 1 mile West of the station. Construction of a temporary halt at the Western end of the existing track is planned. The operation will be extended once more track has been laid.

Safety policy

The company's Health and Safety Policy is reviewed annually by the board of the company. This review is undertaken in conjunction with our organisation for safety, safety plan and targets.

Reference No. D-ALL-A-PL-0002-01 *Health and Safety Policy Statement of The Deeside Railway Company Limited*. A copy of this document is held in the Company Registered Office at Milton of Crathes.

Organisation for safety: accountabilities, planning and targets

Accountabilities:

Overall accountability for safety rests with the board of the Deeside Railway Company and details of the organisation and the individual accountabilities are given below.

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Director Responsible for Operations

- To ensure the safe functioning of all aspects of the operational railway.
- To ensure that services in the published timetable operate as advertised.
- To provide safe working trains for all operations.

Director Responsible for Maintenance and Infrastructure

- To oversee and direct all aspects of the permanent way of the railway.
- To ensure safely constructed and maintained permanent way for all operations.
- To oversee and direct all aspects of rolling stock on the railway.

Director Responsible for Safety

- To provide, maintain and check systems to ensure safety of all aspects of the railway as an enterprise.
- To ensure that interfaces between the company and other organisations working on railway premises provide an equal level of safety.

Mike Langford has been appointed the Independent Competent Person (ICP) for Locomotives and Rolling Stock and Alistair Connell has been appointed ICP for Permanent Way under the terms of ROGS 2006.

Safety Standards and how we meet them

The Safety standards under which we operate are those given by the Office of Rail Regulation in "The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (as amended), together with the Guidance documents issued by the Heritage Railway Association. Copies of these documents are available in the Company Office at Milton of Crathes. Meeting these standards is the subject of this Safety Management System.

Risk assessment and controlling new risks

Risk assessments are done under the guidance of HGA-S0001-Is02. Risk Assessment

Reference No. D-ALL-A-PR-0003-01 HGA-S0001-Is02 Risk Assessment. A copy of this document is held in the company office at Milton of Crathes.

Assessment of the risks from the operation of the railway is a legal requirement placed on the operating company and is an essential component to the safe operation of the railway. In every operation a risk assessment must be applied and the risks identified must be reduced to as low as reasonably practicable.

Procedure

The procedure followed is as detailed in HGA-S0001-Is02. but some general guidance is given below:-

GUIDANCE NOTES TO RISK ASSESSMENT

Introduction

A Risk Assessment is an important step in protecting those working on the railway, including volunteers and contractors, and those visiting, including passengers, official visitors others who may come onto railway premises or rolling stock, or be affected by what we do. For our working volunteers, we need to optimise the physical conditions existing in our workplace. Carrying out a Risk Assessment will help us focus on those risks which have the potential to cause real harm or damage. It is not possible to remove all risks from the workplace, but steps must be taken to protect people as far as is reasonably practicable.

A Risk Assessment is best done as a group effort, and staff working in the area being assessed should be consulted for their input and opinion. The group should be led by the person responsible for activity in that particular area.

Hazard Identification

The first step in Risk Assessment is to identify the significant hazards which exist due to any physical conditions in the workplace and any procedures or activities to be carried out in that area. Attention should focus on hazards which have the greater potential for serious harm. A general Risk Assessment for an area should not be considered as a replacement for individual Risk Assessment for specific work, such as that carried out by maintenance contractors etc.

Risk Assessment is carried out by systematically covering the area being considered, but other helpful sources of information giving a wider picture of potential hazards might be:-

- **Accident Reports from any source including other railways**
- **Previous Safety Inspection Reports, by internal and external assessors**
- **Equipment handbooks**
- **Construction drawings**

The Risk Assessment Format has section headings to assist the process. Remember that outside spaces need to be assessed, and some hazards could be seasonal.

Identifying who might be at risk

In order to identify a means of managing risk, we need to list those who might be harmed. Note that visitors and contractors, who are irregular or first-time visitors to the premises need to be considered. The railway is operated by a number of departments, and others may need to be con-

sulted in terms of Risk Assessment, at least for those areas which are shared or provide an interface.

Evaluating the Level of Risk

Identifying Hazards and those who might be affected by them needs to be augmented by an estimate of the level of risk which is present to each circumstance. This is not an exact science, but is based on personal judgement based on experience in most cases, rather than probability data which may need to be considered for more complex process systems. Despite this, some form of analytical approach should be used. Use of the Risk Assessment Matrix as given in *HGA-S0001-Is02 Risk Assessment* will help an estimation of the level of risk of a circumstance.

Controls

For each hazard, and with an estimate of the risk of it happening, controls should be identified in order to reduce the likelihood of harm or damage, or to reduce the severity of any consequences. The first step is to document any controls already in place, and to discuss if there is more to be done to control the hazard.

Considerations at this stage would be:-

- Can we eliminate the risk entirely and permanently?
- If this isn't feasible, how can we control the risk, so harm is much less likely?

In order to control risks, ask yourself the following questions:-

1. Is there a less risky option available to you? (e.g. can you use a less hazardous material in a cleaning operation?)
2. Can the hazard be removed to an extent by preventing access? (e.g. by putting a guard or barrier in place).
3. Can work be organised to reduce exposure to the hazard?
4. Can we reduce the hazard by using Personal Protective Equipment (PPE)?

Note that the controls imposed should be developed with the priority in the same order as the four questions above. E.g. replacing hazardous chemicals with less hazardous ones is preferable to issuing PPE for those using or exposed to the chemical.

Recording your Findings and Implementing your Additional Controls:

Legally, we need to keep written copies of our risk assessments. Additional to demonstrating compliance and possibly more importantly, the documents provide the key to our way of managing risk within the workplace. The Risk Assessment document need not be complex, but should be comprehensive, and by its proper use and maintenance, should demonstrate that:-

- a comprehensive and systematic check was made
- all those who might be affected were considered
- the significant hazards were dealt with
- the controls put in place were reasonable and any remaining risk is low
- those working in the area were involved in the risk assessment process and informed

In developing additional controls, rank these in importance and concentrate first on the highest ranked. There may be some quick fix items which can be readily achieved, and others which will take longer. Having

agree any additional controls, record who will take the lead in ensuring implementation. This need not be the person or body actually undertaking any change, but the one who will drive the change and ensure implementation.

Timeframes for remedial activities or control implementation should be realistic, and ones which are agreed by affected parties to be ones which can be met. If new control measures are put in place, an actual implementation date should be recorded on the risk assessment form, and saved. It has now become an existing control.

Reviewing and Updating Risk Assessments

The Risk Assessment Format is a "living document", and should be reviewed regularly to ensure currency. The document should be reviewed at least annually, ideally more frequently, and become a familiar part of the operation. Workplaces rarely stay the same, and new equipment and work practices, as well as workloads bring new hazards. The need for review may vary with circumstances, but it is essential that review takes place systematically.

Risk assessments must be undertaken where there is a new risk (see "New Risks " below) or where there is material alteration in an existing activity by the person in charge of the work or operational activity in conjunction with the duty officer and other persons who have the relevant knowledge, skills and experience. They should list all activities and the risk likelihood and the matrix ranking system in HGA-S0001-Is03 at page 5 should be used to rank the risk.

The findings of the risk assessments will be reported using the general form, or a particular form designed for a specific operation .

Reference No. *General risk assessment form.*

Copies of the risk assessments are kept in the signing-in room and are available to the duty officer and to all staff who sign in. At the briefing prior to the start of an activity the Duty Officer or other competent person appointed by the Duty Officer should remind staff of the hazards of the activity and of the safe system in place to mitigate the risk. Where a new or amended activity is being undertaken greater emphasis and information must be given to staff at the safety briefing..

New risks

Where there is a new risk for which a risk assessment has not been done then it should be done as in procedure above. Where the new activity or operation involves substantial risk the Duty Officer, together with those involved in the operation must undertake a risk assessment together with persons of knowledge and experience of such operation and this should be disseminated in advance to all involved in the operation. (An example of a New Risk would be when a locomotive was to be craned onto the line when previously locomotives had only been unloaded from a trailer.)

Review procedures

Assessments will be reviewed annually or when the work activity changes if earlier by an assessment team consisting of the safety direc-

tor and the health and safety officer and person of knowledge and experience as required.

Training and skills: competence

All staff, which includes volunteers, should be suitably trained and competent in the tasks which they undertake on the railway. Safety Critical staff are those who undertake Safety Critical Work, as defined in the Office of Rail Regulation Guide to the Railways and Other Guided Transport Systems (Safety) Regulations 2006 (As amended)" (ROGS) in Chapter 7 of that document.

Medical Examinations

All volunteers and employees who are involved in safety critical work are required to undertake medicals at regular intervals. The medicals are undertaken by the company medical officer and in accordance with the guidance under HGA P0005 Is02 and in accordance with the Policy and Procedure in Relation to Medical Fitness for Critical Safety Staff .

Reference No. D-ALL-A-PR-0004-01 HGA P0005 Is02

Reference No. D-ALL-A-PR-0005-01 *Policy and Procedure in Relation to Medical Fitness for Critical Safety Staff.*

Staff Competence

All volunteers and employees must undertake an Induction and a Health and Safety Course.

Reference No. D-ALL-A-PR-0006-01 *Induction Course*

Reference No. D-ALL-S-PR-0007-01 *Health and Safety Course*

All safety critical staff must also undertake a Personal Trackside Safety Course and pass a multiple choice examination

Reference No. D-ALL-S-PR-0008-01 *Personal Trackside Safety Course and specimen multiple choice examination paper.*

Operational staff must be familiar with the rulebook "General Rules for Operating Staff" and must have undertaken the relevant course of training and have passed the relevant examinations as detailed in the appendices below:-

Reference No. D-ALL-S-PR-0009-01 *General Rules for Operating Staff*

Reference No. D-OPS-O-PR-0010-01 *Training of Guards*

Reference No. D-OPS-O-PR-0038-01 *Training of Diesel Drivers*

Reference No. D-OPS-O-PR-0011-01 *Training of Cleaners, Firemen and Steam Drivers*

Reference No. D-OPS-O-PR-0012-01 *Training of Crane Drivers and Banksmen*

Reference No. D-OPS-O-PR-0013-01 *Training of Forklift Drivers*

Shop and Buffet Staff

Shop staff are also given training relevant to their role by means of a shop staff training programme

Reference No. D-OPS-O-PR-0014-01 *Shop and Buffet Staff Training Programme*

Fatigue

Due to the type of operation, the hours of work of operational staff are relatively short, normally 5 hours or less with a lunch break. However it is the responsibility of the duty officer to ensure, that in the unlikely event that longer hours are worked, that sufficient rest breaks are taken to avoid fatigue.

Management of changes to the asset base.

Loaned items are, in the case of rolling stock, subject to a lease and are inspected prior to being accepted for use on the railway and then are maintained and inspected as for existing rolling stock. If the new rolling stock is of a type that has not previously been used and maintained on the railway a new maintenance and inspection regime will be implemented and if required outside expertise will be used.

Hired items, in the case of rolling stock, will be inspected prior to use, the extent of the inspection depending on the documentation provided. All non rolling stock items are inspected by a competent person appointed by the company.

People on the premises:

(i) Volunteers

Volunteers are currently the only staff the railway has. Volunteers will be trained and have competencies relative to their jobs, as outlined in the section on Training and Skills above. All volunteers will sign in the attendance book on starting the days business, and sign out when they leave. The duty officer will brief all staff on the day's operations, with any particular hazards, as will the person in charge of working parties on non-operational days when work projects are being carried out.

(ii) Contractors

Contractors will be treated as are volunteers in (i) above. Contractors will be accompanied by a volunteer, or in specific cases, will be confirmed in the safe execution of their tasks by a person in charge of the work project being carried out.

(iii) Visitors

In the case of members of the society who are not trained or visitors for example from other railways, these will only be allowed on site when accompanied by a volunteer or employee and under their supervision. Visitors may in some circumstances (for example on a visitor experience day) may be allowed on the footplate but only once they had a safety briefing and been issued with a footplate pass.

Reference No. D-OPS-O-PR-0015-01 *Footplate Pass Document*

Separate groups-The policy of the company is only to allow separate groups on the railway if the members of the group who attend the railway have become members of the Society and are bound by the rules as to training as would be every other volunteer. At present there is only one separate group on the railway, the Bon Accord Locomotive Society.

(iv) Public

Members of the public are restricted to public areas, including operational carriages, and this is made clear by gates, barriers and warning signs. Most persons, other than the public, are volunteers or employees, and these will have had the appropriate training. The travelling public travel under the guidance and control of train, platform and catering staff.

Managing safety related information: Involvement and consultation with staff

The railway presently has no paid staff: all staff are volunteers who are members of the Royal Deeside Railway Preservation Society. At present the operation is relatively small and all staff sign on at the same place at Miton of Crathes station.

Staff have the opportunity to read notices and documents kept in loose leaf folders during the signing in procedure. All operational staff can be contacted by e-mail. Staff who are not on email are contacted by phone.

E-mail allows information to be disseminated quickly and also allows staff to put forward their views and concerns. Staff are aware that they must look at their e-mails regularly.

Staff have formal training and training on the job and the supervisor will advise them of changes at the safety briefing at the start of the operation and draw their attention to any documents or notices that they should be aware of (many of which staff will have received in advance by e-mail), and where necessary give details of the contents of the documents or notices.

Staff may contact the duty officer, or any director of the company to voice their concerns or with suggestions. The Royal Deeside Railway Preservation Society, from which volunteers are drawn, has a Committee, whose members seek and represent the views of working volunteers and other members of the Society on all matters, including safety.

Planning for an emergency

The basic responsibility for the procedure rests with the company and the emergency procedures are as below:-

Reference No. D-ALL-S-PR-0016-01 *Emergency Procedures*

On a daily basis the duty officer must ensure that in the safety briefing before operations are commenced that the operational staff are reminded of the relevant emergency procedures.

Train staff are trained in evacuation procedure from trains and the guiding of passengers if they have to leave the train.

Other staff, such as shop staff, are trained in the appropriate evacuation procedures.

Notices are provided where appropriate.

Train staff have mobile phones and are aware of how to contact the emergency services. A main trunk road runs alongside the North of the line for about a mile and a half and a footpath that allows vehicular access runs along the whole of the line to the South and access for emergency services would normally be straight forward. The only exception in a stretch of about 500 yards that runs alongside a sewage works near to the West end of the railway where vehicular access would be difficult although it might be possible to gain access through the sewage works. This section of the line is about one and three quarter miles from the end of the currently laid line and it is unlikely that track will reach that point for at least another 3 or 4 years.

First aid boxes are kept in the signing in room, in the shop and on operational trains.

Fire notices are posted as required and fire extinguishers are provided in buildings and on trains.

Responding to accidents and near misses

A incident and accident book is kept in the office at the Milton and all volunteers and employees are aware of the instruction that any incident or accident must be reported to the duty officer who will report such to the company and record details in the accident book.

The duty officer on being advised of the incident or accident will take the appropriate immediate action which may mean that certain measures are put in place at once, the relevant operation is suspended or in serious case the complete railway is closed . The duty officer may order staff involved in the incident to take no further part in operations until the matter has been reported to the company and the Company Secretary may suspend the relevant staff from duty until an investigation has been completed.

The duty officer will report the matter to the company and in a time scale depending on the seriousness of the incident or accident the company will discuss the matter internally and if appropriate, will undertake a revised risk assessment and issue new rules. Where appropriate on-site meetings will be held to understand the causes of the incident or accident with a view to improving safety. Lessons learnt will be brought to the attention of staff in notices on signing in and in particular during safety briefings.

If required the company will report the accident to HMRI/RAIB on the requisite form.

Internal auditing

An internal committee consisting of two suitably qualified competent members drawn from the experience and qualified members and the company secretary will keep a regular review at 12 monthly intervals of the safety management system. They will incorporate any changes required due to changing circumstances on the line and will ensure that any change required to the appendices have been incorporated. The other main function of the committee is to ensure that the Safety Manage-

ment System is being followed correctly and that the mechanisms in place ensure that this happens and that good practice is being followed.

A full review will be made bi-annually by the committee together with an independent suitably qualified person appointed by the company.

Appendices:

Operational management

The duty officer will ensure that sufficient staff are present to carry out the operation for that day.

The duty officer will ensure that safety briefing is carried out either by the duty officer or by a suitably qualified person depending on the type of operation. In the case of operations involving use of locomotives and other rolling stock an operations form which includes a safety briefing check must be completed prior to any operations taking place.

Reference No. D-OPS-O-PR-0017-01 *Operations Checklist and Safety Briefing*

Duty officers

The daily operations are under the control of the Duty Officer who is appointed by the company and a rota of qualified duty officers is displayed by the company on the Notice Board .

Duty officers are members of staff who are familiar with the operations of the railway and have served in various capacities and have undertaken the Duty Officer Course.

Reference No. D-OPS-O-PR-0018-01 *Duty Officer Course*

. The name of the duty officer shall be recorded in the signing in book and displayed prominently with his mobile phone number at a designated place on the notice board. Where there is some distance between parts of an operation the duty officer shall delegate responsibility to some other suitable person for a part he is unable to supervise.

Rule Book

The rule book (Reference No. D-ALL-A-PR-0019-01) is available in the signing in room and copies are kept in the guards compartments and in the locomotive cabs. Every operational member of staff is issued with a copy which is signed for and the records kept by the company secretary. The rule book is fully revised every 3 years but any earlier revisions are notified to the relevant locations and members of staff.

Notice boards

All staff on duty must sign in at the signing on room and should check that they are conversant with the formal operations and statutory notices displayed there and any amendments thereto.

A public notice board at the entrance to the station gives train service information and a warning that safety notices must be followed .

Notices are displayed at operational locations warning members of the public that certain areas are restricted and warning of dangers that may occur. The health and safety officer makes regular inspection to ensure that notices are kept up to date.

Formal operations notices and local instructions

New formal operations notices are placed on the notice board in the signing in room and operational staff will be made aware of these at the safety briefing. It is the responsibility of the duty officer or the person authorised to undertake the safety briefing to ensure staff are aware of new formal operations notices.

Local instructions will be given at the safety briefing or when relevant by the duty officer or other person authorised to do so.

Communication

The mobile phone number of the duty officer is displayed in the signing in room and at the safety briefing operational staff are reminded of it and also the duty officer will check that the driver and guard have each others mobile phone number. Reception on all parts of the line is good.

Staff are kept up to date by notices and briefings and courses and they may comment either to the duty officer or to an official of the company.

Maintenance management

Structures on the railway are inspected by a chartered structural engineer who reports to the company.

The permanent way team inspect and maintain the track on a regular monthly basis in accordance with an inspection and maintenance schedule.

Reference No. D-ENG-E-SC-0020-01 *Permanent Way Inspection and Maintenance Schedule*

When passenger operations are taking place a daily visual inspection is made of the running track and is logged on the appropriate form. (Appendix 6a above refers) and is kept in the operations checklist folder

On the first day of each week of operations (weeks run from Monday to Sunday inclusive) that a locomotive or other piece of rolling stock is used a detailed maintenance inspection is made and a checklist is completed .

Reference No. D-ENG-E-SC-0021-01 *Weekly Rolling Stock Inspections*

On subsequent days the member of staff undertaking the inspections will check the operations checklist folder to ascertain if the weekly inspection has been made and if it has been done will undertake the daily inspection and record it on the appropriate part of the operations checklist form. (Appendix 6a above refers)

The rolling stock that is used for operations is maintained on a regular basis by the locomotive, carriage and wagon group. All operational rolling stock is subject to an annual inspection to the former British Rail standards as amended for heritage railways. A schedule of maintenance is followed for individual rolling stock.

Records are kept at the company's office

Reference No. D-ENG-E-SC-0022-01 *Maintenance and Inspection of Rolling Stock.*

Reference No. D-ENG-E-SC-0023-01 *Maintenance and Inspection of Cranes*

Reference No. D-ENG-E=SC-0024-01 *Maintenance and Inspection of Forklifts*

Work by contractors is duly inspected by a person authorised by the company in conjunction with the health and safety officer.

Environmental policy

The company's Environmental policy is as laid out The Royal Deeside Railway Preservation Society Environmental Impact Assessment

Reference No. D-ALL-S-RE0025-01 *Environmental Impact Assessment*

Complaints

Staff discipline

Staff must act properly and safely at all times for the health and safety of other staff and of the public. Where a volunteer or employee is in breach of any rule the matter will be reported to the duty officer who will report it to the company who with the health and safety officer if appropriate will investigate the breach and if they consider that there has been a breach will decide if the matter is sufficiently serious to order immediate exclusion from the railway and its operations or to issue a written warning in the case of a less serious breach.. If a member of staff having been issued with a written warning then continues to commit a further breach the company may consider exclusion even if the breach is of a less serious nature.

Appeals

The member of staff who has been disciplined or excluded will be informed of the decision by the company secretary and will be advised that they have 14 days to appeal to the board of directors of the company. Within 14 days unless impracticable The board will convene and allow the member of staff to make representations prior to reviewing the decision. The member of staff will then be advised of the decision within 7 days.

Reference No. D-ALL-A-PR-0026-01 *Discipline and Appeals Procedure*

Public complaints

The company hopes that visitors to the railway will find their experience to it a worthwhile and enjoyable one. Complaints will be treated seriously and any complaint from a member of the public that cannot be dealt with on the spot by staff will be reported by the staff who receive it to the Duty Officer, who if he cannot resolve it will report it to the directors of the company and the health and safety officer if appropriate.

Inspection Records

Inspection records are held in the Company Office at Milton of Crathes, and include the following routine records -

Diesel Loco logsheet. Class 03(D2094)	D-ENG-E-SC-0028-01
Daily checklist BR Brake Van.	D-ENG-E-SC-0029-01
Ops. checklist/ safety briefing/ track inspection.	D-OPS-O-SC-0030-01
Battery electric multiple unit (79998 & 79999).	D-OPS-O-SC-0031-01
Operations and Daily Checklist Procedure.	D-OPS-O-PR-0032-01
Guards daily record of passenger numbers carried.	D-OPS-O-RE-0033-01
Diesel loco fault card.	D-ENG-E-RE-0034-01
Daily checklist sheet D2134	D-ENG-E-SC-0035-01
General Safety Inspection	D-ALL-A-PR-0037-01

Company Organisation

The Deeside Railway Company Limited

Duties and responsibilities as at June 2016.

Directors

David Allan- Maintenance and infrastructure

Chris Milburn -Operations, publicity and bookings

Keith Robertson -Finance and general management

Iain Taylor- Safety and training. **Company Secretary.**

Departments

Steam	Superintendent	Alexander Wilkie	
	Deputy	Craig Watt	
Diesel	Superintendent	David Allan	
	Deputy	Keith Robertson	
Carriage and Wagon	Superintendent	Harvey Pole	
	Deputy		
Permanent Way	Superintendent	Bill Halliday (Acting)	
	Deputy	David Cowie	
Catering and Retail	Superintendent	Sandra Pearson	
	Deputy	Sandra Guyan	
Training	Steam	Trainer	Keith Robertson-
		Examiner	TBC
	Diesel	Trainer	Harvey Pole
		Examiner	David Allan
	Guards	Trainer	David Allan
		Examiner	Iain Taylor