



A Charitable Incorporated Organisation registered with the Charity Commission Registered Number 1169995

The Railway Correspondence and Travel Society

HEALTH & SAFETY POLICY

1. GENERAL PRINCIPLES

- 1.1 The Railway Correspondence & Travel Society (RCTS) will maintain a Health & Safety (H&S) Policy that ensures the safety and well-being of all its members and others with whom it interrelates, and the Board of Trustees (BoT) is responsible for keeping this policy under regular review to ensure that it is always fit for purpose.
- 1.2 **ALL** RCTS members have a duty to follow this policy, keeping in mind their legal and moral responsibility to take care of themselves and others at all times.
- 1.3 Potential risks should be identified and, where required, mitigating measures put in place that reduce such risks to as low as is reasonably possible.

2. PHYSICAL INDOOR MEETINGS OF THE RCTS

- 2.1 These are mainly conducted at branch level, but national and regional meetings also take place each year. Any health and safety requirements applying to the premises used must be followed, and those responsible for the booking should ensure that these are made known to all those attending.
- 2.2 Detailed guidance on arranging and conducting branch meetings is provided in the Officers' Handbook which can also be applied to national and regional meetings. Specific guidance on Health & Safety is provided separately and applies to all Society meetings.

3. OUTDOOR EVENTS OF THE RCTS

- 3.1 These can take several forms and the organising RCTS member(s) must take care to ensure that the particular activity is planned, advertised and conducted in accordance with the requirements set out in this policy.
- 3.2 For visits to UK railway-related sites it is important to check beforehand what H&S policy may have already been established by the owners or operators at these locations and, if required, a pre-entry safety briefing should be given. All those participating in an RCTS-organised event must follow whatever instructions are given at such briefings.
- 3.3 Any organiser of an overseas Society-based tour should advise all participants to take out sufficient travel insurance before departure. Details of emergency contacts back in the UK should be obtained but, in accordance with UK GDPR legislation, this information should be destroyed upon the safe return of the RCTS party to the UK.
- 3.4 Just as in the UK, foreign railways and related establishments have strict H&S policies in place. The organiser(s) of RCTS holidays must endeavour, as far as is reasonably practical, to follow this policy and any additional guidance as for visits to UK railway-related sites.

4. OTHER ISSUES

- 4.1 This H&S Policy applies to the premises leased by the RCTS at Leatherhead station for its Archive and Library. All visitors are expected to abide by this policy and follow any instructions given by those supervising activities here.
- 4.2 Society Rule 9 requires everyone undertaking Society visits to “*abide by the requirements (as advised) of appropriate safety legislation and must obey the directions given by leaders of the party and by any appointed guide or representative(s) of the authority granting the visit. Failure to behave in a safe fashion or obey these instructions will lead to a report being placed before the BoT, which may result in expulsion of the member concerned, with forfeiture of membership.*”
- 4.3 This H&S Policy is a ‘living’ document to be revised whenever necessary. Any member is welcome to propose improvements or query items which might cause confusion. Please contact the Society Secretary email: secretary@rcts.org.uk with your suggestions and comments.

Richard Morris

RCTS Society Secretary