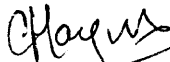
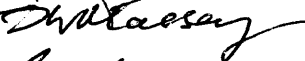
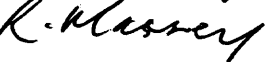




Great Western (SVR) Association Policies

Approved

Date 13th October 2018

Approvals

| Name of Trustee | Date | Signature |
|-----------------|------------|---|
| Chris Haynes | 13/10/2018 |  |
| David Massey | 13/10/2018 |  |
| Robert Massey | 13/10/2018 |  |
| Mick Haynes | 13/10/2018 |  |
| Gareth Price | 13/10/2018 | |
| Columb Howell | 13/10/2018 |  |
| Graham Gardener | 13/10/2018 | |

Risk Management

Health and Safety and Volunteers

The volunteers working on behalf of the Charity are involved in engineering tasks on its assets and sales.

These take place on Severn Valley Railway locations and to SVR Company working standards and policies.

The policies and frameworks are

- Risk assessments in document RISKASSESS
- COSSH safety guidelines in COSSH1 to COSSH6
- Insurance is covered by all volunteers also being members of the SVR and having signed on for the day when and where working
- All C&W safety policies and training
- Bewdley C & W Ladder list
- GW(SVR)A Machinery list

Introduction to risks to the Trust

This policy forms part of the Trust's internal control and governance arrangements. It sets out the Trust's underlying approach to risk management, documents the role of the Trustees and outlines key aspects of the risk management process.

Approach to risk management

1. The Trustees of the Great Western (SVR) Association have responsibility for overseeing risk

management, and acknowledges its responsibility for identifying and managing the risks facing the Trust. These include risks in the following areas:

- governance
- operations
- finances
- environmental or external factors
- compliance with the law and regulations.

(The Appendix sets out the types of risk to be taken into account.)

2. The Trustees will discharge its responsibility by:

- ensuring that a culture of risk management is embedded throughout the Trust's activities;
 - communicating the charity's approach to risk and set standards of conduct expected of staff
 - ensuring that risk management is included in the development of plans, budgets and when considering strategic decisions;
 - approving all major decisions affecting the charity's risk profile or exposure, after consultation with members if the decisions have novel or contentious features;
 - satisfying itself that less fundamental risks are being actively managed and controlled;
- and

- regularly reviewing the Trust's approach to risk management and approve any changes to this policy

Risk to its heritage assets

3. The Trustees recognise the importance of protecting railway heritage and in particular the heritage assets owned or managed by the Trust. Accordingly, it will seek to manage risks in a way which minimises the likelihood of outcomes which threaten the viability of the Trust. It will do this by:

- identifying and mitigating major risks arising from current activities;
- taking decisions which change the scope or scale of the Trust's activities only after considering the potential risks and being satisfied that they are manageable; and
- keeping external factors under review to identify any potential new risks.

In order to keep risk to a tolerable level, the Trustees will review whether risks can be:

- avoided: by ceasing an activity or action;
- transferred: by passing responsibility to a third party (e.g. through insurance, outsourcing etc.); or
- limited: by improving systems to reduce exposure before deciding to accept any remaining risk.

The Trustees has zero tolerance for breach of legal requirements relating to safety. If any such breaches occur, it will take all reasonable steps to ensure that they do not recur.

In respect of financial risks, the Trustees will maintain reserves in accordance with a published reserves policy, which will be kept under review. Assets owned by the Trust, or managed by the Trust (e.g. items on loan to museums) will be insured where the value is material. Financial procedures will generally require authorisation of two Trustees for any expenditure commitment not requiring specific Trustees approval to minimise the risk of fraud or of expenditure being incurred in appropriately.

Risk management process

4. The Trust's risk management process involves the following elements:

- a review of risk management over the previous year, including any corrective action

taken to improve risk management;

- evaluation of identified risks using a structured risk assessments;
- management of risks through identification of mitigating actions, assigned to specific individuals; and
- review of the framework and issues arising at each Trustees meeting, including the effectiveness of mitigating actions, with a written risk report annually if necessary

Investment Policy

The Treasurer and Chairman are joint signatories on all accounts.

No loans or overdrafts are permitted without unanimous approval of the Trustees.

The following accounts are approved

- Current account (HSBC Bank)
- CAF account
- Cambridge and Counties Bank

The treasurer can make recommendation to a Trustee Meeting for approval to open new account or to close an account as he sees fit.

Introduction

1. This policy relates to the management by the Trust of its cash balances, and to potential borrowing. It does not therefore relate to charitable expenditure in support of the Trust's objects.
2. Although the Trust is responsible for a number of Restricted Funds, it manages its cash and investments on a pooled basis. However, the policy set out below recognises the risks associated with different activities, and the reserves policy that has been adopted for these different activities.
3. The Trust's policy seeks to achieve a balance between returns and liquidity.

Policy

4. The Treasurer has delegation to move funds between an instant access savings account and a current account to maintain sufficient funds in the current account to meet short-term commitments (cheques issued and standing orders).
5. All other decisions about the disposition and investment of funds are to be taken by the Trustees.
6. In normal circumstances, investments will only be made in notice or term accounts. Investment in shares and other types of financial instrument which involve a capital risk will only be considered after seeking the views of members.

7. The Trustees will have regard to financial projections contained in the regular reporting by the Treasurer and any interim updates to it in making investment decisions. It will in particular take account of the following considerations:

- the need to match the availability of funds to likely future charitable expenditure requirements; and
- the need to have access to sufficient funds to meet unexpected costs, while recognising that risks reflected in the reserves policy are unlikely to materialise in all areas of activity at the same time.

8. The Trustees accept that putting funds in term deposit accounts will generally generate higher interest income than instant access accounts. It considers that deposits with a term or notice of up to three months will not unduly compromise liquidity. Where commitments are only expected to arise in future years, funds may be put in accounts with a term or notice of up to 12 months. Deposits with a notice period of more than 12 months will only be considered after seeking the views of members.

9. Any decision to borrow funds will be taken by the Trustees. In normal circumstances, borrowing will only be considered if there is a reasonable prospect of sufficient additional income being generated by the project for which funds are to be borrowed to service the loan and repay it over a period not exceeding five years. If this condition is not met, the Trustees will seek the views of members before taking a decision.

Review

10. The Trustees will review this policy on an annual basis.

Conflicts of Interest

Since no Trustees are paid by the Charity nor receive paid contracts from the Charity there should be few if any conflicts of interest.

However, should a matter come before the Trustees where a conflict may exist then the Trustee concerned must make his interest clear to the Chairman before the item is discussed and should not take an active part where decisions are made.

What is a conflict of interest and what issues does it raise?

1. A conflict of interest is any situation in which a Trustee's (or a partner's) personal or pecuniary interests or interests which they owe to another body arise simultaneously or appear to clash.
2. We recognise that it is possible that such conflicts of interest may occur. The issue is not the integrity of the Trustee concerned but the management of any potential to profit from a person's position as Trustee or for a Trustee to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the company's reputation, so conflicts need to be managed carefully. Provisions relating to the avoidance or management of conflicts of interest for Trustees are contained in the Companies Act 2006.
3. The need to declare and manage conflicts of interest does not just apply to Trustees. The Committee on Standards in Public Life (the Wicks Committee) set up by the Government with the aim of ensuring the highest standards of propriety in public life acknowledged the need to declare and manage conflicts of interest in its "Seven Principles of Public Life" which it

believes should apply to everyone who holds a public office. These principles state that holders of public office should declare any private interests relating to their public duties and should take steps to resolve any conflicts in a way which protects the public interest.

Managing conflicts of interest

6. All Trustees need to be alert to possible conflicts of interest which they might have and to how they can minimise the effects. A key aspect of minimising the effects of conflicts of interest is to be open and transparent about such situations as and when they arise. All Trustees should advise the Secretary of any actual or potential conflicts of interest of which they are aware as they arise.

Procedures to follow when a Trustee is subject to a conflict of interest

7. The removal of the Trustee concerned from the decision-making process, in relation to that conflict.

8. Managing the conflict of interest once a decision has been made.

9. Recording details of the discussions and decisions made.

10. At the beginning of any meeting, every Trustee should declare any private interest which he or she has in an item to be discussed and certainly before any discussion of the item itself.

Simply declaring that a conflict exists and withdrawing from the discussion and any decision making will be all that is required if the Trustee is not receiving any material benefit as a result of the conflict of interest.

Volunteer Management

All volunteers are also members of the SVR and are covered by the SVR volunteer policy. "Volunteer Code of Conduct".

All volunteers are given jobs according to their interests and skills with training.

The Association is non-discriminatory

Definition and role of Volunteers

1. The definition of a volunteer is someone undertaking voluntary work which is defined as an activity carried out unpaid on the Severn Valley Railway with the aim of benefitting the Railway.

2. The Great Western (SVR) Association ("the Trust") offers opportunities for volunteers in a number of roles, including:

- working on the restoration of the Trust's historic carriages at Bewdley;
- working on its locomotive 9303 (aka 7325) at Bridgnorth and elsewhere
- volunteering in the Association's shop at Bewdley
- showing visitors around Bewdley station and yard at galas

Recruitment and selection

3. The Trust welcomes new volunteers. No previous experience is needed, as appropriate training and supervision are given. The Trust adopts a positive recruitment strategy.

4. All potential new volunteers wishing to work on carriage or locomotive restoration should make contact with the Chairman in the first place to discuss previous experience and interests and possible roles in the Trust's restoration programme. Mick Haynes at the moment is the main point of contact for anyone wishing to volunteer.

Guidance to Volunteers

8. We ask Volunteers to:

- Commit to our aims and values and be a positive advocate of the Trust
- Aim for high standards of efficiency, reliability and quality giving the best of their skills and abilities
- Treat everyone you come into contact with through your role with dignity and respect, understanding that no form of harassment, bullying or discrimination will be tolerated
- Support and act in accordance with the Trust's policies, procedures, guidelines and management decisions including all aspects of health and safety and data protection and safeguarding (if you are not sure of any policy or procedure, please ask)
- Be accountable for your behavior and be open to feedback
- Attend briefing and training sessions when requested
- Dress appropriately taking into consideration their responsibilities and the role they will be undertaking
- Not to post defamatory remarks or details of any incidents/accidents on the Trust, onto social media or websites
- Not to make any comments to the media that are not first approved by a Committee member
- Let someone know if there are changes in your personal circumstances that may affect your volunteering

Induction and training

9. All volunteers will be given training appropriate to the role in which they are working.

10. New volunteers will be required to attend an induction course run by an appropriate person, and to have an SVR staff ID card. This to ensure appropriate understanding of the safety issues related to working on the Severn Valley Railway, and also to ensure that the Trust's volunteers are properly insured when working on the railway.

11. Volunteers transferring from other departments must provide details that their volunteer ID is current.

Working arrangements

12. All volunteers must sign on in the appropriate signing in book before starting work, and must sign off at the end of each session. In doing so, volunteers are confirming that they comply with the requirements for working on the Severn Valley Railway, and in particular that they are fit to work on that day. This also provides insurance whilst working.

Support and supervision

13. The volunteer coordinator for the carriage restoration programme and for galas and special events is currently Mick Haynes. In particular, he will supervise work undertaken by regular working

parties at Bewdley. In his absence, the next most senior volunteer present will undertake this role.

14. If Trust volunteers at Bewdley are working alone, they should notify the person in charge at Carriage site at Bewdley at the beginning and end of the work session.

15. The Trust will treat all volunteers with respect and dignity and will deal with volunteers' concerns in a sympathetic manner.

Insurance

16. Volunteers must sign on (and off) each time they report for duty. In so doing, they certify that they comply with the requirements for working on the Severn Valley Railway. Each volunteer is then covered in respect of Employer's Liability by the insurance policy held by the Severn Valley Railway.

Expenses

17. Expenses are not normally paid to volunteers. If, exceptionally, a volunteer is required to travel to a place away from the Severn Valley Railway on Trust activities, and wishes expenses to be repaid, approval should be sought in advance from the Chairman, or in his absence the Treasurer of the Trust.

Copyright and Confidentiality

18. All written material created and held on paper or electronically which was acquired during the course of your involvement with the Trust is the Trust's property and copyright.

This should not be used or passed to a third party without the express permission of the Chairman.

19. The Trust will ensure that all data relating the personal information on volunteers is dealt with in accordance with the SVR Data Protection Policy. Personal information held on volunteers will not be passed on or sold to third parties. Volunteers are able to request and receive access to their personal information.

Handling Complaints

The SVR has the following policies OFF-POL-217 and NBI-H-427 describing the process for the handling of complaints.

Complaints should be addressed to the Chairman of the Great Western (SVR) Association at Bewdley Station who will liaise with the Volunteer Liaison Officer to jointly resolve the issues raised.

The Association will promptly try to solve internally but if that is not possible will follow the SVR policies for Complaints and harassment listed above.

Review of Financial Controls

The Trust will:

1. Ensure any matters raised in the auditor's report have been acted upon
2. Include in all trustee meetings a review the current financial position and minute action on controls should there be any cause

Health & Safety Appendix Types of Risk

| Risk Category | Examples |
|------------------------------------|---|
| Governance risks | <ul style="list-style-type: none">• Inappropriate organisational structure• Trustee body lacks relevant skills or commitment• Conflicts of interest |
| Operational risks | <ul style="list-style-type: none">• Operational safety• Poor staff recruitment and training• Theft or damage to assets |
| Financial risks | <ul style="list-style-type: none">• Inaccurate financial information• Inadequate reserves and cash flow• Inadequate investment management policies• Fraud |
| External risks | <ul style="list-style-type: none">• Errors and timing problem with reporting to Charities Commission• Major adverse publicity leading to lack of confidence with donators• Turbulent economic environment• Governmental policy affects costs and processes |
| Compliance with law and regulation | <ul style="list-style-type: none">• Acting in breach of trust• Lack of knowledge about relevant legislation• Poor knowledge of Charitable regulations (other than reporting) |