



Version 2.6 (Issued February 2023)

WESTERN LOCOMOTIVE ASSOCIATION LTD

Guidance for Volunteers, Committee & Working Members



www.westernlocomotives.co.uk

The Western Locomotive Association Limited is the owner of D1013 Western Ranger and D1062 Western Courier on the Severn Valley Railway, Bridgnorth, Shropshire and is a Company Limited by Guarantee Registered number 3873466

Registered office: 5 Prospect Place, Millennium Way, Pride Park, Derby, DE24 8HG
The WLA is registered as a charity under number 1115058

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1. Welcome!

- 1.1 Welcome to the Western Locomotive Association (WLA), which was formed as long ago as 1974, before the British Rail Class 52 “Western” diesel hydraulic locomotives were withdrawn from traffic! Since then, the WLA went on to become the proud owner of D1062 Western Courier, whilst looking after D1013 Western Ranger from its withdrawal date in 1977, until D1013 was finally purchased by the WLA in 2004.
- 1.2 Looking after two former main line locomotives is a massive undertaking with limited amounts of cash and resources available. In fact, the WLA is totally reliant on support from its membership base and from its volunteers to look after not just the locomotives but also to run the WLA as a Company, not only as a registered charity but also as a business in its own right. Indeed, the success of the WLA is dependent upon support from people who have a cross-section of skills, whether it be from basic jobs such as scraping and painting metal, to understanding and dealing with complex engineering tasks relating to bogies and engines or helping out with difficult management and administrative issues.
- 1.3 The ongoing future of the success of the WLA will always be dependent upon the support and goodwill of its Member and Volunteers, working to the very best of abilities, in order to maintain our passion to preserve and operate what we believe to be amongst the very best locomotives in private railway preservation.
- 1.4 The WLA is very much aligned with the guidance offered to volunteers through the SVR’s Volunteer Staff Handbook, which provides essential basic information about being a volunteer on the SVR, setting out a code of practice on which staff-volunteer teamwork is based. Volunteering is fully inclusive, open to all, and welcomed whatever ethnicity, gender, age or disability for individuals, juniors, seniors and for families.
- 1.5 These notes are just to provide a basic overview of what’s required, if you wish to become a Committee or Working Member of the WLA, or to work alongside as a Volunteer. These notes should not be seen to be a complete and comprehensive guide to cover every aspect of work.

2. Equality, Diversity and Inclusion Policy

- 2.1 The Western Locomotive Association Ltd (WLA) is committed to encouraging equality, diversity, and inclusion amongst our volunteer workforce, and eliminating unlawful discrimination.
- 2.2 The aim is for our volunteers to be representative of all sections of society and for each volunteer to feel respected and able to give their best.
- 2.3 The WLA - in providing services to the Severn Valley Railway (SVR) and its members is also committed against unlawful discrimination of any members, customers or the public.
- 2.4 For further details of this policy, please see Appendix I

3. Environmental Policy

- 3.1 The WLA has an Environmental Policy to ensure that it conducts its operations in an environmentally responsible manner.
- 3.2 The WLA complies with the Severn Valley Railway's legal and other requirements, relating to the delivery of its Heritage Railway Experience in the Tourist Sector. It is committed to preventing pollution and continually improving its environmental performance, reducing its Carbon Footprint, whilst maintaining good relations with all regulatory bodies.
- 3.3 In particular, the WLA actively supports a carbon off-set plan to help enable wild forest revitalisation in the Highlands of Scotland.
- 3.4 The WLA seeks ways to avoid or minimise WLA's life cycle impacts through high quality maintenance (equivalent or better to British Rail specifications and current Standards).
- 3.5 The WLA seeks ways to consistently improve human welfare through the protection of natural capital through the avoidance and reduction of pollution, involving Noise, Air, Water, Contamination of land and Groundwater.
- 3.6 Further details of the WLA's Environmental Policy can be found in Appendix II

4. Working Members

4.1 Becoming a Working Member

- 4.1.1 To become a working member, you must be a fully paid up member of the WLA and you must also be a member of the Severn Valley Railway (SVR) for insurance purposes. You must also register with the SVR's Volunteer Liaison Office (VLO) and undertake an induction course with other members who wish to become a Working Member on the SVR.
- 4.1.2 If you just wish to do just one or two days' work with an existing WLA Working Member then, that is acceptable, so long as you work under supervision. People below the age of 18 may also help as a Working Member but must be closely supervised by their responsible person and not undertake safety critical work which can only be carried out by competent, skilled people.
- 4.1.3 On occasions, it may be possible to work on WLA components from home, with permission from a Director or the Maintenance & Standards Engineer.

4.2 Place of Work

- 4.2.1 The normal place of work for Working Members will either be at our workshop facilities at Bridgnorth Motive Power Depot (Bridgnorth MPD) or at Kidderminster Traction Maintenance Depot (Kidderminster TMD).
- 4.2.1 When working at Kidderminster TMD, you will need to have an induction course to familiarise yourself with all the safety aspects unique to this purpose-built building such as open pits, cranes, emergency exits, lighting, power supplies etc.

4.2.2 From time to time, meetings are organised for Working Members to help agree plans for the year ahead or to discuss ongoing projects within the WLA. These meetings usually take place by Zoom or on location at Bridgnorth or Kidderminster Museum.

4.3 Safety Workwear, Use of Tools, Equipment & Spares

4.3.1 The basic requirement to work on our locomotives and in our workshops is for you to wear overalls and steel toe-capped boots, which will need to be provided by yourself. When using power tools or undertaking hazardous work, you will be expected to wear the appropriate protective gear and comply with all Health & Safety requirements.

4.3.2 When carrying out tasks, you will be expected to use the correct tools and appliances for the nature of the work involved. If you know or suspect that any of the tools are faulty or incomplete, then you must inform the person in charge of work.

4.3.3 When borrowing tools from the WLA, it is your responsibility to return them to their normal place of storage preferably immediately after use or at the end of each day, (unless they are needed in place for work in progress where it is totally impractical to return them).

4.3.4 Specialist tools may only be transferred between Bridgnorth & Kidderminster sites with the knowledge and permission of the Engineering Coordinator and/or Maintenance & Standards Engineer, preferably confirmed in writing by email. Except in special circumstances, normal hand tools should not be removed from site and away their normal place of storage.

4.3.5 Under no circumstances are WLA tools, equipment or spares to be removed, borrowed, or scrapped from the WLA sites, unless you have written permission from a Director.

4.3.6 Any tools, spares or equipment loaned to other groups or individuals, MUST have a written WLA Agreement in place, signed by at least TWO Directors, covering the terms of use and return.

4.4 Undertaking Work

4.4.1 Before undertaking any work on a locomotive or on site, it is a legal requirement that you sign on in accordance with the SVR's signing on procedure and sign-off at the end of your workday.

4.4.2 Please note that the SVR has a very strict safety policy and expects all volunteers to use safety equipment provided and have method statements and risk assessments in place for hazardous jobs. In addition, there are procedures in place for you to report any safety concerns and expects any accident or incident to be reported. Should there be a PICOS (Person in charge of Safety) in place, then you will be expected to abide by any instructions given at any time.

4.4.3 Particular attention must be paid to "working at height" rules where these simple steps must be followed:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

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- 4.4.4 Before undertaking any actual work, please make sure that the tasks are required with one of the regular Working Members. Please bear in mind that some aspects of work may be “work in progress” with an existing Working Member who may be acting as a “Project Manager” and therefore, do not assume that any work can be just carried out without cross-checking first. If you are not sure, please ask!
- 4.4.5 If you happen to be working alone on a locomotive or on a WLA site, then please make sure that you inform someone on the SVR that you are working alone, so that they can check on your safety from time to time. Unless you are specifically qualified, you cannot work completely alone on any SVR site as a whole.
- 4.4.6 Please be prepared to follow instructions on any tasks that require specific requirements or where the Working Members need to work as a team. Under no circumstances is the authority of the person in charge of work to be disregarded or undermined. Likewise, when working as a team, then you must fully co-operate and help to the best of your ability to ensure that work can be completed safely and competently.
- 4.4.7 Any work carried out by you as a Working Member should be recorded, with a brief detail of work undertaken provided to your Project Manager. Please note that it is extremely important that any maintenance work carried out on the locomotives is recorded and signed off. A “Repairs Arising Sheet” should be completed (see Appendix III) and returned to the WLA Maintenance & Standards Engineer. Any doubt in completing or filing this form, please ask!
- 4.4.8 When working with other Working Members, you will be expected to work in a friendly and courteous manner. Please bear in mind that you will be working with people with differing backgrounds and skill sets which helps make the WLA the success that it is today. A degree of understanding will be required to “accept people for who they are” and that not everyone will think the same way as you!
- 4.4.9 Existing Working Members must understand that new Working Members or prospective Working Members will help to secure the future of the WLA and therefore, it is absolutely essential that these Members are made to feel welcome and treated in a friendly, courteous and helpful manner.
- 4.4.10 Whatever your position within the WLA there is no room for undeserved criticism, rudeness or ridicule to another Member and if you feel that you are being victimised or bullied in any way by any individual(s), you must notify the person in charge of work and/or report the matter to a Director of the WLA, preferably in writing, outlining the circumstances. In serious circumstances, any Member may risk suspension or expulsion if it is found that there have been instances of bullying or similar.

4.5 Purchasing Goods or Services and Benefits

- 4.5.1 From time to time, there may be the need to purchase goods or services for the WLA. Some members may wish to purchase items themselves and claim back from the WLA. Other items may be purchased direct by the WLA or on behalf of the WLA by the SVR. For items under £1,000 the purchase must be approved in advance by at least one Director. For items over £1,000, then a purchase order form will need to be raised against a quotation, with approval of at least two Directors. For items over £5,000, the Directors would normally expect to see three alternative quotations before approval.

- 4.5.2 Payments for goods and services paid for privately by WLA Members will normally be paid for by BACS or cheque, against a valid receipt, approved by a Director. No reimbursement will be made without documentation (preferably an invoice), for expenses incurred by individuals on behalf of the WLA.
- 4.5.3 No goods or services may be ordered through or on behalf of the WLA without the approval at Director level.
- 4.5.4 Travelling, hotel, meals and refreshment expenses will normally be paid from your own account although consideration can be given by the Directors in exceptional circumstances, approved in advance.
- 4.5.5 No WLA Member may receive rewards or stand to gain any personal benefit from any supplier, without approval of the WLA Committee.
- 4.5.6 Regular Working Members are recognised by the SVR and are entitled to benefits such as free car park passes, travel passes and free tickets. However, to retain these benefits you must be seen to be as a regular Working Member each year (whichever Group you work with or belong to). Where Footplate Crews are concerned, your duties are considered by the SVR to be a privilege and therefore, you must be prepared to help out with the Group or the SVR as a Working Member in general, and not just solely on the Footplate.

5 Committee Members

- 5.1.1 Becoming a Committee Member
- 5.1.2 Should a Committee post become vacant during the year; you may agree to be co-opted on to the Committee, if you feel that you have the skills for the post and you agree.
- 5.1.3 Each Committee Member is elected to the respective post each year at the Annual General Meeting (AGM), through a Proposer and a Secunder, followed by a show of hands. In theory, it would be possible to have more than one person to be put forward for any one post. Prior to the vote, you will be given the opportunity to say a few words as to why you would like to put your name forward.

5.2 Place of Work

- 5.2.1 Your work as a Committee Member will either take place from your home or place of work or on a WLA/SVR site. Committee Meetings are normally held two or three times a year and usually held as Zoom Meetings or at the SVR Kidderminster Museum but may take place at other locations.
- 5.2.2 All Committee Members are expected to attend the AGM and provide both an electronic report to the Secretary in advance and a verbal report of their duties of the year to Members in attendance. If it is not possible to attend, you will need to let the Secretary know in advance and submit an electronic report to the Secretary, where your report will be provided to the Membership verbally, on your behalf. The AGM is normally held at the SVR Kidderminster Museum or in Central Birmingham in November of each year.

5.3 Requirements to become a Committee Member

- 5.3.1 As a WLA Committee Member you must undertake your work to the best of your ability and in circumstances where you feel that you need any help and assistance, you must be prepared to ask.
- 5.3.2 During your role of a Committee Member, you must act at all times in the best interests of the WLA and not let your position become compromised by accepting rewards or stand to gain any personal benefit from any supplier, without approval of the WLA Committee.
- 5.3.3 For Committee Meetings, you must be prepared to submit an electronic report to the Secretary both before the meeting and also verbally at the meeting to other Committee Members. This is to outline the activities for your area of responsibility. If you cannot attend a Committee Meeting you must let the Secretary know and submit an electronic report outlining your activities.
- 5.3.4 As a Committee Member you will need to work as part of a team and to be seen as polite and helpful as possible to other WLA Members with any aspects of your responsibilities.
- 5.3.5 When attending meetings or working with other WLA Members you will be expected to treat others with respect, to work in a friendly manner and to understand that any form of verbal abuse or unwarranted personal criticism, will not be accepted or tolerated.

6 Summary

- 6.1 You can be assured that any positive contribution for the good of the WLA will be very much appreciated, not just by the people you work with but by the Board, Committee and the Membership as a whole.
- 6.2 The ultimate aim of the WLA is to ensure that all WLA Members have an enjoyable, worthwhile and rewarding experience, contributing towards our ongoing passion to achieve the very best locomotives in preservation.

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APPENDIX I



Version 1.0 (Issued February 2023)

WESTERN LOCOMOTIVE ASSOCIATION LTD

Equality, Diversity and Inclusion Policy

The Western Locomotive Association Ltd (WLA) is committed to encouraging equality, diversity and inclusion among our volunteer workforce, and eliminating unlawful discrimination.

The aim is for our volunteers to be representative of all sections of society and for each volunteer to feel respected and able to give their best.

The WLA - in providing services to the Severn Valley Railway (SVR) and its members is also committed against unlawful discrimination of any members, customers or the public.

1. Purpose

This policy's purpose is to:

- 1.1 Provide equality, fairness and respect for all in of our activities employment, whether temporary, part-time or full-time.
- 1.2 Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
- 1.1 Oppose and avoid all forms of unlawful discrimination, including dealing with opportunities, training, grievances and discipline.

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2. Our commitments

The WLA commits to:

- 2.1 Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense, within a volunteer organisation.
- 2.2 Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all volunteers are recognised and valued.
- 2.3 Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow members, customers, suppliers, visitors, the public and any others in the course of the WLA's activities.
- 2.4 Such acts will be dealt with as misconduct under the SVR's grievance and/or disciplinary procedures, and appropriate action will be taken. In serious circumstances, any Member may risk suspension or expulsion if it is found that there have been instances of bullying harassment, victimisation and unlawful discrimination or similar.
- 2.5 Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from the Harassment Act 1997 could be a criminal offence.

3. Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by WLA Board and WLA Management Committee.

4. Our disciplinary and grievance procedures

Details of the SVR's grievance and disciplinary policies and procedures can be found in the SVR's Staff Handbook. In the first instance, if you feel that you are being victimised or bullied in any way by any individual(s), you must notify the person in charge of work and/or report the matter to a Director of the WLA, preferably in writing, outlining the circumstances, as detailed in the WLA's Guidance for Volunteers, Committee & Working Members document.

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APPENDIX II



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WESTERN LOCOMOTIVE ASSOCIATION LTD

Environmental Policy

1 Purpose

To ensure that the Western Locomotive Association Ltd (WLA) conducts its operations in an environmentally responsible manner.

2 Principles

The WLA will comply with the Severn Valley Railway's legal and other requirements, relating to the delivery of its Heritage Railway Experience in the Tourist Sector. It is committed to preventing pollution and continually improving its environmental performance, reducing its Carbon Footprint, whilst maintaining good relations with all regulatory bodies.

This will be achieved by:

- Providing visible leadership from the WLA's Chairman and WLA Board.
- Promoting a positive environmental culture throughout WLA, by engaging its Volunteers, Contractors and others delivering our locomotive operation.
- Actively supporting a carbon off-set plan to help enable wild forest revitalisation in the Highlands of Scotland.
- Seeking ways to avoid or minimise WLA's life cycle impacts through high quality maintenance (equivalent or better to British Rail specifications and current Standards).
- Consistently aiming to improve human welfare through the protection of natural capital through the avoidance and reduction of pollution, involving Noise, Air, Water, Contamination of land and Groundwater.
- Adopting environmental enhancements where practicable, including applying the SVR's "Reduce, Reuse, Recycle" model and to use sustainable materials and processes within its operations.
- Communicating regularly with those affected by WLA operations including WLA Volunteers, Members and Employees of the SVR.
- Assisting the SVR wherever possible in Implementing an Environmental Management System that is in line with the requirements the International Standard ISO14001.

3 Applicability, Implementation & Resources

This policy applies to all aspects of the WLA operations in association with the SVR. Implementation within SVR is through the SVR Management System, while implementation by suppliers and industry partners is achieved through contracts and agreements developed by the SVR Management Team in accordance with the Management System.

The WLA and SVR will ensure the availability of resources needed to implement this policy and ensure that it remains effective and relevant through regular reviews and updates.

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APPENDIX III



Loco Number:	Exam Number:
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REPAIRS ARISING SHEET (for all Maintenance Work)

No.	Job Description	Safety Critical	Signature:

	Work Completed Date:	Completed By Signature:
	If Safety Critical Checked By Name:	Authorised Signature:

Form to be completed and returned to Robin Jones - Maintenance & Standards Engineer or emailed to: robinjones63@hotmail.com