	<p style="text-align: center;">STR – Safety Management System Section 8.3.5 Staff & Volunteer Communication & Consultation Arrangements</p>	<p>REF: SMS 8.3.5 ISSUE: 01 DATE: May 2021 PAGE: 1 of 2</p>
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8.3.5.1 Requirements.

Legislation requires the STR to have in place arrangements for consultation and involvement of its staff and volunteers on health and safety matters which include:

- Providing information.
- Instruction.
- Training.
- Engaging in consultation & communication with staff & volunteers on the STR Health & Safety Management System and associated procedures to achieve their full participation in the management of health and safety leading to a legally compliant and safe railway.

Additionally, the STR has various means of communication on other matters to its staff and volunteers which keeps them informed on plans etc and provides a means of STR staff and volunteers gaining access to the STR Board of Trustees to share information, ask questions etc.

8.3.5.2 Arrangements.


Consultation with STR staff and volunteers is undertaken for the following Health & Safety related subjects:

- Content of / updates to the STR Safety Management System.
- STR Health and Safety Policy.
- Any Health and Safety Risk Assessments, procedures or rules.
- Health and Safety Training.
- Introduction of new work equipment, machinery, or procedures.

The STR uses several means of communication including formal and informal briefings, notice boards, the STR SharePoint system, issue of health and safety updates, and briefing notes etc.

8.3.5.3 Applicable Legislation.

The Health and Safety (Consultation with Employees) Regulations 1996.

	<p>STR – Safety Management System Section 8.3.5 Staff & Volunteer Communication & Consultation Arrangements</p>	<p>REF: SMS 8.3.5 ISSUE: 01 DATE: May 2021 PAGE: 2 of 2</p>
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8.3.5.4 References.

L146 Edition 2 10-2014 Consulting Workers on Health and Safety.

Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

Approved Codes of Practice and guidance.

INDG 232 Rev 2 04-2013 Consulting Employees on Health and Safety A brief guide to the law.

8.3.5.5 Documentation.

STR Safety Management System.

Risk Assessments.