

ROLES & RESPONSIBILITIES

Statement of Duty Holders

Lapford Mill Miniature Railway Project

1. Purpose

This document defines the roles, responsibilities, and safety duties associated with the construction and operation of the 7¼" gauge miniature railway located at Lapford Mill, Devon.

The aim is to ensure clear allocation of responsibilities for:

- Safety management
- Volunteer supervision
- Railway operations
- Land use

This arrangement reflects current private ownership and is intended to remain valid following the formation of a future operating body (e.g. Community Interest Company).

2. Duty Holders

Landowner

Name: Alex Gater

Role: Owner and occupier of Lapford Mill grounds

Operational control rests with the Railway Operator, not the Landowner.

Responsibilities

- Providing permission for railway use of agreed land areas.
- Maintaining overall site condition so far as reasonably practicable.
- Informing the Railway Operator of known site hazards, including water features.
- Ensuring access arrangements are agreed and understood by all parties.
- Maintaining appropriate landowner and public liability insurance where applicable.

The Landowner is NOT responsible for:

- Railway construction methods or engineering decisions.
- Volunteer supervision during construction or operational activities.
- Operation of locomotives or rolling stock.
- Engineering safety of railway equipment.
- Passenger operations.

Railway Owner / Operator

Name: Alistair Hall**Role:** Owner and controller of railway equipment and activities*The Railway Operator holds full operational authority during all railway activities.*

Responsibilities

- Safe planning and execution of all railway construction activities.
- Volunteer management and supervision throughout works.
- Preparation, maintenance, and review of all risk assessments.
- Safe operation of locomotives and rolling stock.
- Ensuring valid certification of all steam locomotives is maintained.
- Maintaining appropriate operational insurance.
- Providing competent persons for driving and steaming locomotives.
- Establishing and enforcing safe systems of work.

Team Leader / Supervisor

Responsibilities

- Direct supervision of volunteers during all activities.
- Delivering safety briefings and inductions at each session.
- Monitoring safe working practices throughout the session.
- Stopping unsafe activities immediately and without hesitation.
- Maintaining the attendance register.
- Acting as the first point of contact during emergencies.

Volunteers

Responsibilities

- Following instructions from supervisors at all times.
- Attending safety induction before commencing any activity.
- Using PPE as required and instructed.
- Working within personal capability and competence.
- Reporting hazards, incidents, or near misses immediately.
- Stopping work if unsafe conditions arise.

3. Safety Authority Hierarchy

During all railway activities the following authority hierarchy applies:

Level	Role	Authority
1	Supervisor / Team Leader	Immediate site safety authority
2	Railway Operator	Overall operational authority
3	Landowner	Site authority regarding land access and use
 Any person on site may stop work on safety grounds at any time.		

4. Separation of Responsibilities

For avoidance of doubt:

- The land is provided for railway use under permission or licence from the Landowner.
- Railway activities are organised independently of land ownership.
- Operational risks arising from railway construction or operation are managed solely by the Railway Operator.

5. Future Organisational Transition

Upon formation of a Community Interest Company (CIC) or similar body:

- Operational responsibilities described in this statement shall transfer to the new operating entity.
- This document may be updated to reflect new organisational titles without altering the underlying safety principles.

6. Review

This statement will be reviewed:

- Annually as a minimum
- Following any organisational change
- After any significant incident
- Upon commencement of public operations

7. Signatures

Landowner

Name: Alex Gater**Date:** _____**Signature:** _____

Railway Owner / Operator

Name: Alistair Hall**Date:** _____**Signature:** _____

Lapford Mill Steam Railway · This is a controlled governance document. Review annually or following any organisational change.