

The Bahamas Locomotive Society Ltd
The Engine Shed at Ingrow
Policies Manual

Issue 1 - December 2019

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The Engine Shed at Ingrow
Ingrow Bridge
South Street
Keighley
West Yorkshire BD21 5AX

01535 690739

Amendment Record

Amdt	Incorporated By (Signature)	Date
1		
2		
3		
4		
5		

Introduction

This manual provides a convenient source to the policies required, or deemed desirable, to enable the Bahamas Locomotive Society to effectively manage and control its activities.

Notwithstanding that individual policies have specific review dates, this manual will be reviewed annually to ensure it remains an effective and useful document. It will be completely revised and re-issued every five years.

Amendments are to be incorporated and recorded on the Amendment Record on page ii.

Responsibility for control of this document lies with the Collections Manager.

The expectations of volunteers, health and safety issues, and rules for the operation of locomotives and rolling stock are set out in in the *Members' Handbook*.

For emergency procedures occurring at Ingrow, refer to the *Emergency Manual*.

For procedures dealing with customer care and retail sales routines, refer to the *Guidelines for Front-of-house Staff*.

1. Forward Plan

Name of museum

The Engine Shed at Ingrow

Name of governing body

The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body

25 September 2019 – Amended: 6 November 2019

Date at which this policy is due for review

This policy covers a five-year period to September 2025. Interim reviews will take place from time to time to take account of new opportunities.

1. Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Purpose

The purpose of this document is to establish a benchmark against which improvements can be made and provide an overview of the future aspirations of the Society and its activities.

3. Environmental Statement

- 3.1 The Society recognises that its activities involve the use of fossil fuels in order to operate its fleet of locomotives in accordance with its Statement of Purpose. Locomotives are maintained to ensure safe and economical usage which, together with a training regime for locomotive operating staff, promotes best practice in the use of such fuels, commensurate with the need to continue to educate how, why and when these fuels were used.
- 3.2 It will continue to seek ways of minimising environmental harm by seeking to improve methods of energy use, recycle waste wherever possible, and through purchasing.

4. Membership Consultation

Two-way dialogue between the Committee of Management and the membership continues to be promoted within the provisions of the Volunteer Policy, the *Members Handbook*, the Society 'Journal', at the Annual General Meetings, at special events and through the 'Members Page' on the website.

5. Succession Statement

- 5.1 The Society recognises the need to consider a long-term strategy for the continuation of its activities by means of ensuring the skills and experiences of its management, leadership and training are maintained wherever possible. The roles and responsibilities of Directors are being recorded as a means of providing a guide to anyone assuming any particular role and responsibility.
- 5.2 The Society also recognises that its future activities are dependent on retaining and recruiting volunteers and so actively promotes methods of attracting newcomers, who

may wish to be involved. Induction and training is offered to all volunteers, and a variety of methods are used to ensure that specialist heritage, engineering and operational skills and knowledge are shared rather than residing with a single individual.

- 5.3 The Society is, however, aware that external and legislative measures may affect or curtail some activities currently undertaken (eg locomotive operations) and will monitor and manage all such measures if and when they occur.
- 5.4 The Society continues to actively participate in and promote, the partnership with the Vintage Carriages Trust and Keighley & Worth Valley Railway through the Rail Story concept as a means of ensuring the long-term viability of its future activities and the protection and security of its objects and archive.

6. Access Statement

- 6.1 The Society continues to seek ways and methods to improve physical and intellectual access to its collection.
- 6.2 Our staff and volunteers are inducted and trained to provide the best possible customer service. We seek to deliver a professional service; treat all visitors with courtesy and respect; to be welcoming and helpful and ensure that our demeanour provides the visitor with a positive reflection on their visit so that they will return or encourage others to visit.
- 6.3 The Society uses a range of methods to provide intellectual access to its collections, including demonstration, publication, interpretation and display in the Engine Shed, interactive exhibits and learning programmes and events.
- 6.4 All public areas of The Engine Shed are fully accessible for buggies and wheelchairs. Translation facilities and an induction loop are provided where practical.

7. Review of previous plan

- 7.1 We completed a full evaluation of the overhaul and operation of *Bahamas* and of the delivery of the Learning Coach from November 2018 to March 2019, which will help to inform future developments.
- 7.2 Some refurbishment of displays in the museum and the introduction of engagement stations took place as a result of staff and visitor comments, which has enhanced the visitor experience.
- 7.3 A preliminary investigation has taken place to assess the feasibility of reconfiguring the Museum building to provide better reception, retail and catering facilities and to provide adequate storage and administration space for the Museum. Further work is required.
- 7.4 Short term improvements to the reception and retail area of the museum have been implemented, including a heated glass enclosure, reconfigured reception counter and new shop displays to create a more visitor friendly space, which also improves the environment during the winter.
- 7.5 A programme of special themed and living history events at Ingrow has been developed providing interactive experiences for visitors as part of the Rail Story vision, in partnership with the Vintage Carriages Trust and Keighley & Worth Valley Railway.
- 7.6 With the departure of the Audience Development Coordinator in June 2018, a new Museum Assistant was appointed to continue delivery of the education programme. This role was subsequently enhanced to Learning & Community Engagement Manager to reflect a wider remit. A full learning programme has now been implemented attracting up to 1,000 visitors per year.
- 7.7 Feasibility studies for the overhauls of *Nunlow* and *Tiny*, were completed, resulting in the decision to defer work on *Tiny* until such time and resources allow. Negotiations with Hope Cement Works have resulted in the offer of assistance with the overhaul of *Nunlow* together with a skills sharing and learning programme.

- 7.8 The steam crane has been re-roped to enable heavy lifting work and public demonstration.
- 7.9 The overhaul of *Bahamas* has been completed and the locomotive has successfully operated on the national railway network and on heritage railways.
- 7.10 The Learning Coach has been developed, incorporating a range of learning resources, interpretation and activities, with over 2,500 visitors having enjoyed its offer over the 2018-19 academic year.
- 7.11 A fridge has been purchased as the first stage of improving the kitchen area in the Engine Shed.
- 7.12 A voluntary Volunteer Coordinator has been recruited to manage our volunteering strategy, roles, recruitment, training and benefits package. The role is under review to divide the responsibilities between strategic work and day-to-day management of volunteering.
- 7.13 A comprehensive programme of training and development, supported by Museum Development Yorkshire, has been delivered for staff and volunteers and for all new starters, including STEM, customer service, team-building and volunteering. Training for locomotive support crew and personal track safety was provided under the HLF grant to facilitate the operation of *Bahamas*.
- 7.14 A history of Ingrow and a photographic history of *Bahamas* were published during 2019.
- 7.15 The Society's website has been updated to reflect the improvements made to the Museum, the return to operation of *Bahamas* and the Learning Coach, supplemented by the Rail Story website to promote news and current events. New social media pages have also been successfully implemented.

8. Situation review

The current situation of the Society and its activities can be summarised as follows.

- 8.1 Membership of the Bahamas Locomotive Society Ltd has increased, since the return to steam of *Bahamas*.
- 8.1 It operates and maintains *Bahamas* on the national railway network and on heritage railways.
- 8.1 The Coal Tank 1054 is now out of traffic, having been withdrawn earlier than anticipated, but continues to be maintained and displayed on behalf of the National Trust.
- 8.1 0-6-0T No. 1704 *Nunlow* has been withdrawn from traffic following the expiry of its boiler certificate in April 2018.
- 8.1 It operates and maintains Craven 50-ton steam breakdown crane.
- 8.1 It maintains and continues to improve the exhibition at The Engine Shed.
- 8.1 It continues to pursue and review health and safety considerations for visitors, staff and working volunteer members.
- 8.1 The Learning Coach continues to host the delivery of formal and informal learning activities at Ingrow.
- 8.1 It engages with a broader audience through outreach, for example through rail tours, lecture and presentations, exhibitions and schools.
- 8.1 It continues with the overhaul of the crane tank *Southwick* when funds permit.
- 8.1 Its partnership with the Vintage Carriages Trust and the Keighley & Worth Valley Railway continues to develop and improve the visitor experience across the site at Ingrow, the Rail Story brand and concept.
- 8.1 It employs a full time Learning & Community Engagement Manager, four part time Duty Officers and two part time Facilitators to deliver its front of house and education programmes. All other functions are performed by volunteers.

9. Current situation analysis

Strengths

- 9.1 Has a long established, well-proven and effective management team consisting of volunteers who are directly involved with the ongoing activities.
- 9.2 Has extensive experience of steam locomotive preservation, restoration, operation and maintenance.
- 9.3 Has a good relationship and effective dialogue with the National Trust, owners of the Coal Tank, and who acknowledge that we care for the engine in the most positive and effective way. And similarly, with the owners (all of whom are Society members) of the Crane Tank *Southwick* and the two other smaller objects currently on loan.
- 9.4 Has a well-established Accredited Museum and considerable curatorial and collections management experience.
- 9.5 Has considerable knowledge of interpretation of its collections via associated outreach, marketing, design, publishing, and publicity activities.
- 9.6 Has a small but highly motivated group of staff and volunteers.
- 9.7 Holds, or has access to, expertise covering a wide range of relevant subjects.
- 9.8 Understands its obligations to improving the care, exhibition and interpretation of its collections for a wider and more diverse public audience using a variety of media and techniques.
- 9.9 Has finance in place to support the long-term care of its collections, the operation of its locomotives and the maintenance and public opening of its Museum.
- 9.10 Continues to receive positive (highly appreciative) feedback via the museum visitors' book, mystery shoppers, press editorials, other heritage organisations, personal letters, and first-hand interaction between volunteers and the public.
- 9.11 Has sought nomination within a variety of heritage and volunteer award schemes and received successful results. This has enhanced the reputation and standing of the Society and its activities amongst its peers and other heritage organisations.
- 9.12 Has robust partnerships with key stakeholders and sponsors, including the National Lottery Heritage Fund, Mortons Media, Museum Development Yorkshire, Vintage Carriages Trust, Keighley & Worth Valley Railway, Keighley Volunteer Centre, Bronte Country Partnership, AIM, CapeUK, Keighley College, the National Railway Museum and the local authority.

Weaknesses and Threats

- 9.13 The rate of progress on all of the activities is dependent upon the number of staff and volunteers available to undertake these tasks.
- 9.14 The employment of our front of house and learning staff is dependent on the continued financial viability of the Society, which is in turn dependent on the maintenance of membership and visitor numbers.
- 9.15 The age profile of our current volunteer base is aging and the national increase in retirement age makes it increasingly difficult to attract new regular volunteers.
- 9.16 The aging profile of our staff and volunteers will lead to a shortage of heritage engineering and coach-building skills. Long term apprenticeships are no longer available to attract young people to this profession. Our capacity to do this ourselves is limited by the small size of our team.
- 9.17 Our position as a tenant of the Keighley & Worth Valley Railway places constraints on our freedom to act independently and introduces an additional level of administration to our planning and development.

Opportunities

- 9.18 Our position on the Keighley & Worth Valley Railway provides the railway infrastructure on which to operate our collection, with an existing strong reputation and broad visitor base.

- 9.19 Our partnership with Keighley & Worth Valley Railway and Vintage Carriages Trust provides major cost benefits in marketing, income generation and visitor services, particularly through the Rail Story partnership at Ingrow.
- 9.20 The operation of *Bahamas* on the national network has raised the profile of the Society nationally and generated new opportunities for public participation, fundraising and income generation.
- 9.21 The successful delivery of the National Lottery Heritage Fund project to overhaul *Bahamas* and develop the Learning Coach builds funders' confidence in the Society.

10. Key Aims

- 10.1 To ensure that all the Society's customers have the best possible experience when engaging with the Society.
- 10.2 To operate *Bahamas* on national and heritage railways.
- 10.3 To overhaul and operate Coal Tank 1054.
- 10.4 To overhaul and operate *Nunlow*.
- 10.5 To deliver a broad range of formal and informal educational programmes for the broadest possible audience based the Learning Coach and in the local community.
- 10.6 To continue to review the exhibition at The Engine Shed and enhance the displays to tell relevant stories in ways which meet the needs of modern audiences.
- 10.7 To research the history of objects in the collection and disseminate the results through a dynamic programme of exhibition, events and printed and on-line media.
- 10.8 To review retailing and catering to ensure that we provide the best possible customer service and effective income generation.
- 10.9 To participate in the continued development of Rail Story in partnership with the Keighley & Worth Valley Railway and the Vintage Carriages Trust, delivering and promoting enhancements to the visitor experience at Ingrow.
- 10.10 To actively grow the membership of the Society and encourage people to volunteer their time in support of the museum and its operations.
- 10.11 To ensure that all our staff and volunteers are fully engaged in the Society's policies and procedures, participate in relevant training and feel valued.
- 10.12 To build upon the experience and skills of our staff and volunteers and share it with other members of the team.
- 10.13 To improve the welfare facilities for staff and volunteers.
- 10.14 To continually review the Society's policies and procedures to ensure that we achieve best practice in all areas of operation.
- 10.15 To ensure the financial sustainability and good governance of the Society.

11. Specific Objectives

- 11.1 To complete the re-application for Accreditation and to review all documentation, policies and procedures in December 2019, with a view to receiving full accreditation by July 2020.
- 11.2 To carry out a review of governance and develop a long-term succession plan for the Society.
- 11.3 To overhaul the Coal Tank 1054 to operating condition by December 2021.
- 11.4 To overhaul *Nunlow*, in collaboration with Hope Cement Works.to operating condition by December 2024.
- 11.5 To continue with the overhaul of *Southwick*, to a rolling chassis, as time and funds permit, in collaboration with its owners.
- 11.6 To continue to maintain and operate *Bahamas* on the national railway network and on heritage railways that are connected to the national network, to optimise income generation, public benefit and care of the locomotive, in line with our obligations to the National Lottery Heritage Fund. To plan for its future ten-yearly overhaul, including creating a sinking fund to cover its costs.
- 11.7 To continue to maintain and develop the Learning Coach and deliver a dynamic programme of formal and informal learning activities.

- 11.8 To continue to maintain and develop the Engine Shed to provide relevant and engaging displays and activities for visitors, through a rolling programme of enhancements.
- 11.9 To review the visitor flow through the museum and create a new entrance from the platform of Ingrow Station, to enable visitors to get the best experience of the museum in combination with their train journey.
- 11.10 To explore the feasibility of increasing the capacity of the Engine Shed to provide under cover accommodation for *Bahamas* and to provide proper storage for the collections and archive.
- 11.11 To continue to work in partnership with the Vintage Carriages Trust and the Keighley & Worth Valley Railway on the development of Rail Story.
- 11.12 To review opportunities for projects that arise from time to time, through offers of objects, assistance or funding and react appropriately in line with the best interests of the Society and its audiences.

12. Spending/Resource Plan

Specific objective	End date/ period	Responsible	Resource	£	Source	Remarks
Accreditation return	July 2020	Pete Skellon	Volunteer time	0	n/a	Initial return submitted in December 2019
Governance review and succession plan	Dec 2021	Keith Whitmore & Frank Galvin	External consultant	£3,000	External grant.	
Overhaul Coal Tank 1054	Dec 2021	Steve Allsop/Steve Peach	Volunteer time, materials.	£10,000	National Trust	
Overhaul of <i>Nunlow</i>	Dec 2024	Steve Allsop/Steve Peach	Volunteer time, materials, external contracts.	£20,000	Hope Cement Works	
Overhaul of <i>Southwick</i>	October 2025	George Bowler & Nick Morgan	Volunteer time, material.	£6,000	Owners, internal resources, fundraising	
Maintain and operate <i>Bahamas</i>	December 2028	Steve Allsop/Steve Peach	Volunteer time, materials, external contracts	£12,500 – see Remarks	Hire fees	Certification + materials etc. Estimated £128,700 required to undertake next overhaul circa 2025 to 2028
Maintain and develop Learning Coach	October 2025	Learning & Community Engagement Manager	Staff and volunteer time and materials	£7,500	Internal resources, small grants	
Maintain and develop Engine Shed displays	October 2025	Pete Skellon	Volunteer time and materials	£5,000	Internal resources, small grants	
Visitor flow and platform entrance	Review & proposal by March 2021	Steve Allsop & Frank Galvin	Volunteer time	0	n/a.	
Increase capacity of Engine shed to house Bahamas and store collections (explore together with entrance project)	Project dates tbc		Project costs to be identified			
Rail Story	Ongoing	Keith Whitmore, Frank Galvin, John Hillier, David Guest, Matt Arnold	Volunteer time, external contractors	£5,000 (1/3 rd of shared costs)	Internal resources, grants as available	
Reacting to external offers	Reactive as arising	All Directors	Volunteer time	Tbc as arise	3 rd party funds	

2. Collections Development Policy

Name of museum

The Engine Shed at Ingrow

Name of governing body

The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body

10 December 2019

Policy review procedure

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review

November 2024

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections**1 Relationship to other relevant policies/plans of the organization**

- 1.1 The museum's statement of purpose is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public in its Engine Shed at Ingrow museum, or via any relevant outreach opportunity.
- 1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7 The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

- 2.1 The core collection comprises steam locomotives and rolling stock obtained in an ad-hoc manner primarily during the period of the Bahamas Locomotive Society tenure at its former premises, the Dinting Railway Centre in Derbyshire.
- 2.2 The majority of the smaller objects were also derived from the same source. These have been utilised to support the current exhibition within the museum, the aim of which is to tell a story of the steam locomotive by considering the following themes:
- brief overview of UK railway development,
 - growth of railway enthusiasm influenced by model railways, trainspotting and railway photography,
 - the Dinting Railway Centre and its role in the growth of the heritage railway movement,
 - steam locomotive design, construction, and operation.
- 2.3 The creation of the exhibition within the Learning Coach, in 2017, provided an opportunity to widen the scope of topics including the history of the Learning Coach and local industry and transport.

3. An overview of current collections

- 3.1 There is a desire to have the collection of locomotives in an operational state so as to provide their best possible interpretation to all users of the museum. This ideal is continually pursued. However, constraints imposed by costs, manpower, legislation, etc, is the major factor in the ability to achieve this aim.
- 3.2 The principal object in the collection is steam locomotive No. 45596 *Bahamas*, the purchase of which, in 1967, established the organisation. This locomotive is currently (2019) operational following financial assistance from the National Lottery Heritage Fund, announced in 2013. As an operational locomotive it is usual for it to be located at a variety of locations, depending on usage, but is primarily housed at Haworth on the Keighley & Worth Valley Railway.
- 3.3 Other locomotives in the collection are currently in need of overhaul before they can be made operational.
- 3.4 Supporting these primary objects is a secondary range of items collected and displayed to offer a wider interpretation of the subject – significant amongst which are a collection of contemporary instructional components created to educate railwaymen in locomotive operation. Those objects considered sensitive to atmospheric vagaries are housed within display cabinets, and so arranged to form a themed exhibition.
- 3.5 A document archive supports both the primary and secondary objects.

4. Themes and priorities for future collecting

- 4.1 Only items of UK origin are considered for accession, and only those that align with the Museum's identity or will enhance the themed displays. The preference will be for items of the former northern regional areas of LMS and LNER railway companies and their descendants or derivatives. Artefacts from other regions or countries may be considered for accession for comparative purposes, that is, a means of indicating aspects of railway or locomotive development otherwise difficult to achieve. This regional bias is also relevant to the themes of railway enthusiasm and heritage railways.
- 4.2 Only items related to the era of steam railways between the years 1829 and 1968 will be accessioned, unless they can be shown to significantly enhance the displays by either explaining the origin of railways or the development of steam railway enthusiasm.
- 4.3 The limited nature of the collection policy and restraints on available exhibition space precludes an intention to widen the scope of existing themes, unless an existing display is re-arranged, or if additional display space becomes available.

- 4.4 Any change or addition to the themes will be constrained by the geographical area or era, as noted in paras 4.1 and 4.2 above, unless these are deemed to enhance knowledge of objects in the collection, e.g., the use of a locomotive in an area outside the northern regional areas.
- 4.5 Exhibition and storage space is limited, and there is a desire to have a minimum of objects in store. Careful consideration is therefore practised before seeking to obtain further objects or collections. Duplicate objects of any kind will not be subject to acquisition unless they can be shown to be of historical or social importance.
- 4.6 Documents, personal recollections (oral or otherwise), and other archival material will continue to be collected and, in particular, where this provides a social history context to support the exhibition, or can be used for dissemination by publication, etc.
- 4.7 Where relevant, and to support this primary theme, other items may be considered as dictated by the limitations of the current exhibition display.
- 4.8 The Museum will endeavour to make its archive available for consultation by providing access, and by publishing information, where this will support the Museum's Statement of Purpose.
- 4.9 To avoid duplication with the adjacent Vintage Carriages Trust's Carriage Works, items related to travel, carriage, and associated rolling stock will not be collected, unless these already form part of, or support, the existing strategic collection of larger working items or as described in para 3 above. See also para 7 below.

5. Themes and priorities for rationalization and disposal

There are no planned, or foreseen, acquisitioned objects or collections which are to be rationalized or disposed. However, should this likelihood arise then there will be due adherence to the limitations as set out in paragraph 13 below.

6 Legal and ethical framework for acquisition and disposal of items

The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal

7. Collecting policies of other museums

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.
- 7.2 Specific reference is made to the following museums/organisations.
 - Vintage Carriages Trust's Carriage Works – Ingrow
 - Keighley & Worth Valley Railway - Oxenhope Museum

8 Archival holdings

The museum holds a small archive of documents, photographs and printed ephemera. Its governing body will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (3rd ed., 2002).

9. Acquisition

- 9.1 The acquisition of objects for the museum, or documents etc for the archive, is nominally at the discretion of the Collections Manager, who will refer to the governing body if there is a need to confirm or defer the object/document etc. The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless there is valid title to the item in question.
- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or

any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human Remains

The museum does not hold or intend to acquire any human remains

11 Biological and geological material

The museum will not acquire any biological or geological material.

12 Archaeological material

The museum will not acquire any archaeological material.

13 Exceptions

Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14. Spoliation

The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15. The Repatriation and Restitution of objects and human remains

- 15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains, (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005) objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the '*Guidance for the care of human remains in museums*'.

16. Disposal procedures

- 16.1 All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

Disposal by exchange

- 16.13 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

3. Collections Care and Conservation Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
14 March 2018.

Policy review procedure: The collections care and conservation policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by February 2023

Arts Council England will be notified of any changes to the collections care and conservation policy, and the implications of any such changes for the future of collections.

1. Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Purpose

The purpose of this policy is to outline the work of the Society with regard to the care and conservation of its collections.

3. Aims and Objectives

Caring for the collections is a fundamental duty of the museum to ensure the long-term preservation of the objects. Guided by the requirements of the Forward Plan, we aim to provide the best conditions for the preservation of the collections by continuing to seek the most appropriate methods of access, demonstration, display, storage and conservation treatment.

4. Collection Care

A variety of activities are necessary to ensure the long-term preservation of the collections. For the safe and effective operation of the larger working objects, and to provide adequate display, storage, handling, movement, and general physical care to smaller items, these activities can be summarised and defined as follows:

Restoration. Restoring, overhauling and maintaining selected locomotives, vehicles, and other objects, to working order so that they can be operated/demonstrated for the enjoyment and benefit of the museum's users.

Preventive Conservation. Treatments and measures necessary to minimise deterioration of museum objects.

Remedial Conservation. The interventions necessary to stabilise an object or bring it to an acceptable condition for demonstration, display, educational use or storage. This is undertaken with awareness that some procedures or treatments could prejudice the future research value of an object but may also provide an opportunity to discover new insights into the object. This issue will be resolved through careful recording of the object before, during the conservation process.

Hazard Management. Managing the hazards associated with the use or the preservation of the collections. This is achieved through the Society's risk management procedures, in line with statutory requirements. Only appropriately trained and competent staff and volunteers may work with potentially hazardous materials and objects. Assistance from specialist contractors will be used where there is no appropriate in-house expertise or where required by law.

Disaster planning and salvage. Planning and preparing the response to incidents that might threaten the collections, including salvage, recovery, remedial treatments, etc. Its provisions are contained in the museum's Emergency Manual.

Managing conservation by external specialists. Employing external specialists to treat objects where the museum lacks suitable in-house conservation skills or where there is a legal requirement for specially licensed work.

5. Larger Working Objects

5.1 Operation.

5.1.1 Whilst operation of machinery and working objects may lead to some wear of moving parts, the museum believes that the benefits of operating the object outweigh any negative effects. Operating an object can contribute to its preservation, for example, by preventing seizure of the machinery or alleviating or varying localized stress points. It also helps to preserve or rediscover appropriate operational and maintenance skills.

5.1.2 The Bahamas Locomotive Society subscribes wholeheartedly to the principle of preserving 'heritage skills for the future' and implements this through in-house training of volunteers who are involved in the operation and maintenance of working objects.

5.2 Risks.

5.2.1 Risks to the object, its operators or visitors, are assessed prior to operating any working object. All locomotives and rolling stock are operated in accordance with the Rules and Working Instructions published in the *Bahamas Locomotive Society Members Handbook*, in line with the operating requirements of the Office of Rail and Road (ORR) and the operating rule book of the railway on which it is being operated.

5.2.2 Wear and tear of machinery is to be expected and the repair or replacement of components can be acceptable where this does not jeopardise the future 'heritage integrity' of the object.

5.2.3 If major repair or replacement of components is required, an evaluation of the scope of replacement or repair will be carried out to determine if operation of the object should cease, so as to ensure preservation of its heritage value. This evaluation will also take account of any current legislative or other Health & Safety standards that may compromise safety of operation.

6. Training.

The object will only be operated if a sufficient number of trained and competent operating staff are available.

7. Documentation and Record-keeping

All evaluations, decisions, treatments and interventions will be carefully documented and a permanent record retained with the Object Record in the museum archive.

8. Guidance

In pursuit of 'best practise' we will be guided by:

- 1 Collections Trust's SPECTRUM 5.0, The UK Collection Management Standard,
- 2 ABTEM Guidelines for the Care of Larger and Working Historic Objects
- 3 Museums Association's Code of Ethics for Museums,
- 4 Collections Trust's Benchmarks in Collection Care 2.1,
- 5 BS 5454 Recommendations for Storage and Exhibition of Archival Documents.

4. Documentation policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
10 December 2019

Policy review procedure: The documentation policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024.

1. Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Purpose

The purpose of this policy is to outline the work of the Society with regard to the documentation of its collections.

3. Aims and Objectives

Caring for the collections is a fundamental duty of the museum to ensure the long-term preservation of the objects. In order to properly care for the collections, we need a complete record of all items, their location and condition, with a consistent standard of documentation.

This policy aims to ensure continuity of practice and standardisation of procedure, to secure a permanent written record of the Museum's collection and to ensure that recommended standards as published in SPECTRUM 5.0, the UK Museum Documentation Standard, continue to be met.

4. Documentation

Responsibility for documentation and collections management lies with the Collections Manager.

The Bahamas Locomotive Society is committed to fulfilling its responsibility for the security, management of and access to its collections within the Engine Shed. By so doing it seeks to improve accountability, maintain or exceed the minimum standard of documentation, provide access to collections information, and strengthen the security of the collections.

The Society fulfils this responsibility by following the procedures of SPECTRUM 5.0, the UK Museum Documentation Standard.

It understands its obligations to operate within the General Data Protection Regulations and in accordance with ethical considerations provided in the Collections Development Policy.

Documenting the collection identifies, locates and provides access to information on all items for which the Museum is legally responsible, both owned or loaned. This information will be made available to Society members or visitors who wish to use the resource for research purposes, subject to the requirements of GDPR and to the security requirements set out in the Collections Development Policy.

The documentation comprises digital and paper records. Digital back-up files are periodically made and kept off-site by the Collections Manager. A hard copy museum register is created on archival paper periodically and stored in a secure cabinet.

All loans, conservation interventions, and other activity associated with museum objects is fully recorded and stored in object record files along with correspondence and background information.

Digital files, and the equipment necessary to interpret them, are periodically updated to prevent obsolescence and ensure continued access for reading and editing.

5. Education Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
10 December 2019

Policy review procedure: The education policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by February 2023

1. Museum's statement of purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Aim

The aims of this policy are:

1. to define the methods of developing the Society's educational role
2. to improve the learning experience for the public
3. to promote sustainability for the Museum
4. to support the learning and development of the Society's staff and volunteers

3 Objectives

- To develop the existing permanent exhibitions and displays, and to offer interpretation that is accurate and accessible to all.
- To make available other sources of information through the web and social media, the sale of published material and access to the Society's and other archives.
- Keep informed all Society members of its activities and encourage participation to retain, utilise, and develop relevant skills.

4. Action Plan

The Engine Shed's location at Ingrow, adjacent to the Carriage Works, operated by the Vintage Carriages Trust and alongside the Keighley & Worth Valley Railway's Ingrow West Station, has enabled the three organisations to form a strong partnership which provides a positive environment to develop a sustainable educational role. The Bahamas Locomotive Society will work together with these partners, under the 'Rail Story' brand to deliver the joint education strategy laid out below.

4.1 Introduction

The education strategy of Rail Story outlines our commitment to increasing access to the museum's collections and to using the learning potential of the collections to facilitate formal and informal learning. The education strategy is formed from our Learning Policy which outlines our key objectives and delivery commitments, and how these will be achieved.

4.2 **Mission Statement**

To engage learners of all ages, abilities and backgrounds developing their knowledge and understanding of the rich and varied history of railways, specifically the Keighley and Worth Valley Railway, and the surrounding area.

4.3 **Learning Resource**

The Rail Story collection contains a unique collection of carriages, steam and diesel locomotives, as well as hundreds of railwayana artefacts which together all tell the history of railways and the story of railway travel.

Rail Story is currently engaged in providing learning opportunities through:

- Lectures for the general public and for staff
- Exhibitions
- Formal and informal learning through the content of the website and visits to the site
- Answering enquiries
- Producing publications
- Onsite and offsite visits with schools
- Children's Science Club
- Tours of the museums and gallery staff

Rail Story aims to stimulate discovery and research of the collection by contributing the use of locomotives and carriages to external heritage railways and exhibitions, encouraging research of carriages and locomotives by offering free access to our archives, engaging volunteers and allowing the use of the collection as a resource for event days.

All education enquiries are dealt with by our Learning & Community Engagement Manager, the Learning Team, and Duty Officers. They respond on an individual basis and every effort is made to meet requests for school trips and educational tours.

4.4 **Rail Story Objectives for Learning**

In the next five years Rail Story will drive forward its Education and Learning programme.

To achieve this, we will:

- Develop and deliver high quality, fun and engaging learning experiences, formally and informally, for all ages and abilities that embody the principles set out in the Inspiring Learning for All framework.
- Develop partnerships locally and nationally, with museums and other educational bodies, to establish a meaningful and influential presence in the heritage education sector.
- Increase access, awareness and understanding of the museum collections and use advocacy to raise awareness of education and learning at Rail Story.

4.5 **Modes of Engagement**

- The Museums
- Outreach
- Website and Social Media channels
- Lectures
- Exhibitions and Publications
- Events
- Enquiries
- Research

4.6 **Delivery Commitments**

4.6.1 Rail Story Site

We will increase the number of young people who visit Rail Story and its museums. We will target groups who may benefit most from on-site visits,

such as Key Stage 1 & 2, and develop opportunities to work with A-level and GCSE students, gifted and talented and Special Educational Needs groups, by approaching and building relationships with teachers in local secondary schools and colleges. We will also identify youth groups and other groups of young people such as those in the pupil referral units who may benefit from visiting Rail Story. We will also look beyond young people to the wider community and build relationships with local interest groups.

Using our dedicated learning space, the Learning Coach, we will provide a full programme of activities. We will develop and deliver structured programmes for Early Years to Key Stage 3, which can be delivered throughout the year. We will also ensure access to the collection through the gallery and provide informal learning about the collection for all visitors. We will run public lectures, adult education classes, temporary exhibitions and clubs for young people, and work in partnership with outside organisations to facilitate other learning opportunities.

4.6.2 Outreach

We will develop a programme of outreach activities, events and projects in partnership with all the Keighley & Worth Valley Railway and Rail Story departments. We will develop a handling collection and complementary resources that can be loaned out to schools to support the teaching of curriculum-based topics. Rail Story will also develop and take part in learning and community engagement opportunities. We aim to involve disadvantaged groups such as those who are not in education, employment or training.

4.6.3 Website

We will continue to increase the formal learning content of the Rail Story website and tailor this to meet the needs of pupils from different key stages. All resources will form part of a recognisable learning brand for Rail Story which will be extended and echoed across all future developments. We will also increase the provision for informal learning on the website and ensure we provide a wide variety of media to suit the needs of adults and young people, enthusiasts and non-enthusiasts. We will work with other KWVR and Rail Story departments to deliver this.

4.6.4 Lectures

We will determine a yearly timetable for staff lectures to help raise awareness and attendance, although topics will be determined by events current to the time. We will continue to contribute to public lectures locally and nationally and provide public lectures through the Rail Story museums and events.

4.6.5 Exhibitions

Our exhibitions programme will be developed by the museum curators and planned with reference to the museum's priorities. The exhibition plan will support the learning and access priorities of the museums. As part of the programme we will develop relationships with local authorities that could lead to inexpensive, temporary exhibitions in schools, libraries and public places and provide informal learning material to support these. We will promote good relationships with museums locally and nationally to exhibit our collections and become involved in the development of learning materials for these where appropriate. We will be proactive in providing exhibition material that responds to key learning initiatives such as STEM.

4.6.6 Events

We will respond positively to opportunities to engage in one-off events that support and raise awareness of education and learning at Rail Story.

4.6.7 Research

We will continue to encourage independent research into the collections and the history of Railways. We will aim to support those studying for post-graduate qualifications and those writing publications.

4.6.8 Partnerships

We will actively seek and develop partnerships with other museums, heritage organisations, local authorities, community groups and other bodies who are committed to and facilitate learning at a local and national level.

4.6.9 Accreditation

Education and Learning will meet the requirements for Accredited Museum Status.

4.7 **Access**

Rail Story is always committed to improving access to its collections physically and intellectually. We are open every day of the year apart from Christmas Day to make sure every visitor has access to our museums and collections. We offer free pre-booked access to all of our archives. We are committed to developing our website to include information on all of our collections. We will ensure that online resources are diverse and meet the needs of the general public, so that as many people as possible feel that they have something to gain from Rail Story.

4.8 **Measuring Success**

It is important that all Education and Learning activities continue to be evaluated to ensure we are meeting the quality standards we have set. Evaluation will be conducted using Inspiring Learning for All, Guidance on Generic Learning and Social Outcomes until these are replaced or revised by Arts Council England. Events and visits will be further evaluated from qualitative evidence gained from individuals taking part and by the learning officer. Feedback on all learning activities will be encouraged and actively sought when developing formal education resources. Feedback will be responded to promptly and areas for improvement identified and acted on.

4.9 **Policy Revision**

The Rail Story policy will be reviewed one year after it has been agreed, or if necessary in response to significant changes to Rail Story before that date.

6. Equal Opportunities Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
14 March 2018.

Policy review procedure: The equal opportunities policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by February 2023

1 Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Equal Opportunities Statement

- 2.1 The Society is a registered educational charity for this purpose.
- 2.2 The Society aims to provide all members with the opportunity to become involved with the voluntary work which is performed regardless of their age, sex, marital status, disability, sexual orientation, race, creed, colour or ethnic origin.
- 2.3 The Society realises that an on-going systematic and objective appraisal of its practices is necessary to ensure that the consistency of this policy is rigorously applied with the definitive objective of equal opportunity for all. However, the safety critical nature of some tasks means that they may only be carried out by people with the appropriate maturity, training and physical ability. This may prevent some people from being able to carry out particular activities.
- 2.4 The Society will attempt to train people in appropriate skills wherever possible, in compliance with all relevant legislation.
- 2.5 Unfair discrimination based on individual characteristics will not be tolerated.
- 2.6 It is the obligation of all members to be aware of this policy on equal opportunities. If any member of staff or volunteer has any concerns about the behaviour of another, which breaches this policy, then they should bring it to the attention of the Committee of Management who will investigate any alleged breach.

7. Volunteers Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
14 March 2018.

Policy review procedure: The Volunteers Policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by February 2023

1. Museum's statement of purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Purpose

The purpose of this document is to provide an outline of what volunteers can expect from the Society and summarize the responsibilities of all volunteers to the Society. This policy offers guidance as to the nature of the relationship between the volunteer and the Society. It is necessary that before any volunteer undertakes any duty on behalf of the Society, they read, understand and agree with this policy.

3. Introduction

The Society welcomes members who wish to volunteer and participate in Society activities.

Membership of the Society is open to all persons over the age of 12 years and any member may volunteer to help the Society in continuing to achieve its aims. Some activities may prevent or limit members from undertaking specific tasks, for example, physical strength can be necessary for some engineering work.

4. General Principles

4.1 The Society is a not-for-profit organisation and is a limited company and registered charity. The success of its activities relies heavily on volunteer effort.

4.2 A member will usually offer to volunteer his or her services by contacting the Society or coming along to the Museum or Workshop and offering to help. Suitable training and supervision are provided. The Society will benefit from the work carried out and the volunteer will have the satisfaction of helping, developing their own skills and widening their social acquaintances.

4.3 Members/volunteers are covered by the Society's insurance providing that their membership is up to date.

4.4 Policies are in place for Health and Safety, working at Ingrow, locomotive operation, safe-guarding and general conduct, to be adhered to when representing the Society in any activity. These are available in the Society's Handbook or can be obtained

from the museum office. All volunteers are expected to make themselves aware of, and abide by, these guidelines for their mutual protection.

- 4.5 Volunteers should sign-on before commencing their duties at Ingrow or elsewhere and this implies acceptance of the terms of this policy.

5. Volunteer Voice.

The Society has a relatively small membership and members can easily make their views known to members of the Committee of Management whose names are published in the Society Journal. All eligible members have an opportunity to attend the Annual General Meeting to express their views and stand for election to the Committee.

6. Problem solving.

Members and volunteers are encouraged to bring any problems to the attention of a Committee member. If these are unable to be resolved, and the member considers an appeal is necessary, these may be brought before the Committee of Management as the final stage in the process. If the Committee of Management is unable to resolve the issue, independent arbitration will be sought from outside the Society.

7. Health and safety.

- 7.1 Medical examinations are required for certain duties, e.g. footplate work, locomotive support crew. Medical examinations are valid for a fixed period and renewal is arranged as required.
- 7.2 It may be necessary for the Society to prohibit a volunteer from performing certain tasks, for example, if the volunteer was not able to undertake their duties safely or satisfactorily. In this event the Society may suggest alternative activities or inform the volunteer that their services are no longer required. Membership of the Society will not be affected unless exceptional circumstances prevail.

8. Safeguarding Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
14 March 2018.

Policy review procedure: The Safeguarding policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by February 2023

1. Museum's statement of purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Introduction

The Society has a responsibility to ensure the safety of all visitors to the museum. This document discusses the issues relating to the safety of children and vulnerable adults visiting the museum and museum's duty to its staff to enable them to carry out their work in a safe and responsible manner.

This policy refers to all Society members acting in customer facing roles, whether on-site at Ingrow or elsewhere.

3. Definitions

- 3.1 Children are people under the age of 18 years.
- 3.2 Vulnerable adults are people over the age of 18 years who need special care by reason of mental or other disability, age or illness and who are unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
- 3.3 Responsible adults or Carers are people over the age of 18 years who have responsibility for the care of a child or a vulnerable adult.
- 3.4 Museum staff include Duty Officers, Education Facilitators and volunteer members of the Bahamas Locomotive Society who are responsible for the operation of the museum or any outreach activity.

4. Code of Conduct

The procedures as directed in the *Guidelines for Front-of-House Staff* must be followed at all times. The following is intended to apply to specific situations when dealing with visitors who are either children or vulnerable adults.

Staff and volunteers should:

- treat all visitors with courtesy, respect and equality,
- ensure that visitors behave in a sensible manner by pointing out to carers that certain activities may be undesirable e.g. climbing on locomotives, signals, playing in the lift etc,
- ensure that visitors do not enter the workshop area unless authorised to do so,
- in the event of visitors becoming stuck in the lift or toilet, staff should follow the instructions for dealing with these situations,
- ensure that all visitors have left the museum at closing time,
- in the event of an accident, remember that the carer is responsible for giving whatever treatment is necessary. Museum staff can provide first aid equipment and first aid if requested and summon outside help if required. Full details of the incident should be recorded in the incident book.

Museum Staff should never:

- use language which might frighten or upset the visitor,
- have unnecessary contact with the visitor,
- be alone with children or vulnerable adults, e.g. do not take a child to the toilet.

5. Allegations

- 5.1 If a visitor makes an allegation of inappropriate behaviour, this should be reported to the carer immediately.
- 5.2 Both the carer and the member should make a written statement immediately about the incident and this should be passed to the member of the Committee of Management responsible. Any witness to the incident should be requested to give their details if appropriate. It is important not to say that any information about the incident will be kept confidential.
- 5.3 If appropriate that day's CCTV must be preserved.

6. Special situations

A responsible adult, as defined above, should normally be in charge of the child or vulnerable adult. However members should be aware that vulnerable adults may not be accompanied or even aware of their disability. Similarly a person under 18 years may be unaccompanied and have no disability. Members should treat these visitors in the usual manner but must take care not to assume more responsibility than is normally required, i.e. not to assume the role of a carer.

7. Training of Museum Staff

All members working in the museum, or on outreach duties, should make themselves aware of the *Guidelines for Front-of-House Staff* and this policy. Safeguarding training will be provided by the Society as part of the staff and volunteer induction process.

8. Disclosure and Barring Service Checks (DBS)

Where staff or volunteer roles require significant contact with children or vulnerable adults a criminal records check through the Disclosure and Barring Service may be required.

9. Loans Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
10 December 2019

Policy review procedure: The documentation policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by December 2024

1 Museum's statement of purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2 Introduction

This policy determines the acceptance of loans to the Society (Loans In) or the provision of loaned objects to other external organisations (Loans Out).

Loans In

The decision to accept any loan will be at the discretion of the Collections Manager or Committee of Management. Any decision will be assessed on:

1. the validity of the object to enhance the existing Museum collection in a manner not otherwise achievable, i.e. unlikely to obtain such an object because of rarity and/or expense of purchase,
2. the Society's ability to offer appropriate and acceptable accommodation and provide adequate facilities for conservation, restoration, or exhibition.

Any 'Loans In' will be subject to a written agreement between the lender and the Society.

This agreement will determine:

1. the ownership of the object,
2. the length of the fixed period of loan (there are to be no references to 'permanent' or 'indefinite' loan – all loans are for a fixed period, normally no more than five years),
3. a statement on the care or conservation of the object,
4. any other specific terms and conditions of loan,
5. the steps to be taken in event of the demise of the lender.

The standard 'Loans In' agreement may be substituted by the lender's own loan agreement, or, where the object is of a particularly special nature, by a mutual agreement between the lender and the Society.

Loans Out

1. The decision to lend any object from the Museum's collection will be at the discretion of the Collections Manager and/or Committee of Management. Any decision will be assessed on the ability of the borrower to meet the terms and conditions as laid down by the Society.

2. Loans will only be made to named organisations for the purpose of public display, research or education.
3. Loans to individuals will only be considered in exceptional circumstances.
4. Borrowers will be expected to provide appropriate public acknowledgement of the loan from Bahamas Locomotive Society.
5. Any 'Loans Out' will be subject to an individual written agreement between the lender and the Society. The content of the agreement will be determined by the type of object, as categorised below:
 1. Steam Locomotive
 2. Rolling stock
 3. Steam Breakdown Crane
 4. Small exhibits
 5. Archive

Steam locomotives

The standard terms and conditions of loan include the following:

1. The locomotive must be housed in secure under cover accommodation when not in steam.
2. A qualified BLS representative must be present to assist in the preparation and disposal of the locomotive and must be present on the footplate when the locomotive is operated.
3. All BLS representatives will work in accordance with the rules or operating regulations of the borrowing/hiring railway or institution.
4. The BLS/BLT will provide the locomotive in a fit and proper state and provide evidence of appropriate boiler insurance if requested. However, the BLS/BLT will not be liable for any loss or failure caused by the unavailability of the locomotive at any time during the loan period.
5. The BLS representative reserves the right to stop the operation of the locomotive at any time if it is considered that further use may damage or seriously impair the condition of the locomotive or cause a hazard to any person.
6. The method of boiler water treatment will be as agreed between the BLS and the borrower/hirer.
7. The borrower/hirer must satisfy themselves that the locomotive is fit to run before the locomotive is used for the first time.
8. The borrower/hirer will provide coal and appropriate type of oil for the duration of the visit, unless otherwise agreed in writing.
9. The borrower/hirer will provide the cost of transport and full loss or damage insurance. The mode and method of haulage will be as agreed between the BLS and the borrower/hirer prior to commencement of loan/hire.
10. The borrower/hirer will provide full indemnity for any loss or damage caused to the locomotive, ancillary equipment, tools, lamps, etc., whilst on their premises howsoever caused.
11. The borrower/hirer will indicate the likely number of operating dates prior to the commencement of the loan/hire period.
12. If the locomotive is subject to a long-term loan/hire, periodic reviews will be carried out to establish the borrowing/hiring institution's continuing ability to meet the conditions of loan/hire. This period will be agreed by BLS and the borrower/hirer prior to the commencement of loan.
13. The BLS/BLT reserve the right to charge a fee for each day the engine is operated/displayed. The fee and payment method, the period of the loan/hire and expected return date, and arrangements for transport are to be agreed in writing prior to the commencement of the period of the loan/hire.
14. The hirer/borrower must acknowledge the Bahamas Locomotive Society and publicise the loan/appearance of the locomotive where appropriate.

- a. When the locomotive on loan is the LNWR Coal Tank, acknowledgement must be given that this engine is owned by the National Trust and cared for by the Bahamas Locomotive Society.
 - b. When the locomotive on loan is Bahamas, acknowledgement must be given that the restoration of the locomotive was funded with the support of the Heritage Lottery Fund.
15. The period of loan/hire and any fees may be modified during the term of the loan/hire subject to agreement in writing.
 16. Any fees are to be paid in full within 30 days of the return of the locomotive, unless otherwise agreed in writing.

Other terms and conditions may be added to the loan agreement to cover specific circumstances.

Rolling Stock

The standard terms and conditions of loan include the following:

1. A BLS representative must have the option to accompany the vehicle at all times when it is in use.
2. The BLS/BLT will provide the vehicle in a fit and proper state. However, the BLS/BLT will not be liable for any loss or failure caused by the unavailability of the vehicle at any time during the loan period.
3. The borrower/hirer will provide oil and any other consumables for the duration of the loan.
4. The borrower/hirer will provide the cost of transport and full loss or damage insurance. The mode and method of haulage will be as agreed between the BLS and the borrower/hirer prior to commencement of loan/hire.
5. The borrower/hirer must satisfy themselves that the vehicle is fit to run before use.
6. The borrower/hirer will provide full indemnity for any loss or damage caused to the vehicle, ancillary equipment, tools, lamps, etc., whilst on their premises howsoever caused.
7. The borrower/hirer will indicate the likely number of operating dates prior to the commencement of the loan/hire period.
8. The BLS representative reserves the right to stop the operation of the vehicle at any time if it is considered that further use may damage or seriously impair the condition of the vehicle or cause a hazard to any person.
9. If the vehicle is subject to a long-term loan, periodic reviews will be carried out to establish the borrowing/hiring institution's continuing ability to meet the conditions of loan/hire. This period will be agreed by BLS and the borrower/hirer prior to the commencement of loan.
10. The hirer/borrower must acknowledge the Bahamas Locomotive Society and publicise the loan/appearance of the locomotive where appropriate.
11. The BLS/BLT reserve the right to charge a fee for each day that the vehicle is in use. The fee and payment method, the period of the loan/hire and expected return date, and arrangements for transport, are to be included in the written agreement prior to the commencement of the loan/hire.
12. The period of loan/hire and any fees may be modified during the term of the loan/hire subject to agreement in writing.
13. Any fees are to be paid in full within six weeks of the return of the vehicle, unless otherwise agreed in writing.

Steam Breakdown Crane

Loan of the Steam Crane is precluded where this would entail its removal from the Keighley & Worth Valley Railway due to the technical complications involved. In the event of any other loan request a specific written agreement will be formulated for the individual circumstances.

Small Exhibits

The loan of small exhibits is permitted to organisations that have achieved Accredited status under the scheme run by the Arts Council England. This guarantees an acceptable minimum level of stewardship. Other organisations or individuals will have to provide written evidence of procedure that show an equivalent level of care.

Archive and Library

There is a presumption against the loan of any item from the museum archive or library. In most instances copies can be made available for which a small fee is charged to cover the cost of reproduction. Where the request for the loan is for exhibition by an Accredited Museum, Gallery or Library, a specific Loans Out agreement will be formulated for the individual circumstances.

The following must be included in any agreement.

1. The borrower must demonstrate they have provided an appropriate level of insurance or indemnity for the duration of the loan.
2. The period of loan and expected return date must be specified in advance.
3. When the item is of high value or its condition considered vulnerable, a BLS representative will act as courier and oversee its transport, unpacking and installation.
4. If an object is subject to a long-term loan, periodic reviews will be carried out to establish the borrowing institution's continuing ability to meet the conditions of loan. This period will be agreed by BLS and the borrower/hirer prior to the commencement of loan.

10. Environmental Policy

Name of museum

The Engine Shed at Ingrow

Name of governing body

The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body

6 November 2019

Policy review procedure: The documentation policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024

1. Museum's statement of purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Aim of this policy

The aim of this policy is to consider ways and means of protecting the environment while allowing the Society to continue to function and operate in pursuit of its aims.

3. Environmental Statement

The Society recognises that its activities involve the use of fossil fuels in order to operate its fleet of locomotives in accordance with its Statement of Purpose. Locomotives are maintained to ensure safe and economical usage which, together with a training regime for locomotive operating staff, promotes best practice in the use of such fuels, commensurate with the need to continue to educate how, why and when these fuels were used.

The Society already offsets some of its carbon footprint by way of its installation of solar PV cells some years ago and will continue to seek ways in which this aim can be developed.

It will continue to seek ways of minimising environmental harm by seeking to improve methods of energy use, recycle waste wherever possible, and through purchasing.

4. Objectives

- 1 To improve the environmental performance of all activities and reduce the impact on the environment in all its areas of operation.
- 2 To work closely with all partners, staff, volunteers, visitors, contractors and the local community to implement this policy and achieve these aims.
- 3 To meet environmental legislation and regulations, and where possible, exceed these requirements.
- 4 Monitor and manage the use of energy with a view to increasing energy efficiency and reducing waste.
- 5 Monitor and manage waste generation and recycling with a view to reducing waste and increasing the amount of recycling.

- 6 To develop and train all staff and volunteers to conduct their activities in an environmentally responsible manner.
- 7 Encourage staff, volunteers, visitors and contractors to use public transport and other forms of environmentally friendly transport when visiting the Museum.
- 8 To reduce, wherever possible, the carbon footprint of the plant and equipment installed in the Museum and ensure that the impact on the environment of any new plant and equipment is considered before any commitment is made.
- 9 Ensure that environmental considerations, as well as value-for-money criteria, are taken into account when purchasing new plant and equipment, or other items.
- 10 Engage with our visitors and the local community on environmental issues through relevant exhibitions, and events.
- 11 Promote interest in environmental issues throughout the Society's range of educational programmes.
- 12 Support local authority, regional and national initiatives where practicable

5. Action Plan

The Museum will assess the impact of any proposed developments relating to the implementation of improvements relating to this plan against the obligations and requirements set out in the Bahamas Locomotive Society's *Collections Care and Conservation Plan*.

Item No.	Activity/Action	Responsible Person(s)	Target Date
1	Identify responsible person to manage and monitor the Museum's environmental policy	Trustees	January 2020
2	Ensure environmental considerations are taken into account when new plant and equipment, or other items, are purchased	Trustees	Ongoing
3	Ensure the Museum's environmental policy is adopted by all contractors working on the Museum site.	Trustees	Ongoing
4	Within any new development projects, ensure that environmental best practices are incorporated in all designs and installations.	Trustees	Ongoing
5	Provide training and induction for all staff and volunteers on environmental best practices.	Trustees	Ongoing
6	Ensure that appropriate facilities for recycling and waste reduction are available	Trustees	March 2020
7	Promote the use of public transport and other environmentally friendly means of transport to staff, volunteers and our visitors.	Trustees and staff	On going.

11. Access Policy and Plan

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
10 December 2019

Policy review procedure: This Access Policy and Plan will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: March 2024.

1. Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Access Policy

All people have an equal right to engage with, use and enjoy the Museum and the services that it provides. The Museum aims to provide the widest possible access to its collections and to enable audiences from all sections of the community to enjoy them. To do this the Museum will endeavour where possible to improve access by removing or reducing physical, cultural, social, financial, intellectual, psychological and emotional barriers that might prevent certain sections of the community from engaging with it.

The Museum also undertakes not to discriminate against any employee, job applicant, volunteer or service user on grounds such as gender, age, marital status, social class, race, colour, ethnic or national origin, disability, sexual orientation, unrelated criminal conviction, religion or belief. This commitment extends also to our staff, volunteers and work placements as well as visitors.

This policy is aligned with the Forward Plan, Safeguarding Policy, Collections Care and Conservation Policy and Plan, recruitment and selection procedures, and information provided to all staff and volunteers.

3. Access Improvement Plan

3.1 Review of Existing Accessibility

General Access

- The Museum endeavours to enable access to the whole of the museum site. However, for health and safety reasons, there is no public access in some areas.
- The railway workshop is not part of the Museum per se and may pose a health and safety risk for unsupervised access. The Museum will consider requests for access to the workshop and other areas normally closed to visitors, provided it is deemed safe to do so and that members of the Museum workforce are available to supervise.
- On running days, volunteers are on hand at all times to answer any questions or provide information on schedules and locations.
- The Museum is able to offer guided tours for groups or individuals on request, subject to the availability of volunteers.
- Access for research purposes to the reserve collections is by appointment only, subject to the availability of the Collections Manager. Emailed or written requests

may be made and the Collections Manager will follow up any such request with a written response as quickly as possible.

Disabled access

- The Museum is housed within a historic goods shed, which been adapted for the organisation's purposes.
- A wheelchair accessible toilet is available for visitors and staff.
- A lift is provided for access to the upper gallery and office/archive, for disabled visitors, staff or volunteers.
- Carers visiting with disabled visitors are given free admission. Disabled visitors are able to reserve a space in the free car park, which is as near to the main doors as possible.
- Adequate visitor seating is provided within and around the Museum.
- Interpretive text is provided in appropriate colour and point size and adequate display lighting is provided to aid people with visual impairments. Handling objects are available, and sound exhibits form part of the interpretation.
- A microphone and PA system with a T setting is available for use by people with hearing impairments.
- Group and school visits are welcome by appointment, the booking form for which enables the visit organiser to state any special needs. The Museum endeavours to meet all such needs.
- Access to the archive is available by appointment and arrangements will be made for the most appropriate means of access.

3.2 Accessibility assessment

The Museum is committed to a rolling programme of improvements to eliminate barriers and ensure equality of access for all. In so doing we will consider the following forms of accessibility:

- **Physical**
To enable people with physical disabilities to reach and appreciate every part of the museum service. To take into account the needs of the elderly and of people caring for young people.
- **Sensory**
To enable visitors with impaired vision or hearing to enjoy the museum's buildings and collections.
- **Intellectual**
We recognise that people have different learning styles and we will aim to provide interpretation in a range of learning styles. We also aim to ensure people with learning difficulties can engage with and enjoy the museum and the collections.
- **Cultural**
To consider the needs of people for whom English is not a first language, or whose knowledge of British history and culture may be limited.
- **Attitudinal/Emotional**
To ensure the museum environment and museum staff and volunteers are welcoming to visitors from all sections of the community.
- **Financial**
Free admission continues to be available for carers. When reviewing any charges to any of the museums' extra services (such as learning and outreach) we will take into account that ability-to-pay can be a barrier to access.

The Museum will seek to engage with visiting individuals and groups to obtain feedback on future access improvements and liaise where necessary with support groups such as the Action on Hearing, Royal National Institute of Blind People (RNIB) and other disability support groups to ensure that future access provision is in line with prevailing best practice.

The Museum will underpin its access policy commitments with suitable training for its staff and volunteers, assessed on the level of need and resource constraints.

3.3 Key access improvements

The Museum's ambitions to improve access during the next five years, and which is considered to be realistic and manageable, are set out below.

General accessibility improvements

- Ensure that interpretation of all displays in the Museum meet current accessibility standards and best practice.
- Ensure that directional signage and guidance throughout the Museum addresses the needs of all visitors
- Identify local partner organisation to carry out an accessibility survey of the site and make recommendations for any improvement needed.

Visitors with visual impairments

- Review showcase displays and upgrade some of the text panels for improved accessibility.
- Identify local partner organisation to carry out an accessibility survey of the site and make recommendations for any improvement needed.

Visitors with hearing impairments

- Identify local partner organisation to carry out an accessibility survey of the site and make recommendations for any improvement needed.

12. IT Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: Bahamas Locomotive Society

Date on which this policy was approved by governing body:
18 April 2017

Policy review procedure: This IT policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: April 2022

1. Museum's statement of purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

2. Aim

The purpose of the Policy is to set out the standards expected of anyone who uses the Company's computer equipment and internet devices, including web search, social media and email.

3. Code of Conduct

- The Company expect the highest possible standards of behaviour from employees and volunteers when in contact with other Society members, employees or any representatives from our partner or associated organisations or with members of the public etc.
- Anyone using the Company's IT facilities must recognise and distinguish clearly between Company and private use.
- The Company's IT resources and communication systems are to be used only for Company/Society business.
- Whilst the Company does not prohibit the use of its equipment for limited 'emergency' personal use this must not involve misuse of the internet or any of its IT resources to search or circulate any inappropriate material which could be harmful in any way to the reputation of our business or any volunteer or employee.
- Inappropriate use of the equipment may pose a risk to our confidential and proprietary information, and our reputation, which may potentially jeopardise our compliance with our legal obligations.
- All volunteers and employees must act in ways that do not harm our business reputation, or make any disparaging or defamatory statements about our organisation, partners or members/employees past or present, visitors, affiliates or stakeholders.

4. Monitoring

- The Directors of the Company or anyone authorised by the Company/Society Chairman may, from time to time, monitor the usage of all Company/Society IT resources so as to maintain compliance with this policy. Failure to comply will result in disciplinary action.
- Should any volunteer or employee feel aggrieved in any way as a result of actions taken by others or believe that inappropriate material about any aspect of the business is in the public domain then they should make this known to their Line

Manager (in the case of an employee) or a senior Society representative (in the case of a volunteer) at the earliest possible opportunity. This will enable appropriate investigations to occur.

13. Privacy Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
18 April 2017.

Policy review procedure: This Privacy Policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by March 2022

Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

Privacy Statement

The Bahamas Locomotive Society Ltd (the Society) maintains information on each member in order to promote the Society's activities and support the Society's stated aims. This information will have been gathered from each member at the time they completed and submitted their membership application or renewal form. The Society also records information for the sale of goods on behalf of its trading company (Bahamas Loco Trading Ltd) and the care and security of visitors to its museum.

The Society is the sole owner of all this collated information and will not share, sell, or rent this information to anyone other than its trustees, its trading company (Bahamas Loco Trading Ltd) or officers who have responsibility to manage and administer such information in order to fulfill our contractual obligation to each member, or user of the museum. This obligation includes such activities as:

- managing the membership database,
- preparing mailing lists for distribution of the Journal or promotional material such as fund raising, event notification, etc., as may arise from time to time,
- the sale of goods via the Society website as a means to promote its activities and raise funds
- the use of cctv to safeguard members, staff, visitors and the Society's collections.

Details stored may include name, address, telephone number, occupation, email address, cctv images.

Information will be held of past members in order to provide statistics and trends on membership renewals, non-renewals or resignations, to help with future planning.

Photographs of Society events and activities are collected and maintained in an archive for the purpose of maintaining a historical record of events. These images maybe used to report on these activities or promote the Society in accordance with its published aims.

Any changes to this policy will be notified to each member via notification in the Journal and by subsequent amendment of the Members Handbook, or via the Society website.

Anyone wishing to have their information removed from the database may have to relinquish their status as a member, if, by so doing it obstructs the administration of their contact information.

Requests to see the content of their personal data or seek its removal should, in the first instance, notify the Chairman.

14. Conflict of Interest Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
6 November 2019

Policy review procedure: The policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024.

Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

1 Conflict of Interest Policy

- 1.1 All trustees are to be aware that, when involved in the Society's business, they must act in the interests of the Society and not be influenced by any personal considerations which may lead them to draw different conclusions or take different actions. In particular, trustees must consider whether or not any conflicts of interest exist due to financial matters or loyalty to another party.
- 1.2 It is the responsibility of each trustee to identify and disclose to the Committee of Trustees any circumstances where a conflict of interest may or does exist.
- 1.3 Where a particular matter is deemed to cause a conflict of interest, the relevant trustee will not take part in any decision making process which deals with that matter.
- 1.4 No trustee of the Society is remunerated in cash or kind however the Committee may agree from time to time to pay trustees expenses which are agreed in advance, supported by a VAT receipt and a result of a necessary part of the Society's activities.

15. Handling complaints Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
6 November 2019

Policy review procedure: The policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024.

Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

1 Handling Complaints Policy

- 1.1 If a complaint is received, it will be treated seriously, and handled fairly and confidentially.
- 1.2 We request each complainant to set out what went wrong and how they believe the matter can be put right.
- 1.3 Complaints will be considered by the Management Committee and, when a decision has been reached, discussed with the complainant. Every effort will be made to satisfy the complainant and maintain the good name and reputation of the Society if the complaint is believed to be reasonable and genuine.

16. Investments Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
6 November 2019

Policy review procedure: The policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024.

Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

1 Investment Policy

- 1.1 At present the company has no cash borrowings. The substantial amounts of liquid assets are held in current and deposit accounts with the Charities Official Investment Fund and various high street banks.
- 1.2 The Management Committee controls the selection of projects to be undertaken. When significant projects are undertaken, such as the restoration of locomotives, a detailed budget is prepared and all required funds are put in place before commitment to the project is made.

17. Paying Staff Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
6 November 2019

Policy review procedure: The policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024.

Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

1 Paying Staff Policy

- 1.1 The Society is largely staffed by volunteers but a small number of paid roles exist.
- 1.2 The Management Committee discusses and agrees any proposal to appoint a paid member of staff. A job description is required, which should set out the responsibilities of the role, the experience required, hours of work and pay and reporting line as a minimum. Particular consideration is given to how employing paid staff may affect volunteer staff members.
- 1.3 Candidates are sought in the most appropriate manner including personal recommendation and specialist advertising.
- 1.4 A formal interview process will take place featuring a number of candidates who appear to have the potential to fulfil the role.
- 1.5 Upon appointment, each member of staff is given a written contract setting out their terms of employment.
- 1.6 Staff members are encouraged to identify suitable training which will assist them in carrying out their role more effectively.

18. Risk Management Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
6 November 2019

Policy review procedure: The policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024.

Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

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"> • lack of beneficiary welfare or safety • poor contract pricing • poor staff recruitment and training • doubt about security of assets
Financial risks	<ul style="list-style-type: none"> • inaccurate and/or insufficient financial information • inadequate reserves and cash flow • dependency on limited income sources • inadequate investment management policies • insufficient insurance cover
External risks	<ul style="list-style-type: none"> • poor public perception and reputation • demographic changes such as an increase in the size of beneficiary group • turbulent economic or political environment • changing government policy
Compliance with law and regulation	<ul style="list-style-type: none"> • acting in breach of trust • poor knowledge of the legal responsibilities of an employer • poor knowledge of regulatory requirements of particular activities (eg fund-raising, running of care facilities, operating vehicles)

The Society's Committee of Management, currently consisting of thirteen Directors and Trustees, holds monthly meetings to manage the activities of the Society and regularly reviews the main areas of risk.

Governance Risk

The Committee is designed to have a collection of trustees which have substantial and complementary skills and experience and which, taken together, are suitable for the management and control of the Society's operations and risks. The structure is stable as many of the trustees have served for several years or decades.

Operational Risks

Committee members take a close interest in all operational matters, are aware of the skills within the organisation and know when to 'buy-in' external expertise. Less experienced volunteers are handed tasks suitable for their level of skill and are closely supervised. Risk Assessments for all the main areas of operation have been prepared.

Financial Risk Strategy

These may be summarised as follows:

- a) Insufficient funds to continue operations and complete projects.
- b) Unauthorised transactions.
- c) Failure to safeguard our assets.
- d) Failure to adhere to legislation or restrictions in whatever field.
- e) Liabilities are not identified and provision made for them.

These risks are mitigated as follows:

- Major expenditure has to be approved by the Committee and various Committee members (trustees/directors) have specific roles and duties based on their experience. The Committee ensures that current projects have sufficient funds available on a regular basis from a variety of sources e.g. subscriptions, donations, gift aid, shop and museum income and grants. At present the Company has no borrowings. Liquid assets are held in current and deposit accounts with the Charities Official Investment Fund and various high street banks.
- Our assets are housed securely at Ingrow other than Bahamas which is now securely stored at Haworth. Items stored outside are secured and protected from the weather. A modern security system is in place and various insurance policies including public liability are in force. The Committee keeps up to date with legislation and regulations by contact with people in the preservation sphere, membership of various associations and by taking advice from recognised experts.
- A wholly owned subsidiary, Bahamas Loco Trading Ltd, was formed in 1991 with a working capital of £5,000. This company is responsible for all trading activities such as locomotive hire, books and souvenir sales. Profits are transferred to the Society in return for free use of the Society's locomotives and other assets.

External Risks

The Society has developed an excellent reputation for the high quality of its work in the 50 years and more since its formation. The Society has clear boundaries between activities it undertakes and those it does not. For example the society is willing to hire out locomotives but not to operate or promote excursions.

External events which may affect the Society are identified and addressed appropriately by the Committee.

Compliance with Law and Regulation Risks

The Society has clear boundaries between activities it undertakes and those it does not. The Committee will seek professional advice when it deems it is required. Members of the Committee keep up-to-date with current legislation via industry bodies such as the HRA.

19. Health & Safety Policy

Name of museum: The Engine Shed at Ingrow

Name of governing body: The Bahamas Locomotive Society Ltd

Date on which this policy was approved by governing body:
8 June 2005

Policy review procedure: The policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review: Complete review by November 2024.

Statement of Purpose

The purpose of the Bahamas Locomotive Society is to collect, preserve, maintain, and operate railway locomotives, rolling stock, and associated artefacts; and to provide facilities for their access, interpretation and educational use, by exhibition to the public at its Engine Shed at Ingrow museum, and via any relevant outreach opportunity.

Commitment and aims

We, the Bahamas Locomotive Society, intend to provide and maintain, so far as reasonably practicable, a safe and healthy working environment, and to enlist the support of the members and the public towards achieving these ends.

We are committed to maintaining the highest possible standards with regard to the safety of our members, our visitors, and all other people affected by our operations.

We believe that high standards of Health and Safety will contribute to our success and will contribute positively to the success of the heritage railway movement in general.

In order to achieve this we will ensure that all Society operations implement an appropriate health and safety management system that:

- effectively identifies, assesses and controls all foreseeable health and safety risks,
- meets minimum and where practicable exceeds all relevant legislative requirements and conforms to recognised good practices of health and safety,
- encourages all members of the Society to pursue health and safety matters with the same degree of professionalism and commitment which we encourage in the pursuit of our aims within the heritage railway movement,
- involves and consults the membership to develop an effective health and safety policy and working practices,
- provides the necessary safe environment, equipment, information, training and supervision to all people who are under our operational control.

To ensure that we meet these standards we intend to:

- undertake periodic internal and independent audits for compliance with this policy,
- regularly review, monitor and update all areas of our health and safety policy,
- obtain advice, and fully cooperate with outside authorities and bodies to assist with the development of health and safety matters,
- regularly review this policy in the light of new knowledge, changes in legislation, and developments within the Society.