



---

# **SYDNEY TRAMWAY MUSEUM**

## **RISK MANAGEMENT PLAN**

**DECEMBER 2016**

**SYDNEY TRAMWAY MUSEUM**

# Document Control Record

**1. Document Details:**

**Name:** Risk Management Plan

**Number:** STM 6064

**Version Number:** 1.6

**Document Status:**  Working Draft

Approved for Issue

Archived

**Next Scheduled Review Date:** .....

**2. Version History:**

Version Number	Date	Reason/Comments
1.0	31/01/2007	Initial issue
1.1	02/09/2008	Changed the review period for risks
1.2	04/12/2008	Update the details about acceptable levels of risk
1.3	31/10/2009	Amended acceptable risk ratings.
1.4	31/07/2010	Amended acceptable risk ratings to align with the new Risk Register format.
1.5	30/11/2012	Corrected some Reference numbers
1.6	11/12/2016	Amended Distribution List format

**Approved by** ..... **Signature & Date** .....

**3. Distribution List**

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer
STM Office		STM Office cupboard

# Risk Management Plan

## 1. Purpose

To allow STM to provide safe and secure tourist passenger tram services through a risk-based plan for STM's operations and facilities.

## 2. Scope

This plan applies across STM's operations and facilities.

## 3. Responsibilities

The Rail Safety Management Team is responsible for ensuring that this plan is reviewed at regular intervals.

STM personnel are responsible for reporting risks and hazards.

## 4. References

AS/NZS ISO 31000: 2009 Risk Management

Occurrence Report Form (STM6033)

Rail Safety Management Plan (STM6042)

Risk Action Plans (STM6004)

Risk Register (STM6003)

STM Emergency/Evacuation Procedure (STM6034)

## 5. Definitions

RSMT - Rail Safety Management Team

STM - Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

## 6. Actions

### 6.1 Risk Management

STM recognises that a high level of safety management is essential to its future as a heritage tramway operator. All areas of its operations are be subject to rigorous analysis to detect and counter hazards in order to protect its members and staff and to protect members of the public who support its operations. The obligations of operational safety and of occupational health and safety can only be met through the application of effective and consistent risk management activities.

### 6.2 Risk Assessment

In order to develop this risk plan, the Rail Safety Management Team has conducted a risk assessment to identify the risks affecting passengers, personnel, rolling stock and infrastructure. The risk assessment is conducted in accordance with AS/NZS ISO 31000:2009.

## SYDNEY TRAMWAY MUSEUM

The Risk Action Plans are reviewed on a regular basis by the Rail Safety Management Team *to determine if all of the actions have been completed. Once the actions have been reviewed the RSMT then reviews the risk ratings (Consequence [C], Likelihood [L] and Level of Risk [R]) of each risk identified in the Risk Action Plan to see if the Level of Risk is now acceptable to the Museum (see section 6.3 below).*

### 6.3 Risk Acceptability

In reviewing the Risk Register (STM6003), the Rail Safety Management team have agreed that levels of risk that are rated as ACCEPTABLE (Low Level) and CONTROLLED (Mid Level) IF ALARP will be acceptable levels of risk.

Any risk that has a risk level greater than HIGH LEVEL (i.e. intolerable) will require a Risk Action Plan (STM6004) to be developed and actioned to reduce the level of risk to as low as reasonably possible. The actions in the Risk Action Plans are aimed at reducing the level of risk.

### 6.4 Risk Assessment Plan

To develop and maintain the plan the following activities will be assessed every two years:

- a) Normal Traffic operations on Wednesdays and Sundays;
- b) Normal Traffic operations on School holidays;
- c) Review all incidents reported during the review period;
- d) Review all hazards reported during the review period;
- e) Review of the track work within the museum complex;
- f) Review of structures including all buildings;
- g) Review the “regular” operating trams; and
- h) Review the Museum site in general for any hazards, etc.

For special “one-off” activities a risk management plan will be developed **4 weeks** before the event. These activities include:

- a) Any special operating days (eg “Back to the Forties” day);
- b) Review of any trams which normally don’t operate on the normal Traffic days; and
- c) A temporary change to the normal traffic operations (eg the temporary builder’s sheds at the North Terminus).

To review “as required” the following the following:

- a) Any new structures installed;
- b) Any new activities to be performed at the museum;
- c) After an introduction of a major change and innovation etc.;
- d) After major track work; and
- e) Any new trams introduced into the museum fleet.

ooo000ooo