



# Nenthead Mines Conservation Society

## Nenthead Mines – Carrs Mine Helmet Policy

### 1 PURPOSE

To ensure the health and safety of all visitors and staff entering Carrs Mine by clear guidelines for the provision, use, maintenance, and replacement of protective helmets for both adults and children.

### 2 DEFINITIONS

NMCS	Nenthead Mines Conservation Society
Staff	NMCS members working as mine tour team or in Carrs mine for any volunteering purpose
Visitors	Members of the public on mine tours
Quarantine	Area that helmets can be placed into but not removed from, except by a trained inspector.
Carrs Mine	The show mine section of Carrs Mine complex
Approved Helmet	Helmet with a current inspection and logged on the NMCS Helmet Register.
Helmet	An Approved Helmet
Activity	An event involving Carrs Mine such as but not exclusively an Open Day, Private Trip, Work Day
Inspector	A person or persons trained to be a competent inspector of helmets.
Site Safety Officer	A person or persons who takes on a supervisory / advisory role with respect to safety policy development and implementation for the Society. The SSO(s) report to the Board of Trustees.
Activity Leader	The person who is in charge of, and so responsible for, the Activity and for compliance with NMCS policies and procedures while the Activity is happening. Includes Open Day Organiser, Work Day Organiser, etc..
Mine Manager	The Mine Manager on the day, whether the Mine Manager or a Deputy Mine Manager .

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NMCSSP001	1	Joyce Jackson, Nick Green, Sam Millard	Trustees	09-07-2025



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## 3 SCOPE

**THIS POLICY APPLIES TO ALL VISITORS (ADULTS AND CHILDREN) AND STAFF PARTICIPATING IN GUIDED TOURS INTO CARRS MINE, STAFF RESPONSIBLE FOR EQUIPMENT PROVISION AND STAFF WORKING IN CARRS MINE.**

## 4 HELMET USE REQUIREMENTS

### 4.1 Mandatory Use

All visitors and staff entering Carrs Mine must wear an Approved Helmet at all times whilst underground.

Visitors who refuse to wear a helmet or remove it during a tour will not be permitted to enter or remain in Carrs Mine.

### 4.2 Child Safety

Children must be fitted with helmets appropriate to their size. A parent or guardian must ensure the helmet remains secure and in place during the tour.

### 4.3 Staff Helmet Training

All staff are required to have formal instruction from the Site Safety Officer or other approved persons on how to safely wear helmets and how they must be fitted to both themselves and other people.

### 4.4 Staff and Visitor Helmet Fitting

Suitably trained staff must ensure helmets are correctly fitted and adjusted according to the official procedure before entry to Carrs Mine.

### 4.5 Instruction

All visitors will receive a safety briefing, including the correct wearing and handling of helmets.

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## 5 MAINTENANCE OF HELMETS

### 5.1 Cleaning Protocol

#### 5.1.1 Each Activity

Helmet cradles and brow pads must be wiped at the end of an Activity day using warm (30°C) soapy water. Use of any other cleaning materials will invalidate the helmet's warranty.

Excessive dirt on the shell should be removed.

#### 5.1.2 Monthly

Helmets, cradles and brow pads must be fully cleaned, using warm (30°C) soapy water only, monthly or more frequently if needed.

### 5.2 Inspection Schedule

Helmets must be visually checked before and after each use by trained staff in line with the helmet check procedure (NMCSSP0002).

A full inspection by a trained person of all helmets must occur a minimum of every 3 months and be recorded in the helmet register.

### 5.3 Storage:

Helmets must be stored in a well-ventilated, clean, dry environment, away from direct sunlight and chemicals, to avoid degradation. To ensure proper ventilation, helmets must not be stacked on top of each other.

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## 6 REPLACEMENT POLICY

### 6.1 Lifespan

Helmets shall be removed from use at the end of the lifespan as specified by the manufacturer or sooner if required.

### 6.2 Immediate Quarantine

Helmets will be immediately quarantined if:

- Cracked, deeply scratched (1mm or more), or deformed.
- Straps or buckles are broken or missing.
- Any part of the Helmet does not function as designed.
- Involved in an incident or impact, even if no visible damage is present.

### 6.3 Inventory Management

A helmet register will be maintained, recording the Helmet Tag number, Manufacturer's reference number, date of issue, inspection records, and expiry date.

## 7 RESPONSIBILITY AND COMPLIANCE

- The **Mine Manager** has overall responsibility of all aspects of Carrs Mine, including Safety for all Activities.
- The **Site Safety Officer, in the context of this policy** is responsible for:
  - Overseeing helmet inspections and inventory.
  - Training staff on helmet safety and policy enforcement.
- The **Activity Leader** also referred to as the 'Mine Tour Organiser' or 'Work Day Organiser' is responsible for ensuring suitably trained staff are available for helmet pre and post use checking and fitting helmets to visitors and staff.
- Helmets owned by members must be an Approved Helmet, i.e. documented, inspected and on the NMCS Helmet Register if they are to be used for Carrs Mine related activities.
- All staff must ensure that all work is done fully to the instructions of the Activity Leader.
- Any defective or possibly defective helmets to be quarantined immediately.

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## 8 REVIEW OF POLICY

This policy will be reviewed **annually**, or sooner if required, to align with updated safety standards or operational changes.

## 9 DOCUMENT AMENDMENT RECORD

Issue	Date	Amendment
1	08-07-2025	Original Issue

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