



## **Risk Assessment for visits by schools and other groups.**

### **Introduction**

Gloucestershire Warwickshire Steam Railway (GWSR) encourages visits by groups, including groups of children, regardless of physical or mental ability or disability.

Groups of children should be supervised by sufficient number of responsible adults throughout their visit. It is our assumption that children under 11 will be supervised on a basis of one adult to 10 children but in the case of very young children, children with special needs or vulnerable adults, the supervision level may be considerably higher than this.

This risk assessment has been prepared to cover risks which are specific to our establishment. It does not cover risks which might be experienced in ordinary life or which could be classed as “common sense” risks (examples: children climbing on to a table and falling off).

Our risk assessment commences from the time that a group arrives at GWSR. Most LEAs and schools have their own risk assessment covering travel to and from venues outside the classroom and GWSR cannot manage the risks during these phases of your visit.

## Regulatory Framework

GWSR is regulated & inspected by Her Majesty's Railway Inspectorate – part of the Office of Rail Regulation. They have approved our rule book and Safety Management System. We take necessary steps to comply with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992, made under the 1974 Act. Our outdoor play area equipment is constructed in accordance with BS EN 1176: 1998 and is inspected by our staff before use. More information can be obtained from our Health and Safety Manager if required.

## Insurance

We carry insurance cover for public liability in the sum of £5 million for any one incident. Our insurers are aware that we encourage visits by schools and other groups, including children.

## Format of Risk Assessment

Our approach in preparing this risk assessment has been guided by the following:

1. Health and Safety of Pupils on Educational Visits- A Good Practice Guide.
2. 5 Steps to Risk Assessment
3. Staying Safe: Action Plan
4. Heritage Railway Association Risk Assessment Guide.

The references 2 and 3 state that government will “work with the HSE and other partners to reinforce the message to schools, in particular, that risk assessment must be proportionate – in order to minimise risk without denying children the opportunity to experience the benefits of learning outside the classroom”

## All Hazards

In the context of this risk assessment the following are applicable to all identified hazards:

- **Who might be affected by the hazard?**

All participants including children, their group leaders, and operating staff

- **Can the group leader put identified safety measures in place?**

Yes. Any group leader who is mentally and physically capable of fulfilling that role should be able to put the identified safety measures in place.

**What steps will be taken in an emergency?**

Emergencies requiring immediate assistance by the emergency services will be called in the usual way by dialling 999 / 112. The group leader should inform the station master or train guard who will do this for you. All our stations and trains have first aid kits and most of our staff has basic first aid skills.

The nearest small injuries unit is at Winchcombe Medical Centre and a full A&E department is at Cheltenham Hospital.

GWSR does not undertake to provide qualified First Aiders but we do have several who may be on duty on the day of your visit.

Group leaders should decide in advance how to divide responsibilities if a visit is curtailed in the event of an emergency. In this context it is helpful if a single person is appointed to be in charge of the whole group. This applies to adults as well as children.



# Gloucestershire Warwickshire Railway Risk Assessment

Group.....

Organiser.....

Date.....

Activity	Hazard	Risk	Initial Rating L/M/H	Existing control measures	Level ach'ved L/M/H	Additional action required
Moving around/across the station forecourt	Getting from coach/vehicle to station building	Being hit by a moving vehicle	M	Drop off point is adjacent to the station building, obviating need to cross car park	L	Vehicle drivers should always be forewarned to drop off outside station building
		Tripping on a raised edge	L	Edges are marked. Passengers encouraged to use ramp	L	Passengers should be warned in advance where there are raised edges
On the platform	Randomly positioned railway furniture	Tripping over railway furniture	L	Most railway furniture is positioned against the wall or fence and away from the passengers	L	Passengers should be warned by organisers to look out for items of equipment on the platform.
	Drop from platform to track bed	Falling from platform edge	M	Platform edge is clearly marked with a white line	L	Passengers should be warned by organisers to keep well back from the platform edge
	Moving train/carriages	Being hit by moving train	L	Station announcements, or station staff, warn passengers when a train is arriving and to stand back	L	Organisers and station staff need to be constantly vigilant, especially when young children are on the platform
	Watching Loco watering/uncoupling	Being hit by moving parts Falling from platform Scalding by escaping steam	L	Loco crew to keep an eye out for passengers/children and ask them to stand back if too close.	L	Organiser to accompany young children and ensure that they are safely positioned
Changing from one platform to another	Using the footbridge	Tripping on steps	M	Footbridge steps have a non-slip surface	L	Passengers should be warned not to hurry particularly when the station is crowded
	Using the crossing	Tripping on uneven surface	M	When foot passengers use the crossing, they will always be supervised by a member of the railway staff	L	Passengers should be warned of the dangers before they embark upon crossing the railway

Travelling by train	Passengers entering/leaving the carriage	Falling down the gap between carriage and platform	M	Platform edge is clearly marked	L	Organisers should warn passengers that they should take care when entering or leaving the carriage doorway
	Closing carriage doors	Fingers being caught in door	M	Where necessary, railway staff will assist with opening and closing doors	L	Organisers to warn in advance that the carriages all have slam doors
	Smoke and steam emanating from engine and carriages	Getting a smut in an eye	L	Notices above each window warn passengers not to put their head out	L	Passengers should be warned to keep well away from the engine if this is likely to be a problem
		Younger children being frightened by escaping steam	L	Engine drivers are warned to keep escaping steam to a minimum whilst in the station	L	Organisers should warn children that engines letting off steam can be extremely loud
	Moving through the train when it is moving	Falling/slipping over	L	Engine drivers are required to keep the ride as smooth as possible	L	Vulnerable adults/children or anyone with mobility difficulties should be required to remain seated whilst the train is in motion
	Carrying hot liquids	Spilling a hot drink	L	All hot drinks are issued with a lid. This must be securely fastened before the drinks are taken from the buffet counter	L	Railway staff should be vigilant in spotting drinks that are being carried without the lid
		Being scalded by a hot drink	L	Unless moving through the train passengers should remain in their seat and keep bags/legs out of the aisle	L	All passengers to be vigilant when the train is moving and look out for passengers who are carrying drinks
	Getting into an engine cab	Loco steps	Falling/stumbling	L	Passengers may only enter a cab under the direction of the driver, after he has explained the risks. Entry and exit should be made facing the engine	L
Hot surfaces		Being burnt or scalded	L	Passengers in an engine cab should remain at the back of the cab, away from the boiler	L	Passengers should be warned of possible hazards before entering the cab

Visiting yard/workshop	All of the above	All of the above	L	Passengers should always be accompanied by a suitably qualified member of the railway staff and should wear appropriate clothing, including a hi-vis vest	L	If the visit is any more than a simple tour, then a separate risk assessment should be prepared
Having picnic in station grounds	Uneven surfaces	Trips and Falls	L	The ground is regularly inspected and cleared by railway staff	L	Organisers should ensure that anyone with mobility difficulties is accompanied
	Wooden picnic table	Possible splinters	L	Tables are regularly checked by railway staff	L	Passengers should immediately report any damage to tables
	Insects	Possible insect bites	L	Railway staff deal with issues as they arise	L	Anything untoward (ants, wasps nests) should be reported immediately
Using playground	Playground equipment	Equipment breaks/malfunctions	L	Equipment is regularly inspected by railway staff	L	Passenger should immediately report any equipment that appears to be in less than perfect condition
		Child falling from equipment	M	All children using play equipment are required to be supervised by an adult	L	Adults should maintain a high level of vigilance and intervene if they sense a child may be in danger