



# RISK ASSESSMENT FOR SCHOOL VISITS

(Issued without prejudice, for teachers' guidance purposes only)

This assessment may help identify potential risks on the Railway, gives a low, medium or high rating and recommends management by teachers and your supervising staff to minimise those risks. Please make sure that all the adults read and understand the Safety Notes provided.

In most cases these risks are relevant to any railway environment including the main railway lines and could therefore be used as a general teaching implement for children's education.

## **Use the visit to teach everyday standard railway discipline:**

- (1) Do not walk or play on or near any railway line.
- (2) Do not climb on or under any railway vehicles.
- (3) *Mind the gap* – between platform edge and carriages.
- (4) Mind the children's fingers in the doors when opening and shutting the carriage doors.
- (5) Do not attempt to undo a carriage door until the train has stopped.
- (6) Do not climb on any railway structure.
- (7) Read and make sure the children understand all signs relating to Health and Safety.

**Car and Coach Park:** These areas are not part of the public highway but could have other low speed traffic movements within them. Keep children together and well supervised adjacent to your vehicle and leave the car and coach park in one group as soon as possible. Normal highway discipline applies. **(Medium Risk).**

**Pathways to station and other general public circulation areas:** Main pathways are mostly rolled or loose tarmac surface. Other areas are cut grass or paving slabs. All public areas are fenced or gated from the running railway lines. There may be slight uneven surfaces in paved areas and slight uneven surfaces in the grass. Observe walking surfaces to avoid tripping and take care with wheeled chairs and keep gates shut. Do not climb gates or fences. **(Low Risk).**

**Station Platforms:** There is a metre drop from the platform to the railway lines. Low speed trains operate on the lines adjacent to the platform. Keep children away from platform edge at all times. Do not run or play on the platform especially when a train is approaching or leaving. **(High Risk).**

**The Journey:** Rides are given in an assortment of vintage passenger carriages originally used in the 1960s period on main lines. The maximum speed limit on the Railway is 25 mph, although in reality it is exceptional to ever reach 20mph. The Railway is about three miles in length and allowing for the engine to change ends of the carriages to pull them back to the station, the journey normally takes up to an hour. There are limited toilet facilities on the train, with the main toilets (including a disabled toilet) at Bitton station. Seat belts are not required on trains and as such are not provided. Do not allow the children to put their arms or head out of the windows of a moving train. Do not attempt to undo a door on a moving train. Stay seated for the whole journey. **(Low Risk).**

**Exploring around the site:** Care should be taken near anyone who is working on restoration projects on railway vehicles. Do not trespass. Should a closer inspection of an exhibit be required, find a member of the railway staff who may be able to help, if safe to do so. **(Low Risk).**

**First Aid:** Normally there are staff on site with basic first aid qualifications. We have First Aid kits and can provide plasters, bandages etc., if required for self-application. In a more serious incident most staff have mobile telephones to contact the Emergency Services or contact them yourself.

**Disabled Persons or Special Needs:** Should you have any special needs persons in your party it is always best to advise us prior to your visit. We can then prepare, where reasonably practical, to ensure any special needs required are available, or inform you otherwise. We must inform you that due to the historical layout of a railway environment it is not always possible for certain disabilities to be accommodated in all areas of the site. Whilst we are very happy to welcome any special needs persons we must point out there are no staff on site qualified for any special needs requirements. Most trains will accept a wheelchair but not always in the main passenger area. We try to ensure if possible that one disabled carriage for up to four wheel chairs and their helpers is on the train.

**General Environment:** Steam Trains by their very nature and design can be dirty, greasy and smoky. If standing too near an operational steam engine, it is possible that oily, sooty smuts can be emitted from the chimney and may stain clothing. Sooty smuts can end up in eyes if heads are put close to an open window when travelling. **(Low Risk).**

**General Advice for you to give to Children:** On arrival before alighting from your bus, as a reminder, we recommend you cover these bullet points with everyone:

- (1) Do not walk or play on the railway lines.
- (2) Do not run or play on the station platform and stand well back from the edge.
- (3) Mind the gap, between platform and carriages and mind fingers when shutting doors.
- (4) Do not climb on or under any railway vehicle.
- (5) Stay with your group leader at all times.

**General Notes:** For any school visit we always recommend that you bring as many adults as possible. This is not only to supervise the children but also to maximise the educational opportunities of exploring in small groups.

This Railway, like all others, is run under regulations imposed by the Railway Inspectorate. All operational staff undertake a thorough training programme and are qualified to undertake their respective jobs. As such we are extremely safety conscious and keep constant surveillance, especially during school visits, for potential problems.

However whilst care has been taken to highlight any potential risk and advise accordingly, the care and supervision of your children is entrusted entirely to the persons you have delegated for that purpose. We will advise of any potential safety issues, if noted, relative to your party if they arise during the day. We regularly inspect all parts of the railway and complex for safety issues, and update our safety procedures, but please do not hesitate to bring to our attention any matter you feel we have not observed or could improve upon. Also if you feel we should include any further issues in this guidance note please contact us immediately.



# SAFETY NOTES FOR ADULT SUPERVISORS

(Issued without prejudice, for Teachers & Supervisors purposes only)

These notes are prepared as a reminder of potential risks, however small, during your visit. Please be observant at all times thus reducing the possibility of any accidents. We hope you all enjoy your visit.

**Car/Coach Park:** Keep your children close to you as other road vehicles may be moving in that area.

**Footpaths and Public Areas:** Surfaces are either rolled or loose tarmac, paving slabs or cut grass. Be aware for any tripping hazards. Do not climb fences or gates or trespass on the Railway.

**Station Platforms:** Stand well back from the edge. Do not run or play on the platform, especially when a train is arriving or leaving. Do not allow the children to climb on or under railway vehicles.

**The Journey:** Mind the gap between the platform edge and the carriage steps and mind fingers in the carriage doors. Each journey lasts about an hour on three miles of line. There are limited toilets on the train. Please ensure that the children stay seated throughout the journey and that they do not place their heads or arms out of the carriage windows. Please do not open carriage doors if the train is moving.

**First Aid:** Please note we **do not** administer first aid. In a more serious incident most staff have mobile telephones or contact the Emergency Services.

**General Environment:** Steam Trains by their very nature and design can be dirty, greasy and smoky. If standing too near to an operational steam engine, it is possible that oily, sooty smuts can be emitted from the chimney and stain clothing. Sooty smuts can end up in eyes if heads are put close to an open window when travelling.

**General Advice to give to the Children:** Before alighting from your bus, as a reminder, we recommend you cover these bullet points:

- (1) Do not walk or play on the railway lines.
- (2) Do not run or play on the station platform and stand well back from the edge.
- (3) Do not climb on or under any railway vehicle.
- (4) *Mind the Gap*, between platform edge and the carriages, mind your fingers in the carriage doors.

We regularly inspect all parts of the railway and complex for safety issues, and update our safety procedures. Please bring to our attention any matter you feel we have not observed or could improve upon. Also if you feel we should include any further issues in this guidance note please contact us immediately.

## REMEMBER, SAFETY FIRST FOR AN ENJOYABLE DAY