



**Gloucestershire Warwickshire Steam Railway Plc**  
**Risk Assessment for Use of Cotswold Halt - Cotswold Halt**

**Risk Assessment - Use of Cotswold Halt**

Reference No: COT-45569-46  
 Version No: 1  
 Assessment Approver: Kevin Jarvis

There are numerous risks associated with the operation of a catering outlet. This RA addresses those risks and defines some control actions.

Department: Cotswold Halt  
 Date Of Assessment: 04 October 2024  
 Review Due Before: 10 October 2027  
 Lead Assessor: Kevin Jarvis  
 Team: Tracey Jagers

**Operating the Cotswold Halt to provide catering for visitors**

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Slips & Trips Tripping over spillages or objects	Everyone	1) CRITICAL - Engineering: Equipment maintained to prevent leaks. - Effective 2) CRITICAL - Engineering: Drip trays to be provided in areas where required. - Effective 3) CRITICAL - Engineering: Good lighting to be present in all areas. - Effective 4) CRITICAL - Engineering: Any changes of level in areas or on steps to be highlighted. - Effective 5) CRITICAL - Administrative: Good housekeeping. Work areas kept tidy with goods stored suitably. - Effective 6) CRITICAL - Administrative: Any faults reported and addressing as soon as possible. - Effective 7) CRITICAL - Administrative: Spillages to be cleaned up immediately. - Effective 8) CRITICAL - Administrative: Suitable cleaning materials to always be available. - Effective 9) CRITICAL - Administrative: No trailing cables or obstructions to be placed in walkways. - Effective 10) CRITICAL - PPE: Ensure suitable footwear is worn at all times - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Engineering: Consider improving floor surfaces. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
<b>Score and Control Measure Notes.</b>							
Risk very difficult to eliminate. Risk remains the same.							
Health and Safety	Manual Handling Strains or bruising from carry heavy objects	Volunteers & Staff	1) CRITICAL - Engineering: Consider using manual handling aids such as sack trucks and trollies etc. - Effective 2) CRITICAL - Engineering: Store heavy items at low levels. - Effective 3) CRITICAL - Engineering: Store regularly used items at low levels. - Effective 4) CRITICAL - Engineering: Use steps and ladders as appropriate. - Effective 5) CRITICAL - Administrative: All staff to have completed the GWSR Manual Handling training. - Effective 6) Administrative: Arrange for deliveries to be made in packages that can be safely handled. - Effective 7) CRITICAL - Administrative: Seek assistance for heavy/awkward loads. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Burns & Scalds Contact with hot water, steam, hot equipment or surfaces	Volunteers & Staff	1) CRITICAL - Administrative: Staff to be trained and aware of risks of hot oils, equipment and surfaces. - Effective 2) CRITICAL - Administrative: Staff to be trained in the use of hot equipment such as coffee machines and grills etc. - Effective 3) CRITICAL - Administrative: No U18's to use cooking equipment. - Effective 4) CRITICAL - PPE: Wear heat resistant gloves as appropriate. - Effective 5) CRITICAL - PPE: Wear aprons as appropriate. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Use water mixer taps wherever possible. - Effective 2) Engineering: Consider signage warning of hot surfaces and water etc. - Effective 3) PPE: Consider wearing long sleeves at all times. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a



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Health and Safety	Cuts Knives and other sharp implements in use	Volunteers & Staff	1) CRITICAL - Engineering: Knives to be stored securely when not in use. - Effective 2) CRITICAL - Administrative: Staff to be trained in the use of knives. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Staff to be reminded to use scissors and cutters to open packaging and not knives. - Effective 2) Administrative: Special care and attention to be made when washing knives. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Food Handling Allergies or impact of frequent hand washing	Volunteers & Staff	1) CRITICAL - Engineering: Use utensils wherever possible to handle foods. - Effective 2) CRITICAL - Administrative: Wash hands thoroughly and frequently when handling food. - Effective 3) CRITICAL - Administrative: Thoroughly dry hands after washing. - Effective 4) CRITICAL - PPE: Food grade gloves to be worn as appropriate. - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) PPE: Consider use of food safe barrier creams. - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Chemicals Contact, sometimes prolonged, with detergents or splashed to eyes etc or vapours being breathed.	Volunteers & Staff	1) CRITICAL - Engineering: Use dishwashers rather than hand washing wherever possible. - Effective 2) CRITICAL - Engineering: COSHH assessments available for all chemicals. - Effective 3) CRITICAL - Engineering: Use long handled mops and brushes to avoid splashes and contact. - Effective 4) CRITICAL - Administrative: All containers to have clear, permanent, manufacturers labels. - Effective 5) CRITICAL - PPE: Gloves and protective eye-wear to be worn as appropriate. - Effective 6) CRITICAL - PPE: Gloves to be cleaned and stored appropriately after use. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Use milder chemical options wherever possible. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Gas Appliances Serious injury caused by explosion or gas release	Everyone	1) CRITICAL - Engineering: Equipment to be inspected and certified as safe for use. - Effective 2) CRITICAL - Engineering: Staff to be trained and aware of how to isolate equipment in an emergency situation. - Effective 3) CRITICAL - Engineering: Equipment to be suitably maintained and inspected. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Consider fitting of flame failure sensors on gas burning equipment. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a



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Health and Safety	Electrocution Electric shock from contact with faulty equipment or installations	Everyone	1) CRITICAL - Engineering: Fixed wiring inspections to be carried out as per the regulations. - Effective 2) CRITICAL - Engineering: PATS testing of portal equipment to be carried out as per the regulations. - Effective 3) CRITICAL - Engineering: Equipment to be suitable for use in a high volume kitchen environment. - Effective 4) CRITICAL - Engineering: RCD protection to be fitted to all hand held equipment. - Effective 5) CRITICAL - Administrative: Staff trained in use of equipment. - Effective 6) CRITICAL - Administrative: Any damage, discoloration or signs/smells of burning to be reported immediately. - Effective 7) CRITICAL - Administrative: Staff to be aware of how to isolate equipment at fused spurs or fuse/switch boxes. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Introduce a regular internal housekeeping check of equipment. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Fire Injuries from flames or smoke	Everyone	1) CRITICAL - Engineering: Fire fighting equipment to be available. - Effective 2) CRITICAL - Engineering: Emergency exits to be clearly marked. - Effective 3) CRITICAL - Engineering: Emergency lighting to be fitted, tested and operational. - Effective 4) CRITICAL - Administrative: Building must have a current fire risk assessment in place with all actions addressed. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Machinery Contact with moving parts of equipment	Volunteers & Staff	1) CRITICAL - Engineering: All dangerous moving parts to be guarded as appropriate. - Effective 2) CRITICAL - Engineering: Repairs to equipment only to be undertaken by competent persons. - Effective 3) CRITICAL - Engineering: Equipment always to be isolated before undertaking any cleaning or repair work. - Effective 4) CRITICAL - Administrative: Staff suitably trained in the use of all equipment. - Effective 5) CRITICAL - Administrative: Equipment to be visually inspected before use. - Effective 6) CRITICAL - Administrative: Staff to report any defective equipment straight away. - Effective 7) CRITICAL - Administrative: Operating instructions for equipment to be readily available. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Falls from Height Falls from ladders etc.	Volunteers & Staff	1) CRITICAL - Administrative: All staff to have undertaken GWSR Working at Height training. - Effective 2) CRITICAL - Administrative: Staff to be trained in the use of ladders and steps. - Effective 3) CRITICAL - Administrative: All working at height equipment to be inspected and ticket in date. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a



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Health and Safety	Temperature Fatigue caused by heat	Volunteers & Staff	1) CRITICAL - Engineering: Fans and extraction equipment to be provided as required. - Effective 2) CRITICAL - Administrative: Staff to take regular breaks and hydrate as necessary. - Effective	2 x	1 =	2	None	2 x	1 =	2	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.			

**COSHH Assessments**

There are no COSHH assessments associated with this risk assessment.

Ends