



**Gloucestershire Warwickshire Steam Railway Plc**  
**Risk Assessment for Visit of Youth Group to off site locations and activities - OnTrack**

**Risk Assessment - Visit of Youth Group to off site locations and activities**

Reference No: ONT-45782-98

Version No: 1

Assessment Approver: Kevin Jarvis

From time to time the GWSR Youth Group will visit other railways or sites and so assessment of risk is required.

Department: OnTrack

Date Of Assessment: 05 May 2025

Review Due Before: 06 May 2030

Lead Assessor: Richard Scott

Team: Kevin Jarvis

**Youth Group visiting other locations**

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury to youth volunteers or leaders Unaware of unusual surroundings, lack of planning, inattention	Volunteers & Staff	1) CRITICAL - Administrative: All procedures, processes, local rules and instructions must be followed at the location. - Effective 2) CRITICAL - Administrative: Carry out a safety briefing with the youth group before departure - Effective 3) CRITICAL - Administrative: Leaders to be aware of medical issues, limitations or restrictions of youths - Effective 4) CRITICAL - Administrative: Youths to bring any medicines, prescriptions or other specialist support required with them - Effective 5) CRITICAL - Administrative: Consent is received from each parent or guardian for the youth to participate - Effective 6) CRITICAL - Administrative: Leaders to be assigned to youths to be responsible for tracking their whereabouts throughout the visit - Effective 7) CRITICAL - Administrative: Leaders to carry out regular headcounts - Effective 8) CRITICAL - Administrative: Leaders must not allow youths to become separated from the group or leave the party - Effective 9) CRITICAL - Administrative: A designated meeting point should be established for if anyone gets lost or separated from the group - Effective 10) CRITICAL - Administrative: If driving road vehicles, leaders should be suitably insured - Effective 11) CRITICAL - Administrative: Youths to be briefed on their expected conduct - Effective 12) CRITICAL - Administrative: Ensure youths dress appropriately for the activity - Effective 13) CRITICAL - Administrative: Make arrangements in advance of the trip for food and drinks breaks - Effective 14) CRITICAL - Administrative: When using public transport, count all youths on and off the train - Effective 15) CRITICAL - Administrative: Under no circumstances are any youths allowed to put their heads out of moving vehicles - Effective 16) CRITICAL - Administrative: Maintain a ratio of 10:1 for you to leaders as a maximum - Effective 17) CRITICAL - Administrative: Ensure leaders have contact details (mobile phone) for all youths who have them - Effective 18) CRITICAL - Administrative: Leaders to have contact details for parents and guardians - Effective 19) CRITICAL - PPE: Ensure youths where appropriate PPE is required - Effective	1 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 = 2	2	1) Administrative: Ideally at least one leader should be first aid trained. - Effective 2) Administrative: Consider carrying a first aid kit - Effective 3) Administrative: Consider if weather conditions on the day make the visit unpractical or unsafe - Effective	1 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 = 2	2	n/a

**Score and Control Measure Notes.**

Risk is low as youths should not be carrying out activities with any risk.

Risk remains low.

**COSHH Assessments**

There are no COSHH assessments associated with this risk assessment.

Ends