Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Temporary Volunteers (from businesses or from other Railways) - Permanent Way

Risk Assessment - Temporary Volunteers (from businesses or from other Railways)

Reference No: PER-44880-52
Version No: 2
Assessment Approver: Paul Fuller

Risk Assessing volunteers who come to join P-way either from businesses (as part of their CSR commitments) or from other Heritage Railways

Department: Permanent Way
Date Of Assessment: 15 November 2022
Review Due Before: 03 July 2030
Lead Assessor: Paul Fuller
Team: Kevin Jarvis

Working member visitors

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury to or incident caused by the visitor Lack or awareness or supervision	Volunteers & Staff	1) CRITICAL - Engineering: The visitor must not be asked to, or undertake, any activities that they are not trained and competent in. - Effective 2) CRITICAL - Administrative: Visitor must be a current member of another heritage railway (if applicable). - Effective 3) CRITICAL - Administrative: Visitor must hold a work permit from another heritage railway for a role within the Per Way department or be an employee of a business providing voluntary support to the GWSR on a pre-agreed basis. - Effective 4) CRITICAL - Administrative: Visitor must be 18 or over. - Effective 5) CRITICAL - Administrative: Prior to any external assistance, the Per Way manager is to confirm that there are no vulnerable adults or safeguarding risks to any member of the department. - Effective 6) CRITICAL - Administrative: The visitor must be assigned a mentor who will oversee ALL of the visitors work activities and be responsible for their actions. - Effective 7) CRITICAL - Administrative: The visitor must be 'signed in' on the GWSR system. - Effective 8) CRITICAL - Administrative: The vistor and mentor must read, understand and abide by this risk assessment. - Effective 9) CRITICAL - Administrative: The mentor is responsible for ensuring that the GWSR Rule Book is observed at all times. - Effective 10) CRITICAL - Administrative: All other GWSR and PW policies, procedures, rules and practices will be followed. - Effective 11) CRITICAL - Administrative: The Gang Leader must separately brief the mentor and visitor on the required activities. - Effective 12) CRITICAL - Administrative: The visitor must read, agree with, follow and sign the Daily Work Sheet. - Effective 13) CRITICAL - Administrative: If the visitor does not comply with instructions they must be escorted from the work site and asked to leave the railway. - Effective 14) CRITICAL - Administrative: The visitor must 'sign-out' at the end of the work day. - Effective 15) CRITICAL - PPE: The visitor must provide their own PPE including a minimum of Hi-Viz, Safety Footwear and gloves. - 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

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.
Ends