Risk Assessment - Mixed Traction Galas

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Gala events using steam & diesel locomotives

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 passengers Large numbers and/or crowding at levels higher than normally experienced could lead to trips, falls or crush injuries. Higher numbers of cars are expected. Possible bad behaviour from attendees.	Public	1) CRITICAL - Engineering: New Toddington roadway access segregates cars from passengers entering the station area. - Effective 2) CRITICAL - Engineering: One way system in Toddington car park improves traffic flows and reduces speeds. - Effective 3) CRITICAL - Administrative: Platform staff to monitor numbers on platforms and restrict access if there is a risk of persons having to stand close to the edge. - Effective 4) CRITICAL - Administrative: Guards, TTI's and station staff to monitor train loadings and redirect passengers if necessary. - Effective 5) CRITICAL - Administrative: Any customers displaying anti-social behaviour to be asked to leave the railway. Messages to that effect to be displayed on the GWR website. - Effective 6) CRITICAL - Administrative: Suitably trained and competent crossing monitors to be in place at station barrow crossings. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Be aware of those using mobility scooters and other walking aids and keep them away from the platform edge.. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Injury and illness requiring first aid Higher numbers of people, hot weather, infection rates etc.	Public	1) CRITICAL - Administrative: First aid responders to be on duty - Effective 2) CRITICAL - Administrative: Infection rates to be monitored prior to the event and Covid secure arrangements put in place if required. - Effective 3) Administrative: Passengers to be encouraged to wear face coverings and maintain social distancing whilst Covid is still present in our society.. - Effective	2 x 4 = 8 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 4 = 8 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Operations	Locomotive issues leading to service disruption Failure due to more intensive usage	Volunteers & Staff	1) CRITICAL - Engineering: Owners and groups to examine and prepare locomotives in advance of the event in accordance with normal GWR maintenance procedures. - Effective 2) Administrative: Timetables and rosters to be written so as not to excessively overload individual locomotives. - 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
Operations	Disruption to Operations Poor planning of timetables, poor communication, higher frequency of trains, unusal operational activities leading to issues.	Everyone	1) CRITICAL - Administrative: Timetables to be written to allow recovery time at stations and crossing loops. - Effective 2) CRITICAL - Administrative: Timetables to be based on those used successfully previously. - Effective 3) Administrative: Some use of 'top and tail' working to Broadway eliminates run round times. - Effective 4) CRITICAL - Administrative: Timetables for staff to include details of all shunting and additional moves. - Effective 5) Administrative: Timetables to be written with enough slack so as to not encourage fast running or put staff under pressure. - 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

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Health and Safety	Injuries in Yard and shed areas Slips, trips, falls or other incident	Public	1) CRITICAL - Elimination: Access to the Steam Shed and Machine Shop will only be via clearly marked routes. - Effective 2) CRITICAL - Elimination: No visits to sheds to be allowed in the hours of darkness. - Effective 3) CRITICAL - Engineering: Cab visits in the car park to be supervised and only allowed via secure steps tethered to the locomotives. - Effective 4) CRITICAL - Engineering: All pit areas to be suitably covered with rolling stock or barriered off so as there to be no fall risk. - Effective 5) CRITICAL - Administrative: Authorised walking routes and viewing areas will be in place with physical barriers and hazard tape used extensively.. - Effective 6) CRITICAL - Administrative: Visitors are not allowed to climb on any structures, rolling stock or platforms at any time. - Effective 7) CRITICAL - Administrative: All walkways must be clean of any slip hazards such as oil and grease. - Effective 8) CRITICAL - Administrative: All walkways must be cleared of any trip hazards. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Finance	Theft of tools or components Casual theft of items in the shed and yard areas.	Volunteers & Staff	1) CRITICAL - Elimination: All tools, loose engineering components and valuables to be removed from the areas accessible by the public. - Effective 2) CRITICAL - Administrative: GWR volunteers to be present in shed areas when they are open to the public. - Effective	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Finance	Loss of revenue due to commercial issues Unplanned costs or events	Volunteers & Staff	1) CRITICAL - Administrative: Full revenue and cost budget prepared in advance and approved by the Financial Director. - Effective 2) CRITICAL - Administrative: On-going costs to be monitored against the budget with any 'overspend' approved by the organiser and Financial Director. - Effective 3) Administrative: Consider using ticketing wristbands at this event to simplify control. - Effective 4) CRITICAL - Administrative: On train ticket checks to be carried out by TTI's. - Effective 5) CRITICAL - Administrative: Staff to be aware and take precautions when handing and transferring cash as per normal operations. - Effective	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Service distruption caused by failure or problems with vintage wagons Freight wagons are not used regularly at the GWR	Everyone	1) CRITICAL - Engineering: Only wagons that have passed a full Fitness to Run Examination to be used - Effective 2) CRITICAL - Engineering: Only wagons that have had their draw-gear inspected and passed to be used - Effective 3) CRITICAL - Engineering: Only wagons that have a correct and serviceable wheel tread and profile to be used. - Effective 4) CRITICAL - Engineering: A fuly functioning brake van will be utilised at either end of the freight train - Effective 5) CRITICAL - Engineering: At least 50% of the wagons will have a fully functioning vacuum brake in operation. - Effective 6) Administrative: Freight trains not to run during the hours of darkness. - Effective 7) CRITICAL - Administrative: If passengers are carried in brake vans there must be sufficient members of GWR staff travelling with them to ensure they are no incidents. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

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Health and Safety	Distraction of staff or injury to passenger having cab rides Unfamiliarity with strangers in the cab	Everyone	1) CRITICAL - Administrative: Rule Book regulations regarding cab rides to be followed at all times. - Effective 2) CRITICAL - Administrative: Cab ride visitors on steam locomotives to be supervised by a chaperone - Effective 3) CRITICAL - Administrative: Cab ride not to be offered if footplate crew do not want to - Effective 4) CRITICAL - Administrative: Cab ride visitors to be in possession of the necessary tickets and certificates. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Injuries whilst attending attractions at Gotherington The private house/station and gardens will be open to the public as an additional attraction at the gala. an accident could occur on that property.	Everyone	1) CRITICAL - Engineering: Foot crossing to be cleaned and free from trip hazards - Effective 2) CRITICAL - Engineering: Chippings to be laid to form a slope from ground level to the foot crossing. - Effective 3) CRITICAL - Engineering: Fences onto GWSR and external land to be in place and in good condition - Effective 4) CRITICAL - Engineering: Rabbit holes to be surveyed the day before the event and filled in if in a recognised walkway - Effective 5) CRITICAL - Engineering: All signalling wires that might form a trip hazard to be removed - Effective 6) CRITICAL - Engineering: Open fires in buildings to be protected by a guard - Effective 7) CRITICAL - Engineering: Grass to be cut to a very short height - Effective 8) CRITICAL - Engineering: Timbers to be replaced on wooden platform - Effective 9) CRITICAL - Engineering: Loose and overhanging tree branches to be cut down and removed - Effective 10) CRITICAL - Administrative: Trained and competent crossing monitors to authorise passengers to cross the line - Effective 11) CRITICAL - Administrative: GWSR insurance to be in place to cover the event and premises - Effective 12) CRITICAL - Administrative: All machine rides (pump trolley, velocipede etc) to be carried out with 'drivers' being competent Gotherington monitors - Effective 13) CRITICAL - Administrative: Gotherington monitors to patrol foot crossing and lineside inside the station property. - Effective 14) CRITICAL - Administrative: Safety notices to be erected warning of underfoot conditions - Effective 15) CRITICAL - Administrative: Yard gate onto GWSR property to be locked or bolted shut - Effective 16) CRITICAL - Administrative: Gate to GWSR signalbox to be secured shut - Effective 17) Administrative: If underfoot conditions become sodden or frozen then some areas will need to be closed to the public - Effective 18) CRITICAL - Administrative: Food will only be prepared and served once approval from Tewkesbury Borough Council has been received - Effective 19) Administrative: Toilets to be provided by GWSR - 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

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Health and Safety	Access to signalboxes Trips, slips, falls, interference with equipment.	Everyone	1) CRITICAL - Administrative: Signalboxes only to be open for visits if a suitably qualified member of staff is available to supervise activities. - Effective 2) CRITICAL - Administrative: Signalboxes only to be open during daylight hours. - Effective 3) CRITICAL - Administrative: Visitors are not to be allowed to operate any equipment. - Effective 4) CRITICAL - Administrative: Access to signalboxes to be controlled as per the GWSR Rule Book. Hi-viz, boarded crossing points etc. - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Machine Shop Incident Unauthorised access, lack of suitable controls	Everyone	1) CRITICAL - Engineering: Machining and processing will only take place when all people, public and visitors that are insdie the workshop (beyond the barriers) are in compliance with the PPE and H&S requirements. - Effective 2) CRITICAL - Administrative: All staff involved to be full GWSR work permit holders and will 'sign-on'. - Effective 3) CRITICAL - Administrative: Risk assessments in place for all machines being demonstrated and being followed. - Effective 4) CRITICAL - Administrative: Access routes to and/or through the shop to be controlled by barriers and staff. - Effective 5) CRITICAL - Administrative: A safety briefing to be held before the event with all involved staff. - Effective 6) CRITICAL - Administrative: Welfare Building facilities to be made available for visitors inside the barriers observing machining. - Effective 7) CRITICAL - Administrative: A designated manager or experienced volunteer will be appointed to oversee all activities. - Effective 8) CRITICAL - Administrative: Only those staff directly involved in machining demonstrations to be allowed into the workshop area. - Effective 9) CRITICAL - Administrative: The usual first aid kit and emergency response procedures are to be in place. - Effective 10) CRITICAL - PPE: Appropriate PPE to be worn by all staff. - Effective 11) CRITICAL - PPE: Visitors inside the barriers observing machining must wear eye protection as a minimum. - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends