



**Gloucestershire Warwickshire Steam Railway Plc**  
**Risk Assessment for Mixed Traction Galas - Global**

**Risk Assessment - Mixed Traction Galas**

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Assessment Approver: Kevin Jarvis

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**Gala events using steam & diesel locomotives**

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 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.	3	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.	8	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.	4	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, unusual 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.	4	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	None	1 x	3 =	3	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.			
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	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.			
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	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.			
Health and Safety	Service disruption 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 fully 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	None	n	n	n	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.							



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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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3 =	3	None	1 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3 =	3	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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 =	4	None	2 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 =	4	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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 =	2	None	1 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 =	2	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 inside 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 =	2	None	n	n	n	n/a

**COSHH Assessments**

There are no COSHH assessments associated with this risk assessment.

Ends