



Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Steam Gala Events - Steam Loco

Risk Assessment - Steam Gala Events

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Assessment Approver: Kevin Jarvis

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Lead Assessor: Mike Solloway

Team: Kevin Jarvis, John Cruxon, Ben Evason, Mark Harding
& Catherine Johnson.

Gala events using steam 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3 = 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3 = 3	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 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
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) CRITICAL - Engineering: All visiting engines to be subject to a 'Fitness to Run' examination before use. - Effective 3) Administrative: Timetables and rosters to be written so as not to excessively overload individual locomotives. - 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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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.	4	n/a
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: All pit areas to be suitably covered with rolling stock or barriered off so as there to be no fall risk. - Effective 4) CRITICAL - Administrative: Authorised walking routes and viewing areas will be in place with physical barriers and hazard tape used extensively.. - Effective 5) CRITICAL - Administrative: Visitors are not allowed to climb on any structures, rolling stock or platforms at any time. - Effective 6) CRITICAL - Administrative: All walkways must be clean of any slip hazards such as oil and grease. - Effective 7) 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.	3	None	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3	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, particularly in shed areas. - Effective 2) CRITICAL - Administrative: Suitable numbers of 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.	2	None	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2	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: Use 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 handling 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.	2	None	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2	n/a



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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 8) CRITICAL - Administrative: A separate risk assessment will be in place and followed for the carrying of passengers in Guards Van vehicles. - Effective	1 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	4 =	4	None	1 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	4 =	4	n/a
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 have visitors on the footplate. - 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



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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: Loose and overhanging tree branches to be cut down and removed - Effective 9) CRITICAL - Administrative: Trained and competent crossing monitors to authorise passengers to cross the line - Effective 10) CRITICAL - Administrative: GWSR insurance to be in place to cover the event and premises - Effective 11) CRITICAL - Administrative: All machine rides (pump trolley, velocipede etc) to be carried out with 'drivers' being competent Gotherington monitors - Effective 12) CRITICAL - Administrative: Gotherington monitors to patrol foot crossing and lineside inside the station property. - Effective 13) CRITICAL - Administrative: Safety notices to be erected warning of underfoot conditions - Effective 14) CRITICAL - Administrative: Yard gate onto GWSR property to be locked or bolted shut - Effective 15) CRITICAL - Administrative: Gate to GWSR signalbox to be secured shut - Effective 16) Administrative: If underfoot conditions become sodden or frozen then some areas will need to be closed to the public - Effective 17) CRITICAL - Administrative: Food will only be prepared and served once approval from Tewkesbury Borough Council has been received - Effective 18) Administrative: Toilets to be provided by GWSR - Effective	2 x	2 =	4	None	2 x	2 =	4	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	Injury caused by third party stall holders Various slips, trips and uncontrolled activities	Everyone	1) CRITICAL - Administrative: Good housekeeping to be in place with no slip or trip hazards. - Effective 2) CRITICAL - Administrative: Stall holders providing activities or catering to be in possession of their own public liability insurance. - Effective 3) CRITICAL - Administrative: Stall holders providing activities or catering provision should have their own risk assessments in place a copy of which has been shared with the GWR. - Effective 4) CRITICAL - Administrative: Stall holders providing a simple sales outlet (such as loco groups etc.) should be given a GWR checklist of points regarding good housekeeping and how to avoid slips, trips and falls and this should be followed. - Effective	1 x	2 =	2	None	1 x	2 =	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.			



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Health and Safety	Use of Traction engines and other vehicles on GWR premises Slips, trips, falls and crush/crash incidents	Everyone	1) CRITICAL - Engineering: Vehicle operating areas to be suitably managed, segregated, marked and free from hazards. - Effective 2) CRITICAL - Administrative: Vehicle owners to be in possession of suitable public liability insurance - Effective 3) CRITICAL - Administrative: GWR staff to supervise vehicle movement activities. - Effective 4) CRITICAL - Administrative: Control measures to be in place for any vehicles should carrying passengers be undertaken. - Effective 5) CRITICAL - Administrative: Vehicle owners to be in possession of an up to date boiler inspection/insurance certificate. - Effective 6) CRITICAL - Administrative: Be aware of other vehicle and public movements in the area. - Effective 7) CRITICAL - Administrative: Operational area to be cordoned off/segregated. - Effective 8) CRITICAL - Administrative: Vehicle operators must be over 18, hold a personal licence and be competent to operate the traction engine. - Effective 9) CRITICAL - Administrative: Vehicle operators to be signed in as contractors or visitors as appropriate and given a safety briefing by a GWSR representative. - Effective 10) CRITICAL - Administrative: All GWSR procedures and guidance must be followed. - Effective 11) CRITICAL - Administrative: Any accidents must be reported. - Effective 12) CRITICAL - Administrative: If the activity involves operation on a public highway the vehicle and operator must be licenced and insured for such purpose. - Effective 13) CRITICAL - Administrative: Any vehicle using a public highway must display legal road registration and relevant plates. - Effective 14) CRITICAL - Administrative: If the activity includes the conveyance of the public for any reason, the vehicle and operator must be insured for this purpose. - Effective 15) CRITICAL - Administrative: If the operator of a 'live' steam engine has to leave it for any period, then the engine and area must be made safe or another competent person must take over. - Effective 16) CRITICAL - PPE: All required safety equipment and PPE must be used/worn as appropriate. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	4	1) PPE: Hi-viz clothing to be worn if appropriate. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	4	n/a
Health and Safety	Injury to those involved in Photo Charters Slips, trips, falls and crush/crash incidents	Everyone	1) CRITICAL - Administrative: A separate risk assessment to be in place for any photo charter activities. - 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.	4	n/a
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.	2	None	n n n	n	n/a



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Health and Safety	Third Party Activities Contractors, other organisations or individuals introduced hazards and risks	Everyone	1) CRITICAL - Administrative: Activity needs to be risk assessed and that risk assessment approved for use by a GWSR representative - Effective 2) CRITICAL - Administrative: Appropriate insurance should be in place as applicable - Effective 3) CRITICAL - Administrative: All GWSR rules, policies, procedures, risk assessments and other control measures must be in place and followed - Effective 4) CRITICAL - Administrative: The activity must not introduce any risk of causing injury or damage - Effective 5) CRITICAL - Administrative: A GWSR representative must oversee the activity at all times - Effective	1 x	2 =	2	None	n	n	n	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.							
Health and Safety	Injury or damage whilst providing traction engine rides Contact with public, poor control or segregation	Everyone	1) CRITICAL - Substitution: Spare crews to be available to take over and help out in busy times or if heat exhaustion is an issue - Effective 2) CRITICAL - Engineering: All equipment to be assessed as fit for purpose before use at the start of each day - Effective 3) CRITICAL - Engineering: No damaged or faulty equipment to be used - Effective 4) CRITICAL - Engineering: Barriers to be used to segregate crowd from vehicles where necessary - Effective 5) CRITICAL - Engineering: Passenger trailers to be kept clean, tidy and safe to carry visitors - Effective 6) CRITICAL - Engineering: The designated travel route must be kept clear - Effective 7) CRITICAL - Engineering: If an engine or trailer experiences mechanical or operational issues, it must be taken out of service immediately - Effective 8) CRITICAL - Administrative: 5 mph maximum speed of travel - Effective 9) CRITICAL - Administrative: Passengers to be given a safety brief before setting off - Effective 10) CRITICAL - Administrative: Crews to be observant and vigilant of surroundings and others - Effective 11) CRITICAL - Administrative: Engines to be allocated specific times for each journey to start and no extra journeys to be added into the schedule - Effective 12) CRITICAL - Administrative: Drivers and other staff must be competent in their roles - Effective 13) CRITICAL - Administrative: Owners must produce proof of boiler tests and insurance - Effective 14) CRITICAL - Administrative: Owners must provide proof of insurance to carry passengers - Effective 15) CRITICAL - Administrative: Liquids to be removed to avoid spillage - Effective 16) CRITICAL - Administrative: Foot boards to be kept clear of obstructions - Effective 17) CRITICAL - Administrative: Passengers not to lean out of trailers - Effective 18) CRITICAL - Administrative: If crowd size becomes excessive, rides must stop - Effective	2 x	3 =	6	None	n	n	n	n/a
				Medium - Risk to be minimised and controlled so far as is reasonably practical.							

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends