Risk Assessment - Visits by Schools and other Youth Groups

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Assessment Approver: Kevin Jarvis

GWSR host visits by groups and children, regardless of physical/mental ability, supervised by sufficient numbers of responsible adults. U11's are supervised on a basis of 1:10 children but for very young children, those with special needs, or vulnerable adults, levels may be higher. This RA covers risks specific to the GWSR, not those that could be classed as 'common sense', such as climbing on tables and falling off. Schools have their own RA's covering travel etc.

Department: School Visits
Date Of Assessment: 30 September 2025
Review Due Before: 08 October 2028
Lead Assessor: Claudette Oddy
Team: Robert Wells, Maxine Barton-Hawkins & Kevin Jarvis

Moving around/across the station forecourt

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Getting from coach or vehicle to station buildings. Being hit by a moving vehicle. Tripping on a raised edge.	Public	1) Engineering: Drop off point is adjacent to the station building. - Effective 2) CRITICAL - Engineering: Edges are marked - Effective 3) Administrative: Passengers are encouraged to use the ramp - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Drivers should be forewarned to drop off outside the station building. - Effective 2) Administrative: Passengers should be warned in advance where there are raised edges. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

On the platform

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Furniture positions. Fall from platform. Moving trains. Contact with moving equipment. Slips, trips, falls, contact, scalds.	Public	1) Engineering: Most railway furniture is positioned against a wall or fence and away from passengers. - Effective 2) CRITICAL - Engineering: Platform edges are clearly marked with white lines. - Effective 3) CRITICAL - Administrative: Station announcements or station staff warn passengers when a train is arriving and to stand back. - Effective 4) CRITICAL - Administrative: Loco crew to be aware of passengers/children and ask them to stand back if too close. - Effective	2 x 4 = 8 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Passengers to be warned by organisers to look out for trip hazards and equipment. - Effective 2) Administrative: Passengers to be warned by organisers to keep well back from the platform edge. - Effective 3) Administrative: Organisers and station staff need to be constantly vigilant, especially when young children are on the platform. - Effective 4) Administrative: Organisers to accompany young children and ensure that they are safely positioned. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Changing from one platform to another

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Using the footbridge or crossing Trips on steps or uneven surfaces	Public	1) CRITICAL - Engineering: Footbridge steps have a non-slip surface. - Effective 2) CRITICAL - Administrative: Foot passengers using a crossing will always be supervised by a member of railway staff. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Passengers to be warned not to hurry especially when the station is crowded. - Effective 2) Administrative: Passengers to be warned of the dangers before they embark upon the railway crossing. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Travelling by train

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Passengers entering or leaving carriages. Closing doors. Smoke and steam. Slips, trips and falls. Burns Falls. Pinches. Smut in eyes. Noise from steam. Scalds from hot drinks.	Public	1) CRITICAL - Engineering: Platform edges clearly marked - Effective 2) Engineering: Engine drivers minimise escaping steam - Improvable 3) Engineering: Engine drivers keep ride as smooth as possible. - Improvable 4) Engineering: Hot drinks issued with a lid that must be securely fastened before the drinks are carried from the buffet counter. - Effective 5) Administrative: Railway staff available to assist with opening doors. - Effective 6) Administrative: Notices above windows to avoid putting head out. - Improvable 7) Administrative: Unless moving through the train, passengers should remain in their seat and keep bags/legs out of the aisle. - Improvable	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Organisers should warn passengers that they should take care when entering or leaving the carriage doorways. - Effective 2) Administrative: Organisers to warn passengers in advance that carriages all have slam doors. - Effective 3) Administrative: Passengers to be warned to keep well away from engines unless invited to go closer. - Improvable 4) Administrative: Organisers to warn passengers of potential of noise from steam releases. - Improvable 5) Administrative: Vulnerable adults, children or those with mobility issues to remain seated whilst the train is in motion. - Improvable 6) Administrative: Railway staff to be vigilant in spotting drinks being carried without a lid. - Improvable 7) Administrative: All passengers to be vigilant when the train is moving and look out for passengers who are carrying drinks. - Improvable	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Getting into an engine cab

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Loco Steps. Hot Surfaces. Slips, trips, falls, burns and scalds.	Public	1) Administrative: Passengers may only enter a cab under the direction of train crew , after the risks have been explained. Entry and exit should be made facing the engine. - Effective 2) CRITICAL - Administrative: Passengers in a steam loco cab should remain towards the back of the footplate well away from hot surfaces. - Improvable	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Children must be supervised - Effective 2) Administrative: Passengers to be warned of hazards before entering the cab. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Visiting yard/workshop

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury caused by contact with equipment or infrastructure Slips, trips, falls, contact with trains or engineering equipment and infrastructure	Public	1) CRITICAL - Administrative: Visitors should always be accompanied by a suitably qualified member of railway staff and should wear appropriate clothing including a hi-viz vest. - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: If a visit entails more than a simple tour then a separate risk assessment should be prepared. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Having a picnic in station grounds

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Uneven surfaces, tables, insects etc. Slips, trips, falls, splinters, insect bites etc.	Public	1) Engineering: The ground is regularly inspected and cleared by railway staff. - Effective 2) Engineering: Tables are regularly checked by railway staff. - Effective 3) CRITICAL - Administrative: Railway staff deal with issues as they arise. - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Organisers should ensure that anyone with mobility difficulties is accompanied. - Effective 2) Administrative: Passengers should immediately report any damage to tables. - Effective 3) Administrative: Anything untoward regarding insects should be reported immediately. - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Using playground

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Playground Equipment Breakages, malfunctions, falls etc.	Public	1) CRITICAL - Engineering: Equipment is regularly inspected by railway staff. - Effective 2) CRITICAL - Administrative: All children using the play equipment are required to be supervised by an adult. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Passengers should immediately report any equipment that appears to be in less than perfect condition. - Effective 2) Administrative: Adults should maintain a high level of vigilance and intervene if they sense a child may be in danger. - Effective	1 x 2 = 2 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.

Reference Documents

• Overview -

Ends