Risk Assessment - Santa Express

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Santa Express trains and attractions

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 on trains, platforms and in car parks Large numbers of travelling passengers due to popularity of event.	Passengers	1) CRITICAL - Engineering: When the engine runs round from the north to the south end of the train, a temporary barrier is installed at the platform edge, next to the edge white line, to prevent the public from falling from the platform opposite the exit from santa's grotto. This is a sectional, retractable, barrier that can be unpinned between sections to allow the footplate crew to access the platform. The barrier must be reinstated once the crew have passed through it. - Effective 2) CRITICAL - Administrative: Elves and 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 3) CRITICAL - Administrative: Suitably trained and competent crossing monitors at stations as needed to be in place at station barrow crossings. - Effective 4) CRITICAL - Administrative: Timetable to be structured so that only one fully loaded train is being disembarked at a station at any one time. - Effective 5) CRITICAL - Administrative: GWR Rule book to be followed at all times. - Effective 6) CRITICAL - Administrative: No items such as tables and chairs to be within 6 foot of the platform edge. It is noted that the north end of the tent/tunnel to santa's grotto is 5'9" from the platform edge but the public will not be in this area unless there is a stationary train at the platform, except when the engine runs round to the south end of the train. See Engineering Control next. - Effective	3 x 4 = 12 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Score and Control Measure Notes. Risk is medium due to the need of the barrier to be reinstated after the footplate crew have passed through. The risk scoring assumes that the barrier is reinstated once the footplate crew have passed through it.							
Health and Safety	Injury or illness requiring first aid Higher number of people and possible incidents	Passengers	1) CRITICAL - Administrative: Competent and certified First Aid responders to be on duty. - Effective 2) CRITICAL - Administrative: First aid boxes are provided on the stations and on trains. - 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	Locomotive issues leading to service disruption Failure due to intensive usage or wear and tear	Everyone	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 - Administrative: Trains run between CRC and Winchcombe only with passengers. - Effective 3) CRITICAL - Administrative: Timetable and rosters are written so as not to excessively overload individual locomotives or staff. - Effective 4) Administrative: A spare steam locomotive is available for next day use should a failure occur. - Effective 5) Administrative: A stand-by diesel crew will be available at Toddington in case of issues. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider a spare locomotives to be available steam in the case of a failure. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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. - Effective 2) CRITICAL - Administrative: Timetables to be based on those used successfully previously. - Effective 3) CRITICAL - 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
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) CRITICAL - Administrative: Ticket checks to be carried out in the ticket office at CRC as passengers arrive at the station. - Effective 4) CRITICAL - Administrative: A fully resourced staffing planning for both operational and non-operational roles to be in place. - Effective 5) CRITICAL - Administrative: All passengers will arrive at the railway and depart from CRC. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Injury whilst using Grotto carriage, tents and gazebos Slips, trips, falls or other incident	Everyone	1) CRITICAL - Engineering: Tents be erected by specialist contractors. - Effective 2) CRITICAL - Engineering: Tents to be erected on flat and stable ground. - Effective 3) CRITICAL - Engineering: All interior equipment to be erected and spaced out to avoid pinch points. - Effective 4) CRITICAL - Engineering: Gas, kerosene or diesel heating to be provided by contract companies and suitably certified. - Effective 5) CRITICAL - Engineering: Floor areas inside marquees will be boarded and/or carpeted. - Effective 6) CRITICAL - Engineering: Steps to be provided to enter and exit grotto carriage. - Effective 7) CRITICAL - Engineering: Grotto lighting to be sufficient to avoid slip/trip/fall issues. - Effective 8) CRITICAL - Administrative: Heating to be positioned away from any combustibles and also barriered so that it can't be touched by visitors. - Effective 9) CRITICAL - Administrative: Staff to be positioned at all three grotto carriage doors to manage visitor flow. - Effective 10) CRITICAL - Administrative: Fire extinguishers to be positioned in the marques, buildings and grotto carriage. - Effective 11) CRITICAL - Administrative: Volunteers in costume to be extra cautious when walking around, or ascending and descending stairs etc. Costumes or parts thereof may need to re removed at times. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider a one-way system to aid people flow through the structure - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury or infection whilst at Santa's Grotto and other indoor locations Slips, trips, falls, other incident or contact with infected persons	Everyone	1) CRITICAL - Engineering: Ramps and matting to be used to avoid trip hazards - Effective 2) CRITICAL - Engineering: Temporary floors, flooring and steps to be suitable fixed. - Effective 3) CRITICAL - Administrative: Use separate entry and exit routes where available. - Effective 4) CRITICAL - Administrative: All surfaces to be cleaned at the start of each day and between trains in cafes and tents. - Effective 5) CRITICAL - Administrative: No structures, marquees, tables or chairs are allowed to be placed within 6 feet of the platform edge. - Effective 6) CRITICAL - Administrative: A floor plan, walking route diagram and sufficient signage is to be produced for the main attractions at Winchcombe to manage throughput. - Effective 7) CRITICAL - Administrative: Sufficient volunteers will be present to help with organising queues. - Effective 8) CRITICAL - Administrative: A briefing note will be issued to all staff involved in these areas. - Effective 9) CRITICAL - Administrative: A staff briefing will be held for non-operational staff at the start of each day so that everyone is clear of their duties. - Effective 10) CRITICAL - Administrative: Only the ground floor of the Tim Mitchell building will be accessible to visitors. - Effective 11) CRITICAL - Administrative: Toilets in the Tim Mitchell building are only for the use of volunteers. Visitors are to use platform toilets. - Effective 12) Administrative: Santa grottos to be 'fogged' twice a day. - Effective 13) CRITICAL - PPE: Provide and use hand washing and sanitising facilities. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Engineering: Create space by removing non essential items. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Injury or infection whilst at the Griddle, Mince Pie Stall and other outside attractions Slips, trips, falls, other incident or infection.	Everyone	1) CRITICAL - Administrative: All surfaces to be cleaned at the start of each day and between trains in cafes and marquees. - Effective 2) Administrative: Sufficient bins to be located close by and emptied between trains as necessary. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Score and Control Measure Notes.
Risk is medium due to impact of Covid.
Risk remains medium.

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury whilst installing Christmas decorations and lighting Slips, trips, falls or other incident	Volunteers, Staff & Contractors	1) CRITICAL - Elimination: Ensure that all power to the lights is switched off and isolated during installation. - Effective 2) CRITICAL - Engineering: Great care should be taken so that lighting poles do not cause a risk or come into contact with anything that could be disturbed and fall. - Effective 3) CRITICAL - Engineering: Ensure that lighting is suitably fixed to buildings, structures or trees so that it can not fall and cause injury. - Effective 4) CRITICAL - Engineering: Use poles and screw eyes to assist with lifting cables and to avoid use of ladders. - Effective 5) CRITICAL - Engineering: Ensure that all electrical items have been PATS tested. - Effective 6) CRITICAL - Engineering: Ensure that the electrical supply to feed the lighting is suitably rated and sufficient. - Effective 7) CRITICAL - Engineering: Lighting supplies to be fitted with RCD equipment or be low voltage. - Effective 8) CRITICAL - Administrative: Carry out preparation when stations are not open to the public and other volunteers are not present. - Effective 9) CRITICAL - Administrative: Avoid causing trip hazards when running out lengths of cables and lighting. - Effective 10) CRITICAL - Administrative: Cordon off or use barriers to isolate work areas from other volunteers or visitors. - Effective 11) CRITICAL - Administrative: Ensure that when lifting items suitable precautions are taken so that the load is manageable and there is no risk of back injury. - Effective 12) CRITICAL - Administrative: Beware of working on grass areas and slopes in wet/damp weather. - Effective 13) CRITICAL - Administrative: Only inspected and certified ladders and steps are to be used. - Effective 14) CRITICAL - Administrative: When using ladders a second person should 'foot' the ladder. - Effective 15) CRITICAL - Administrative: Follow good practice in the use of ladders. - Effective 16) CRITICAL - Administrative: Do not allow people to walk under ladders. - Effective 17) CRITICAL - Administrative: Always use three points of contact when using a ladder. - Effective 18) CRITICAL - Administrative: Those carrying out electrical work to be suitably competent. - Effective 19) CRITICAL - Administrative: Ensure that all staff have read and understood this risk assessment and follow it. - Effective 20) CRITICAL - Administrative: All staff should have completed the GWR Working at Height training. - Effective 21) CRITICAL - Administrative: All staff should have completed the GWR Manual Handling training. - Effective 22) CRITICAL - Administrative: Equipment to be switched off and unplugged when not in use. - Effective CONTINUES ON NEXT PAGE	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Ensure that all lighting is in good working order before starting the installation. - Effective 2) Engineering: Consider using tower scaffolding or staging platforms if ladders are unsuitable. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
			23) CRITICAL - PPE: Wear gloves, sturdy footwear and suitable clothing. - Effective 24) CRITICAL - PPE: Wear a hard hat where there is any risk of items from height. - Effective				

Score and Control Measure Notes.
Low risk due to nature of tasks.
Risk remains low.

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Fire Accident, equipment failure or deliberate act	Everyone	1) CRITICAL - Administrative: All buildings and premises being used to have undergone a fire risk assessment. - Effective 2) CRITICAL - Administrative: All volunteers and staff to undertake GWSR Fire Awareness training - Effective 3) CRITICAL - Administrative: Special care and attention to be paid to location and operation of gas/diesel heaters. - Effective 4) CRITICAL - PPE: Fire fighting equipment to be in place as per fire risk assessments. - 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

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Reference Documents

- Winchcombe Marquee Fire Risk Assessment -
- Marquee Erection RA - Mudways -
- Santa Express Working Timetable -
- Briefing Instructions -

Ends

Appendix



Reference: UI-46002-328
Barrier on platform edge opposite Santa's Grotto - Barrier on platform edge opposite Santa's Grotto exit



Reference: UI-46002-191
Barrier unpinned on platform edge opposite Santa's Grotto - Barrier on platform edge opposite Santa's Grotto exit with sections unpinned