Risk Assessment - Trainmaster Event

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Department: Commercial
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Trainmaster Event

Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Trainmaster Event - Commercial

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 organisers or visitors Slips, trips, falls, contact, electrocution, burns, etc	Everyone	1) CRITICAL - Engineering: No trailing leads to be left for visitors to trip over - Effective 2) CRITICAL - Engineering: Table and equipment to be erected and laid out so as to avoid pinch points - Effective 3) CRITICAL - Engineering: Lighting to be efficient and sufficient - Effective 4) CRITICAL - Engineering: All electrical equipment should be PATS tested - Effective 5) CRITICAL - Engineering: Electrical supplies to be sufficiently rated and not overloaded - Effective 6) CRITICAL - Engineering: Electrical equipment to be switched off and unplugged when not in use - Effective 7) CRITICAL - Engineering: Care must be taken not to overload power socket capability. - Effective 8) CRITICAL - Engineering: Emergency lighting to be in place, functioning correctly and tested appropriately. - Effective 9) CRITICAL - Administrative: GWSR General Rule Book to be followed - Effective 10) CRITICAL - Administrative: All organisers to be inducted and fill out contractor induction forms. - Effective 11) CRITICAL - Administrative: Safety Briefing to be carried out with all of those involved before the event starts - Effective 12) CRITICAL - Administrative: Exhibits not to be left unguarded. Room to be closed off if no supervision available - Effective 13) CRITICAL - Administrative: Building toilet only to be used by GWSR volunteers and contractors. Public to use station facilities as usual - Effective 14) CRITICAL - Administrative: No food or drink to be consumed in the event room. - Effective 15) CRITICAL - Administrative: No contractors or visitors to be allowed to use the upstairs room - Effective 16) CRITICAL - Administrative: Access and volume of numbers in and out of the event to be controlled to prevent overcrowding and to keep within the building limit. - Effective 17) CRITICAL - Administrative: A staffing plan to be in pace for each day - Effective 18) CRITICAL - Administrative: Any spillages or rain ingress to be cleaned up immediately - Effective 19) CRITICAL - Administrative: All surfaces to be thoroughly cleaned at the start and end of each day and as necessary in addition to this - Effective 20) CRITICAL - Administrative: No furniture, signage or other items to be placed on the platform within 6 foot of the platform edge - Effective 21) CRITICAL - Administrative: Sufficient bins to be located close by and emptied as required - Effective 22) CRITICAL - Administrative: All those involved to have read this risk assessment and agree to follow the control measures contained within it - Effective 23) CRITICAL - Administrative: Event room must have a current fire assessment in place as well as a fixed wiring certificate - 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: Consider non-slip flooring in high traffic areas. - Effective 2) Administrative: Wet floor signage to be available if required. - Effective 3) Administrative: Consider a one-way system for people flow through the building if numbers warrant it. - Effective 4) PPE: Consider rostering a member of the First Response team - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
			24) CRITICAL - Administrative: Smoking or the use of e-cigarettes is not allowed at any time in any location - Effective 25) CRITICAL - Administrative: Emergency exits to be clearly marked and free from obstructions. - Effective 26) CRITICAL - Administrative: All GWSR staff involved to have undertaken Manual Handling training. - Effective 27) CRITICAL - PPE: Fire Extinguishers to be in place - Effective 28) CRITICAL - PPE: A first aid kit to be available - Effective				

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Score and Control Measure Notes. If control measures followed, risk is low. Risk remains low.							

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends