Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Vintage Weekend Events - Commercial

Risk Assessment - Vintage Weekend Events

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Assessment Approver: Kevin Jarvis

The GWSR occasionally organises events with a wide range of attractions spread over several of our sites. Trains are operated as well as having visiting attractions.

Department: Commercial
Date Of Assessment: 18 March 2026
Review Due Before: 24 March 2031
Lead Assessor: Jack Boskett (Marketing)
Team: Kevin Jarvis (Process Assurance) & Colin Charman (Safety)

Vintage event with trains operating and other 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 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.	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 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 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 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

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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, unusal 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.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	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.	None	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	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.	None	2 x 1 = 2 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) 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.	None	2 x 1 = 2 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	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 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
Health and Safety	Injury caused by third party stall holders Various slips, trips and uncontrolled activities	Everyone	1) CRITICAL - Engineering: Any electrical equipment being used should be PATS tested. - Effective 2) CRITICAL - Administrative: Good housekeeping to be in place with no slip or trip hazards. - Effective 3) CRITICAL - Administrative: Stall holders providing activities or catering to be in possession of their own public liability insurance. - Effective 4) 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 5) 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 2 = 2 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 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.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Use of Toddington field for car parking Collision, crush, fire etc.	Everyone	1) CRITICAL - Engineering: Field to be inspected prior to the event and any necessary corrective actions put in place - Effective 2) CRITICAL - Engineering: Any holes to be filled in advance - Effective 3) CRITICAL - Engineering: Any debris to be removed in advance - Effective 4) CRITICAL - Engineering: Any unsafe areas that can't be corrected are to be roped or barrier off - Effective 5) CRITICAL - Engineering: Entrance to the field clearly marked from the public road - Effective 6) CRITICAL - Engineering: Exit routes clearly marked from the field - Effective 7) CRITICAL - Engineering: Traffic routes clearly identified and managed - Effective 8) CRITICAL - Engineering: Walking routes to be segregated from traffic - Effective 9) CRITICAL - Engineering: Grass to be cut to a suitable length so as not to come into contact with warm engines - Effective 10) CRITICAL - Administrative: 5 mph speed limit to be in place - Effective 11) CRITICAL - Administrative: Waether forecast to be monitored in advance to make sure that field is suitable for use - Effective 12) CRITICAL - Administrative: Staff acting as marshals to be available throughout the event - Effective 13) CRITICAL - Administrative: Staff to ensure that the field is cleaned after the event and that everything is returned to how it was before the event - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a
Health and Safety	Use of an elevated stage for performers Slips, trips, falls, collapse	Volunteers, Staff & Contractors	1) CRITICAL - Engineering: Stage to be erected by competent and certified contractors with suitable insurance provision - Effective 2) CRITICAL - Engineering: All electrical equipment in use to be PATS tested - Effective 3) CRITICAL - Engineering: Suitable steps and handrails for access to be provided - Effective 4) CRITICAL - Administrative: No traffic movements allowed in the vicinity of the stage - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Consider use of edge protection - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

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Health and Safety	Use of GWSR buildings Slips, trips, falls,	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 in use to 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: Contractors using facilities and providing services to be fully inducted, induction forms completed and risk assessments submitted - Effective 11) CRITICAL - Administrative: Safety briefing to be held before events with all those involved - Effective 12) CRITICAL - Administrative: Exhibits not to be left unguarded. areas to be closed off if no supervision available - Effective 13) 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 14) CRITICAL - Administrative: Staffing plans to be in place for each location - Effective 15) CRITICAL - Administrative: Any spillages or rain ingress to be cleaned up immediately - Effective 16) CRITICAL - Administrative: No furniture, signage or other equipment to be placed within 6 foot of platform edges - Effective 17) CRITICAL - Administrative: Sufficient litter bins to be available and emptied as required - Effective 18) CRITICAL - Administrative: Event rooms in use must have a current fire risk assessment in place as well as a fixed wiring certificate - Effective 19) CRITICAL - Administrative: Smoking or the use of e-cigarettes is not allowed at any time in any location - Effective 20) CRITICAL - Administrative: Emergency exits to be clearly marked and free from obstructions - Effective 21) CRITICAL - Administrative: All GWSR staff involved to have undertaken Manual Handling training - Effective 22) CRITICAL - PPE: Fire Extinguishers and other fire fighting medium to be in place - Effective 23) CRITICAL - PPE: A first aid kit to be available - Effective	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 at each event location - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Narrow Gauge Railway Incidents caused at GWSR event but off our land	Everyone	1) CRITICAL - Administrative: All activities on NG premises to be fully risk assessed by the NG company - Effective 2) CRITICAL - Administrative: GWSR to be given site of any necessary insurance documentation - Effective 3) CRITICAL - Administrative: Traffic flows in GWSR car park to be managed to avoid issues with visitors moving to and from the NG - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	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	Shed and Yard areas Slips, trips, falls,	Everyone	1) CRITICAL - Elimination: Wheelcairs and scooters are not allowed to cross any railway tracks - Effective 2) CRITICAL - Engineering: When events are being held, no hot work or naked flame work is allowed. Nor lifting operations, paint spraying, needle guns or grinding - Effective 3) CRITICAL - Engineering: Barriers to be erected at the end and sides of open pits - Effective 4) CRITICAL - Administrative: Whole area to be checked for hazards at the start of every day - Effective 5) CRITICAL - Administrative: No smoking or the use of e-cigarettes is allowed in any shed or yard area - Effective 6) CRITICAL - Administrative: Defined areas for public access and walking routes must be in place - Effective 7) CRITICAL - Administrative: No rail movements are allowed in areas that the public have access to - Effective 8) CRITICAL - Administrative: Access to loco cabs and footplates is only allowed of supervised via a competent GWSR volunteer and via suitable steps/platforms - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a
Health and Safety	Vintage Vehicles Collision, crush, fire etc.	Everyone	1) CRITICAL - Administrative: Visiting vehicles to be parked as per pre event plan and are to be in position before the event opens to the public - Effective 2) CRITICAL - Administrative: Visiting vehicles are not be to moved around the display area once the event is open to the public - Effective 3) CRITICAL - Administrative: Visitors to the event are not to be given rides in visiting vehicles - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) PPE: Consider having a spill kit to hand - Effective	1 x 3 = 3 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.

Ends