Risk Assessment - Signal Box Visits by the public

Reference No: SIG-46160-68
Version No: 1
Assessment Approver: Kevin Jarvis

At special events or by prior arrangement, visits are occasionally allowed to our various signalboxes.

Department: Signal and Telegraph
Date Of Assessment: 18 May 2026
Review Due Before: 20 May 2029
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Guided signalbox tours for the general public

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 harm to members of the public Interaction with normal work activities	Public	1) CRITICAL - Elimination: Wheelchair and mobility scooter users are not allowed due to the presence of steps - Effective 2) CRITICAL - Administrative: Tour guide to walk the route prior to the start of the tour and remove any hazards or adjust the tour route accordingly. Guides to inform volunteers of the presence of the tour. HoD's and signalers can refuse the tour entry to any area. - Effective 3) CRITICAL - Administrative: Tour guide to carry out a standard Safety Brief before the start of the tour. - Effective 4) CRITICAL - Administrative: Tour guide to ensure that no activities are being undertaken that will be disrupted by the tour. - Effective 5) CRITICAL - Administrative: No U11's allowed on any tours. - Effective 6) CRITICAL - Administrative: Tour limited to a maximum of 10 people with 1 guide. - Effective 7) CRITICAL - Administrative: Tour guides can stop the tour at any time if they feel there is an issue or danger - Effective 8) CRITICAL - Administrative: Tour guides to regulalrly check tour party numbers are consistent and nobody has been left behind. - Effective 9) CRITICAL - Administrative: No smoking or the use of e-cigarettes at any time during the tour - Effective 10) CRITICAL - Administrative: A copy of this risk assessment is to be made available, read and understood by each tour guide - Effective 11) CRITICAL - Administrative: Children 11-16 must be accompanied by an adult with no more than two per adult. - Effective 12) CRITICAL - Administrative: Guides must ensure that any disabled persons will be capable of undertaking the tour without causing themselves or others any harm. - Effective 13) CRITICAL - Administrative: Tour guides should ensure that the participants should be sufficiently fit and able to participate in the tour. Tour guides can stop the tour at any time if they feel that any of the participants are showing signs of distress due to weather conditions or physical exertion - Effective 14) CRITICAL - PPE: Tour participants to wear suitable footwear. (No open toe shoes or high heels) - 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
Health and Safety	Slips/Trips/Falls Poor underfoot conditions, spilled substances or inappropriate footwear	Public	1) CRITICAL - Administrative: Clear and tidy signalbox in advance of visit. - Effective 2) CRITICAL - Administrative: A defined walking route has been established. - Effective 3) CRITICAL - Administrative: Tour guides to look out for spillages - Effective 4) CRITICAL - Administrative: Tour guides to point out any trip hazards such as cables or equipment. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Signal Box Visits by the public - Signal and Telegraph

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Impact injuries Walking into locomotives, equipment or other objects	Public	1) CRITICAL - Administrative: Tour guide to ensure that the walking route is clear of any obstructions - Effective 2) CRITICAL - Administrative: HoD's to ensure that signalboxes are kept in a good state of housekeeping - 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	Contact with moving road or rail vehicles Impact with moving vehicles	Public	1) CRITICAL - Administrative: Tour guide to ensure that no road or rail movements are to be carried out during the tour in the vicinity of the tour party and if there are to be movements, the tour guide will keep the party well clear of the movement until the person in charge of the movement has confirmed the movement has been completed. - Effective 2) CRITICAL - Administrative: PTS trained volunteers to be present and supervise any areas where visitors need to cross the track. - Effective 3) CRITICAL - Administrative: Tracks should only be crossed via boarded crossings. - Effective	2 x 5 = 10 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 5 = 10 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Fall from Height Fall into an open inspection pit or from a structure or locomotive	Public	1) CRITICAL - Engineering: Visitors must not lean out of signalboxes to take photographs - Effective 2) CRITICAL - Administrative: Access to the signalbox will be via the starirs that will be checked prior to use for any issues. Visitors will also be told to hold the handrails. - Effective	2 x 5 = 10 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 5 = 10 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Operations	Disruption to operations Public interference	Everyone	1) CRITICAL - Administrative: Visitors are not allowed to operate any signaling equipment unless being given authorisation by S&T staff. - 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

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends