Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Steam Gala Events - Steam Loco

Risk Assessment - Steam Gala Events

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Gala events using steam locomotives

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

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 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	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. FD - 'Only partly in place', - Improvable 2) CRITICAL - Administrative: On-going costs to be monitored against the budget with any 'overspend' approved by the organiser and Financial Director. FD - 'Only partly in place'. - Improvable 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 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	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	Service distruption caused by failure or problems with vintage wagons Freight wagons are not used regularly at the GWR	Everyone	1) CRITICAL - Engineering: Only wagons that have passed a full Fitness to Run Examination to be used - Effective 2) CRITICAL - Engineering: Only wagons that have had their draw-gear inspected and passed to be used - Effective 3) CRITICAL - Engineering: Only wagons that have a correct and serviceable wheel tread and profile to be used. - Effective 4) CRITICAL - Engineering: A fuly functioning brake van will be utilised at either end of the freight train - Effective 5) CRITICAL - Engineering: At least 50% of the wagons will have a fully functioning vacuum brake in operation. - Effective 6) Administrative: Freight trains not to run during the hours of darkness. - Effective 7) CRITICAL - Administrative: If passengers are carried in brake vans there must be sufficient members of GWR staff travelling with them to ensure they are no incidents. - Effective 8) CRITICAL - Administrative: A separate risk assessment will be in place and followed for the carrying of passengers in Guards Van vehicles. - 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	Distraction of staff or injury to passenger having cab rides Unfamiliarity with strangers in the cab	Everyone	1) CRITICAL - Administrative: Rule Book regulations regarding cab rides to be followed at all times. - Effective 2) CRITICAL - Administrative: Cab ride visitors on steam locomotives to be supervised by a chaperone - Effective 3) CRITICAL - Administrative: Cab ride not to be offered if footplate crew do not want to have visitors on the footplate. - Effective 4) CRITICAL - Administrative: Cab ride visitors to be in possession of the necessary tickets and certificates. - 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

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 - Administrative: Good housekeeping to be in place with no slip or trip hazards. - Effective 2) CRITICAL - Administrative: Stall holders providing activities or catering to be in possession of their own public liability insurance. - Effective 3) 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 4) 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	Use of Traction engines and other vehicles on GWR premises Slips, trips, falls and crush/crash incidents	Everyone	1) CRITICAL - Engineering: Vehicle operating areas to be suitably managed, segregated, marked and free from hazards. - Effective 2) CRITICAL - Administrative: Vehicle owners to be in possession of suitable public liability insurance - Effective 3) CRITICAL - Administrative: GWR staff to supervise vehicle movement activities. - Effective 4) CRITICAL - Administrative: Control measures to be in place for any vehicles should carrying passengers be undertaken. - Effective 5) CRITICAL - Administrative: Vehicle owners to be in possession of an up to date boiler inspection/insurance certificate. - Effective 6) CRITICAL - Administrative: Be aware of other vehicle and public movements in the area. - Effective 7) CRITICAL - Administrative: Operational area to be cordoned off/segregated. - Effective 8) CRITICAL - Administrative: Vehicle operators must be over 18, hold a personal licence and be competent to operate the traction engine. - Effective 9) CRITICAL - Administrative: Vehicle operators to be signed in as contractors or visitors as appropriate and given a safety briefing by a GWSR representative. - Effective 10) CRITICAL - Administrative: All GWSR procedures and guidance must be followed. - Effective 11) CRITICAL - Administrative: Any accidents must be reported. - Effective 12) CRITICAL - Administrative: If the activity involves operation on a public highway the vehicle and operator must be licenced and insured for such purpose. - Effective 13) CRITICAL - Administrative: Any vehicle using a public highway must display legal road registration and relevant plates. - Effective 14) CRITICAL - Administrative: If the activity includes the conveyance of the public for any reason, the vehicle and operator must be insured for this purpose. - Effective 15) CRITICAL - Administrative: If the operator of a 'live' steam engine has to leave it for any period, then the engine and area must be made safe or another competent person must take over. - Effective 16) CRITICAL - Administrative: Only minature traction engines at the main gala event. Large traction engines only for a pre-gala photo shoot. - Effective 17) CRITICAL - PPE: All required safety equipment and PPE muse to used/worn as appropriate. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) PPE: Hi-viz clothing to be worn if appropriate. - 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	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

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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	n n n	n/a
Health and Safety	Injury or damage whilst providing traction engine rides Contact with public, poor control or segregation	Everyone	1) CRITICAL - Substitution: Spare crews to be available to take over and help out in busy times or if heat exhaustion is an issue - Effective 2) CRITICAL - Engineering: All equipment to be assessed as fit for purpose before use at the start of each day - Effective 3) CRITICAL - Engineering: No damaged or faulty equipment to be used - Effective 4) CRITICAL - Engineering: Barriers to be used to segregate crowd from vehicles where necessary - Effective 5) CRITICAL - Engineering: Passenger trailers to be kept clean, tidy and safe to carry visitors - Effective 6) CRITICAL - Engineering: The designated travel route must be kept clear - Effective 7) CRITICAL - Engineering: If an engine or trailer experiences mechanical or operational issues, it must be taken out of service immediately - Effective 8) CRITICAL - Administrative: 5 mph maximum speed of travel - Effective 9) CRITICAL - Administrative: Passengers to be given a safety brief before setting off - Effective 10) CRITICAL - Administrative: Crews to be observant and vigilant of surroundings and others - Effective 11) CRITICAL - Administrative: Engines to be allocated specific times for each journey to start and no extra journeys to be added into the schedule - Effective 12) CRITICAL - Administrative: Drivers and other staff must be competent in their roles - Effective 13) CRITICAL - Administrative: Owners must produce proof of boiler tests and insurance - Effective 14) CRITICAL - Administrative: Owners must provide proof of insurance to carry passengers - Effective 15) CRITICAL - Administrative: Liquids to be removed to avoid spillage - Effective 16) CRITICAL - Administrative: Foot boards to be kept clear of obstructions - Effective 17) CRITICAL - Administrative: Passengers not to lean out of trailers - Effective 18) CRITICAL - Administrative: If crowd size becomes excessive, rides must stop - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	n n n	n/a

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends