Risk Assessment - Craft activities at Winchcombe

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Crafts activities at Winchcombe.

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 visitors or contractors New activities for the GWR. Slips, trips etc.	Volunteers, Staff & Contractors	1) CRITICAL - Administrative: Station staff to monitor numbers on platforms and restrict access if there is a risk of persons having to stand close to the edge or if overcrowded. - Effective 2) CRITICAL - Administrative: Any contractors providing a service to the GWSR to provide their own risk assessments. - Effective 3) CRITICAL - Administrative: Any contractors to confirm no COSHH materials present. - Effective 4) CRITICAL - Administrative: Only equipment and supplies suitable for all ages of children to be used. - Effective 5) CRITICAL - Administrative: Children must be supervised by a parent or authorised person. - Effective 6) CRITICAL - Administrative: A documented plan for walkways to be in place, discussed and adhered to. - Effective 7) CRITICAL - Administrative: Additional emergency exit information to be in place. - Effective 8) CRITICAL - Administrative: All activities in the TM building to be on the ground floor. - Effective 9) CRITICAL - Administrative: TM Building toilets out of use for this event. Platform use only. - Effective 10) CRITICAL - Administrative: No dogs other than 'assistant' dogs to be allowed. - Effective 11) CRITICAL - Administrative: Staff to ensure no trip hazards are present in all public areas. - Effective 12) CRITICAL - Administrative: Event for 3 -9 year old children only. - 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	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 Business Services Manager. - Effective 2) CRITICAL - Administrative: On-going costs to be monitored against the budget with any 'overspend' approved by the organiser and Business Services Manager.. - Effective 3) CRITICAL - Administrative: Ticket checks to be carried out as participants arrive at the TM building. - Effective 4) CRITICAL - Administrative: A pop up shop could be added to this activity with the same controls in place. - Effective 5) CRITICAL - Administrative: A fully resourced staffing planning for non-operational roles to be in place to cover running the event.. - Effective	1 x 2 = 2 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

Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Craft activities at Winchcombe - 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 whilst setting up and taking down attractions Slips, trips, falls or other incident	Volunteers, Staff & Contractors	1) CRITICAL - Engineering: Ensure that all electrical items have been PATS tested. - Effective 2) CRITICAL - Engineering: Ensure that the electrical supply to feed the area is suitably rated and sufficient. - Effective 3) CRITICAL - Engineering: Building floors, tables, chairs, flooring, lighting and other fixed and movable equipment must be in good order. - Effective 4) CRITICAL - Administrative: Carry out preparation when stations are not open to the public and other volunteers are not present. - Effective 5) CRITICAL - Administrative: Avoid causing trip hazards when running out lengths of cables, lighting and other equipment. - Effective 6) CRITICAL - Administrative: Cordon off or use barriers to isolate activities areas from other areas. - Effective 7) CRITICAL - Administrative: Beware of working on grass areas and slopes in wet/damp weather. - Effective 8) CRITICAL - Administrative: Only inspected and certified ladders and steps are to be used. - Effective 9) CRITICAL - Administrative: When using ladders a second person should 'foot' the ladder. - Effective 10) CRITICAL - Administrative: Follow good practice in the use of ladders. - Effective 11) CRITICAL - Administrative: Do not allow people to walk under ladders. - Effective 12) CRITICAL - Administrative: Always use three points of contact when using a ladder. - Effective 13) CRITICAL - Administrative: All volunteers and staff to be competent in the roles they are undertaking. - Effective 14) CRITICAL - Administrative: Any buildings must be in possession of a valid fixed wiring inspection. - Effective 15) CRITICAL - Administrative: Children and vulnerable adults must be supervised by their own parents, carers or guardians. - Effective 16) CRITICAL - Administrative: Any activities, equipment, or staff on platforms must be kept at least 6 foot from the edge. - Effective 17) CRITICAL - PPE: Fire Fighting equipment to be in place and functional. - Effective 18) CRITICAL - PPE: Emergency lighting and exit signs to be in place as required. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider designated walking routes through the building. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

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

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.
Ends