



Risk Assessment - Model Railway Exhibition event

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Assessment Approver: Kevin Jarvis

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Lead Assessor: Chris Bambridge (C&M HoD) & Andrew Eastabrook (C&M)
Team: Kevin Jarvis

Activities in Winchcombe Tim Michell building

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury to organisers or visitors Slips, trips, falls, contact, electrocution, burns, etc	Everyone	1) CRITICAL - Engineering: Lighting to be on in stairwell at all times. - Effective 2) CRITICAL - Administrative: Building toilets only to be used by GWSR volunteers and exhibitors. Public to use station facilities as usual - Effective 3) CRITICAL - Administrative: No furniture, signage or other items to be placed on the platform within 6 foot of the platform edge - Effective 4) CRITICAL - Administrative: Stairs to be inspected regularly for trips and slips hazards - Effective	2 x	2 =	4	None	2 x	2 =	4	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.			

Generic Activities across all sites



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Health and Safety	Injury to organisers or visitors Slips, trips, falls, contact, electrocution, burns, etc.	Everyone	1) CRITICAL - Engineering: Tables, layouts and equipment to be erected and laid out so as to avoid pinch points - Effective 2) CRITICAL - Engineering: Electrical supply cables to be run in such a way so as not to cause a trip hazard. - Effective 3) CRITICAL - Engineering: Electrical sockets and distribution system not to be overloaded. - Effective 4) CRITICAL - Engineering: Electrical equipment must be PATS tested - Effective 5) CRITICAL - Engineering: Event room must have a current fire assessment in place as well as a fixed wiring certificate - Effective 6) CRITICAL - Administrative: No vehicle movements to be allowed in the vicinity of the event - Effective 7) CRITICAL - Administrative: GWSR General Rule Book to be followed - Effective 8) CRITICAL - Administrative: All visiting contractors to be inducted and fill out contractor induction forms - Effective 9) CRITICAL - Administrative: Safety Briefing to be issued to the exhibitors and traders involved before the event starts - Effective 10) CRITICAL - Administrative: Exhibits not to be left unguarded. Areas to be closed off if no supervision available - Effective 11) CRITICAL - Administrative: Access and volume of numbers in and out of the event to be controlled to prevent overcrowding - Effective 12) CRITICAL - Administrative: A staffing plan to be in place for each day - Effective 13) CRITICAL - Administrative: Any spillages or rain ingress to be cleaned up immediately - Effective 14) CRITICAL - Administrative: All surfaces to be thoroughly cleaned at the start and end of each day and as necessary in addition to this - Effective 15) CRITICAL - Administrative: Sufficient bins to be located close by and emptied as required - Effective 16) CRITICAL - Administrative: All those involved to have read this risk assessment and agree to follow the control measures contained within it - Effective 17) CRITICAL - Administrative: Smoking or the use of e-cigarettes is not allowed at any time in any location - Effective 18) CRITICAL - Administrative: Flammables not to be allowed in the event area - Effective 19) CRITICAL - Administrative: Emergency exits to be clearly marked and free from obstructions - Effective 20) CRITICAL - Administrative: All GWSR staff to have undergone Manual Handling training - Effective 21) CRITICAL - Administrative: Contractors to provide risk assessments and evidence of liability insurance and food hygiene certification. - Effective 22) CRITICAL - Administrative: Sufficient toilet facilities to be available at each location. - Effective 23) CRITICAL - PPE: A first aid kit to be available at each location. - Effective 24) CRITICAL - PPE: Firefighting equipment to be available. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.		4	1) Engineering: Consider non-slip flooring in high traffic areas - Effective 2) Administrative: Consider a one-way system for people flow through areas - Effective 3) Administrative: Wet floor signage to be available if required - Effective 4) PPE: Consider rostering a member of the First Response team at specific areas. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.			n/a

Use of Diesel & C&W Sheds areas for displays and stalls



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Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injuries in yard and shed areas Slips, trips, falls, contact, or other incident	Everyone	1) CRITICAL - Elimination: No visits to sheds to be allowed in the hours of darkness - Effective 2) CRITICAL - Elimination: All pit areas to be suitably covered with rolling stock or barriered off so as there to be no fall risk - Effective 3) CRITICAL - Elimination: All tools, loose engineering components and valuables to be removed from the areas accessible by the public, particularly in shed areas - Effective 4) CRITICAL - Elimination: Wheelchairs and scooters are not allowed to cross any raised railway tracks - Effective 5) CRITICAL - Engineering: Access routes to be clearly defined - Effective 6) CRITICAL - Engineering: Emergency lighting to be in place, functioning correctly and tested appropriately - Effective 7) 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 8) CRITICAL - Administrative: Authorised walking routes and viewing areas will be in place with physical barriers and hazard tape used extensively as required - Effective 9) CRITICAL - Administrative: Visitors are not allowed to climb on any structures, rolling stock or platforms at any time - Effective 10) CRITICAL - Administrative: All walkways must be clean of any slip hazards such as oil and grease - Effective 11) CRITICAL - Administrative: All walkways must be cleared of any trip hazards - Effective 12) CRITICAL - Administrative: Suitable numbers of GWSR volunteers to be present in shed areas when they are open to the public - Effective 13) CRITICAL - Administrative: Any spillages or rain ingress to be cleaned up immediately - Effective 14) CRITICAL - Administrative: Sheds in use must have a current fire risk assessment in place as well as a fixed wiring certificate - Effective 15) CRITICAL - Administrative: Emergency exits to be clearly marked and free from obstructions - Effective 16) CRITICAL - Administrative: No rail movements are allowed in the areas that the public have access to - Effective 17) CRITICAL - Administrative: Access to loco cabs and footplates is only allowed if supervised via a competent GWSR volunteer and via suitable platforms - Effective	1 x	3 =	3	None	1 x	3 =	3	n/a

Use of S&T workshops

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury to volunteers, exhibitors or visitors Slips, trips, falls, contact, or other incident	Everyone	1) CRITICAL - Engineering: Dedicated walking routes to the building to be identified. - Effective 2) CRITICAL - Administrative: Any car movements to be supervised by a competent bankman. - Effective 3) CRITICAL - Administrative: Access to the area only via the barrow crossing gate on P1. - Effective 4) CRITICAL - Administrative: Areas for non-public access to be suitably barriered off and/pr marked by signage. - Effective	2 x	2 =	4	None	n	n	n	n/a

Use of Winchcombe P2 waiting room



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Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury to staff, visitors of exhibitors Slips, trips, falls, contact, or other incident	Everyone	1) CRITICAL - Administrative: All exhibits to be within the building and not to spill outside - Effective 2) CRITICAL - Administrative: Staff to control access to the building so as not to allow overcrowding outside the building. - Effective	2 x	2 =	4	None	n	n	n	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.							

Use of the Cotswold Halt Cafe

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury to staff, visitors and exhibitors Slips, trips, falls, contact, or other incident	Everyone	1) CRITICAL - Administrative: Risk Assessments for the building to followed at all times - Effective 2) CRITICAL - Administrative: Layouts to be located either in the bar area or against walls so as not to interfere with cafe tables. - Effective 3) CRITICAL - Administrative: Staff to manage visitor numbers so as not to interfere with cafe operations. - Effective	2 x	2 =	4	None	n	n	n	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.							

Visiting Traders

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury (or illness) to staff, visitors or exhibitors Slips, trips, falls, contact, or other incident	Everyone	1) CRITICAL - Engineering: Any power generation equipment to be suitably secured and isolated from the public. - Effective 2) CRITICAL - Administrative: Evidence of public liability insurance to be presented . - Effective 3) CRITICAL - Administrative: Food hygiene certificates to be available as required. - Effective 4) CRITICAL - Administrative: Copies of trader risk assessments to be available. - Effective 5) CRITICAL - Administrative: Any traders requiring facilities such as marquees and display tents etc. should ensure that they are erected by competent persons and secured firmly. - Effective 6) CRITICAL - Administrative: No trader activities or equipment to be suitable sited and secured so as not to obstruct or interfere with railway operations or roadways in the event of failure. - Effective	2 x	2 =	4	None	n	n	n	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.							

Use of Narrow Gauge Railway



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Health and Safety	Injury to visitors Slips, trips, falls, contact, or other incident	Everyone	1) CRITICAL - Administrative: Narrow Gauge Rule Book to be followed - Effective 2) CRITICAL - Administrative: No additional exhibits to be located on Narrow Gauge land - Effective 3) CRITICAL - Administrative: Narrow Gauge Risk Assessments to be followed. - Effective	2 x	2 =	4	None	n	n	n	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.							

Use of the P2 field at Toddington for Car Parking

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury to staff and visitors Slips, trips, falls, contact, or other incident	Everyone	1) CRITICAL - Administrative: Field Parking Risk Assessment to be followed. - Effective 2) CRITICAL - Administrative: All exhibitors to be provided with a car parking pass to identify their vehicles. - Effective	2 x	2 =	4	None	n	n	n	n/a
				Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.							

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Reference Documents

- Briefing Document -
- Radio Club Site Layout -
- Radio Club Insurance -

Ends