Risk Assessment - Model Railway Exhibition event

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Activities in Winchcombe Tim Michell building

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 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 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

Generic Activities across all sites

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 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.	1) Engineering: Consider non-slip flooring in high traffic areas - Effective 2) Administrative: Consider a one-way system for people flow though 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

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	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 appropriatly - 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 wth 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 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

Use of S&T workshops

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 volunteers, exhibitors or vistors 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

Use of Winchcombe P2 waiting room

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 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

Use of the Cotswold Halt Cafe

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 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

Visiting Traders

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 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

Use of Narrow Gauge Railway

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 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 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	n n n	n/a

Use of the P2 field at Toddington for Car Parking

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 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 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.

Reference Documents

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

Ends