Risk Assessment - Public Hire of Tim Mitchell Building (Ground Floor)

Reference No: ADM-44039-74
Version No: 3
Assessment Approver: Kevin Jarvis

Use of facilities by those other than GWSR.

Department: Admin
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Review Due Before: 14 September 2031
Lead Assessor: Paul Gosney
Team: Kev Jarvis & Rebecca Denyer

Hire of room to external party

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Potential for overcrowding Hireer unaware of maximum capacity limitations	Public	1) CRITICAL - Administrative: Maximum number of persons permitted due to fire risk assessment is 120 - Effective 2) CRITICAL - Administrative: Staff to monitor numbers in building and adjacent platforms to avoid overcrowding or pinch points and to keep any over-spill away from platform edge. - Effective	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider a walking route plan. - Effective	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Activities that may put people at risk. Hirer unfamiliar with railway operations	Public	1) CRITICAL - Administrative: Ensure the hirer has a clear comprehension of the railway's terms and conditions & abides by them - 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
Health and Safety	Activities that compromise the safe and normal running of the railway. Hirer unfamiliar with railway operations	Public	1) CRITICAL - Administrative: Ensure the hirer has a clear comprehension of the railway's terms and conditions & abides by them - Effective 2) CRITICAL - Administrative: Hirer to be made aware of railway operations on day of use. - Effective 3) CRITICAL - Administrative: Any contractors providing a service to the GWSR to provide their own risk assessments. - Effective 4) CRITICAL - Administrative: Any contractors to confirm no COSHH materials present. - 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

Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Public Hire of Tim Mitchell Building (Ground Floor) - Admin

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 or visitors Slips, trips, falls, collapse, collision, bumps etc.	Everyone	1) CRITICAL - Engineering: All equipment in use to be suitable for the task. - Effective 2) CRITICAL - Engineering: Ensure that electrical supplies are sufficient for the event activities and not overloaded. - Effective 3) CRITICAL - Engineering: Building floors, tables, chairs, flooring, lighting and other fixed and movable equipment must be in good order. - Effective 4) CRITICAL - Engineering: Avoid causing trip hazards when running out lengths of cables, lighting and other equipment. - Effective 5) CRITICAL - Administrative: Children or vulnerable adults to be supervised by parents, carers or suitably qualified persons. - Effective 6) CRITICAL - Administrative: Emergency Lighting, exits and firefighting equipment to be in place and functional. - Effective 7) CRITICAL - Administrative: Staff to ensure no trips hazards are present. - Effective 8) CRITICAL - Administrative: Any spillages to be cleaned up immediately. - Effective 9) CRITICAL - Administrative: Building, activities and associated equipment to be covered by fire risk assessment, fixed wiring inspection, portable appliance testing and insurance. - Effective 10) CRITICAL - Administrative: Cordon off or use barriers to isolate activities from restricted areas. - Effective 11) CRITICAL - Administrative: Only inspected and certified ladders and steps to be used. - Effective 12) CRITICAL - Administrative: Staff involved in set up and operation of event to have passed all relevant GWSR internal training courses. - Effective 13) CRITICAL - Administrative: Any activities, equipment, or staff on platforms must be kept at least 6 foot from the edge. - 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
Finance	Loss of revenue due to commercial issues Unplanned costs or events	Everyone	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: Any ticketing checks to be carried out as people enter the building. - Effective 4) CRITICAL - Administrative: A fully resourced staffing planning for non-operational roles to be in place to cover running and supporting the event - 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

• RA Meeting Room - COVID - RA Meeting Room - COVID

Ends