



**Gloucestershire Warwickshire Steam Railway Plc**  
**Risk Assessment for Removal & Refitting of Carriage Windows - Carriage and Wagon**

**Risk Assessment - Removal & Refitting of Carriage Windows**

Reference No: CAR-44763-6

Version No: 1

Assessment Approver: Kevin 'Kev' Jarvis

All GWR carriages are subjected to overhaul and maintenance that often requires windows to be removed and refitted. This RA assesses the risks and control measures required for the activity.

Department: Carriage and Wagon  
Date Of Assessment: 21 July 2022  
Review Due Before: 08 March 2026  
Lead Assessor: Roger Exton  
Team: Ian Stroud

**Removal and refitting of carriage windows.**

| Type              | Hazard Cause   | Persons Affected   | Control Measures  | L Overall  | S   | T | Additional Control Measures                                       | L Overall  | S   | T | Owner/Action |
|-------------------|--|--------------------|---|--|-----|---|---|--|-----|---|--------------|
| Health and Safety | Personal Injury from hand tools<br>Improper use of tools or slips etc. | Volunteers & Staff | 1) CRITICAL - Administrative: Follow the risk assessment for the safe use of hand tools. - Effective<br>2) CRITICAL - Administrative: Staff to be experienced and competent in the task. - Effective<br>3) CRITICAL - PPE: Wear gloves, safety eyewear, safety footwear and overalls - Effective  | 2 x<br>Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level. | 1 = | 2 | None  | 2 x<br>Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level. | 1 = | 2 | n/a          |
| Health and Safety | Cuts and abrasions<br>Sharp edges and points                           | Volunteers & Staff | 1) CRITICAL - Substitution: Take care to keep hands and other body parts away from sharp edges and pinch points. - Effective<br>2) CRITICAL - Engineering: Use the correct tools for the job. - Effective<br>3) CRITICAL - Engineering: Be aware and prepare the job before starting. - Effective<br>4) CRITICAL - Administrative: Follow the risk assessment for the safe use of hand tools. - Effective<br>5) CRITICAL - PPE: Wear gloves, safety eyewear, safety footwear and overalls - Effective | 2 x<br>Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level. | 2 = | 4 | None  | 2 x<br>Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level. | 2 = | 4 | n/a          |
| Health and Safety | Personal injury due to strain and sprains<br>Manual Handling issues    | Volunteers & Staff | 1) CRITICAL - Engineering: Use extra staff to help with lifting components if required. - Effective<br>2) CRITICAL - Administrative: Be aware of your own limitations. - Effective<br>3) CRITICAL - Administrative: Don't overstretch or exceed your own capability. - Effective<br>4) CRITICAL - PPE: Wear gloves, safety eyewear, safety footwear and overalls - Effective  | 2 x<br>Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level. | 2 = | 4 | 1) Administrative: Consider manual handling training. - Effective | 2 x<br>Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level. | 2 = | 4 | n/a          |



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|-------------------|--|--------------------|---|---|-----|---|-----------------------------|---|-----|---|--------------|
| Health and Safety | Fall from Height<br>Fall from ladders, scaffolding, platforms or out of the vehicle. | Volunteers & Staff | 1) CRITICAL - Engineering: All working at height equipment must be inspected, certified and in date. - Effective<br>2) CRITICAL - Engineering: Those working inside the carriage must not lean out and expose themselves to a risk of falling. - Effective<br>3) CRITICAL - Engineering: Work from the most appropriate means of access. Platforms and scaffold for long tasks. - Effective<br>4) CRITICAL - Engineering: Carry out as much work as possible from inside the carriage. - Effective<br>5) CRITICAL - Administrative: Staff should have completed the GWSR Working at Height training - Effective<br>6) CRITICAL - Administrative: GWSR Working at Height procedures to be followed. - Effective<br>7) CRITICAL - Administrative: Don't be distracted by others when working at height. - Effective | 2 x   | 4 = | 8 | None                        | 2 x   | 4 = | 8 | n/a          |
|                   |  |                    |   | Medium - Risk to be minimised and controlled so far as is reasonably practical. |     |   |                             | Medium - Risk to be minimised and controlled so far as is reasonably practical. |     |   |              |

**COSHH Assessments**

The following COSHH assessments are applicable to this risk assessment:

- COSHH-43963-75 - WD-40 Ends