



Risk Assessment - Carriage Upholstery Repair/Refurbishment

Reference No: CAR-44229-37
 Version No: 3
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Department: Carriage and Wagon
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Removing and refitting seats in a carriage

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury caused by improper manual handling Poor technique and lack of awareness	Volunteers & Staff	1) CRITICAL - Administrative: Work as a team if extra help needed. - Effective 2) CRITICAL - Administrative: Be aware of your own limitations - Effective 3) CRITICAL - Administrative: Beware of pinch points and sharp edges or points - Effective 4) CRITICAL - PPE: Wear gloves as appropriate - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider training staff in Manual Handling Techniques - 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.

Add notes to explain scoring here.
 Risk remains low.

Health and Safety	Harm caused by use of tools such as cuts and bruises Improper use of tools	Volunteers & Staff	1) CRITICAL - Administrative: Follow the Risk Assessment for the safe use of Hand Tools - 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
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Health and Safety	Exposure to asbestos Old carriages sometimes contain asbestos under and behind the seats as part of the original construction.	Volunteers & Staff	1) CRITICAL - Administrative: Maintain and update the GWR asbestos register - Effective 2) CRITICAL - Administrative: Be aware of signage for existing asbestos. - Effective	3 x 3 = 9 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Check the asbestos register before starting work - Effective 2) Administrative: Consider training staff in asbestos awareness - Effective 3) Administrative: Consider the production of an asbestos procedure - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
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Score and Control Measure Notes.

There is a possibility of exposure due to the presence of asbestos in carriages.
 Risk reduced by a small margin due to increased awareness.

Moving seating around the department



Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Carriage Upholstery Repair/Refurbishment - Carriage and Wagon

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Manual handling injuries Poor technique and lack of awareness	Volunteers & Staff	1) CRITICAL - Engineering: Use of trolleys to transport items in workshops - Effective 2) CRITICAL - Engineering: Use of hoist to lift seats between ground and first floors. - Effective 3) CRITICAL - Administrative: Be aware of your own limitations - Effective 4) CRITICAL - Administrative: Follow the risk assessment for the hoist if it is used. - Effective 5) CRITICAL - PPE: Wear appropriate PPE - Effective	2 x	2 =	4	1) Administrative: Consider training staff in Manual Handling Techniques - Effective	2 x	2 =	4	n/a

Removing seat coverings and fillings

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Inhalation of harmful dusts Seats are dirty when removed from the carriages	Volunteers & Staff	1) CRITICAL - Engineering: Dust filtering system installed in workshop - Effective 2) CRITICAL - Engineering: Vacuum away dusts as soon as they are encountered - Effective 3) CRITICAL - Administrative: Ensure good housekeeping practices are followed - Effective 4) CRITICAL - PPE: Wear face masks for this task - Effective	2 x	1 =	2	1) Administrative: Consider dust monitoring - Effective	2 x	1 =	2	n/a

Score and Control Measure Notes.

Very low risk due to existing control measures.
 Dust monitoring not cost effective due to the low levels of dust.

Health and Safety	Sharp edges and points Staples, screws, nails and sharp edges in seating	Volunteers & Staff	1) CRITICAL - Engineering: Use hand tools as they were designed to be used - Effective 2) CRITICAL - Administrative: Proceed with caution and be aware of possible hazards - Effective 3) CRITICAL - Administrative: Follow the hand tools risk assessment - Effective	3 x	1 =	3	None	2 x	1 =	2	n/a
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Score and Control Measure Notes.

Low score due to simple tasks.
 Risk could be reduced slightly.

Cutting and fitting seat coverings



Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Carriage Upholstery Repair/Refurbishment - Carriage and Wagon

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Hand and other personal injuries Contact with tools and sharp edges	Volunteers & Staff	1) CRITICAL - Administrative: Correct use and training in the use of power tools and sewing machine - Effective 2) CRITICAL - Administrative: Follow the hand tools risk assessment - Effective 3) CRITICAL - PPE: Use of appropriate PPE for each task - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) PPE: Wear safety glasses or goggles when using the staple gun - Effective	2 x 1 = 2 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 task. Lower risk if glasses worn.							
Health and Safety	Injury by poor manual handling Poor technique and lack of awareness	Volunteers & Staff	1) CRITICAL - Administrative: Be aware of your own limitations - Effective 2) CRITICAL - Administrative: Work with team members if a two person lift is required - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider training staff in Manual Handling Techniques - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	
Score and Control Measure Notes.							
Low risk due to nature of task. Score remains low.							

COSHH Assessments

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