Risk Assessment - 'Meet & Greet' of group parties

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Assessment Approver: Philip Moore

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Team:

Meet & Greet of group parties

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 GWR volunteer in the course of their duties Slips, trips, falls or other incident	Volunteers & Staff	1) CRITICAL - Administrative: If volunteers need to board group vehicles they must familiarise themselves with the design and layout of entrances/exits and walkways/steps. - Effective 2) CRITICAL - Administrative: Only use approved walkways and pavements etc - Effective 3) CRITICAL - Administrative: Wheelchairs must only gain access to pavements and platforms via dropped curb stone areas - Effective 4) Administrative: Avoid back injuries and other strains by limiting amount of contact and assistance of wheelchair users. Carers should take the lead. - Effective 5) CRITICAL - Administrative: Station staff and/or guards to be responsible for train access ramps. - Effective 6) CRITICAL - Administrative: Unless prearranged group parties should only visit the public areas of stations, cafes and viewing areas etc. - Effective 7) CRITICAL - Administrative: Volunteers to be aware of the train movement and brace themselves accordingly. - Effective 8) Administrative: If assisting visitors with cafe/buffet orders be aware of the risks of overloading trays and injury from spills of hot liquids - Effective 9) CRITICAL - Administrative: Be aware of other traffic movements when loading and unloading group vehicles. - Effective 10) CRITICAL - Administrative: Ensure coaches and other group vehicles park in the appropriate place. - 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

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends