Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Guards and TTIs Operational Risks - Guards and TTIs

Risk Assessment - Guards and TTIs Operational Risks

Reference No: GUA-44145-25
Version No: 4
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Department: Guards and TTIs
Date Of Assessment: 10 November 2020
Review Due Before: 07 November 2026
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Climbing Onto and Off Carriages

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Fall from Height. Person falls when climbing onto the train if they slip or the train moves unexpectedly.	Volunteers & Staff	1) CRITICAL - Administrative: All relevant Working at Height procedures and best practice should be followed. - Effective 2) CRITICAL - Administrative: Assessments and training must be undertaken to confirm physical ability to carry out such duties. - Effective 3) CRITICAL - Administrative: If a locomotive is attached to the train, staff should inform the loco crew before going trackside. - Effective 4) CRITICAL - Administrative: A 'Not to Be Moved' board must be in place before anyone goes trackside. - Effective 5) CRITICAL - Administrative: In normal circumstances staff should only climb onto or off the train at the guard's compartment door, where steps and handrails are provided, or by using the steps provided at carriage ends. If it is necessary to climb onto or off the train from any other position then properly secured steps or a ladder must be used. - Effective 6) CRITICAL - Administrative: Three points of contact to be maintained at all times when climbing. - Effective 7) CRITICAL - Administrative: All staff must have successfully completed the GWSR Working at Height training. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: The Passenger Communication Device should always be reset from inside the train if possible. - Effective 2) Administrative: If the Passenger Communication Device needs to be reset by climbing the outside of the train then three points of contact must be maintained. - Effective 3) Administrative: If the carriage needs to be climbed to fix or remove a tail lamp then three points of contact must be maintained. - Effective 4) Administrative: Use a pole as necessary when fixing or removing a tail lamp. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Score and Control Measure Notes.
Medium risk. Staff to be regularly monitored, trained and recertified.
Risk remains medium if all control measures followed.

Freight Train Operation

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Slips/Trips/Falls. Fall from height or trips when walking on uneven ground.	Volunteers & Staff	1) CRITICAL - Engineering: Brake van safety rails must be in place and closed securely before the train moves. - Effective 2) CRITICAL - Engineering: External brake van and wagon doors must be closed or locked open to avoid them swinging as the train moves. - Effective 3) CRITICAL - Administrative: Be aware of underfoot conditions when working around freight trains. - Effective 4) CRITICAL - Administrative: On unfitted trains staff should be aware of the chance of the brake van 'snatching'. - Effective 5) CRITICAL - Administrative: Staff should be suitably trained in the use of the hand brakes on brake vans and freight vehicles. - Effective 6) CRITICAL - Administrative: Staff should be supervised, by a suitably qualified person, on or before their first occasion of operating a freight train. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Dispatch and Arrival of trains at stations

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Open doors hitting platform passengers. Crowded platforms. Passengers using doors not on the platform. Strike injury.	Everyone	1) CRITICAL - Administrative: Role specific training given so that staff are aware of such issues. - Effective 2) CRITICAL - Administrative: Audible warnings to be given in situations where an issue is occuring or is likley to occur. - Effective 3) CRITICAL - Administrative: Staff to keep a good lookout along the platform when entering or leaving stations. - Effective 4) CRITICAL - Administrative: Staff to work closely with loco crews and station staff. - Effective 5) CRITICAL - Administrative: Staff to warn passengers not to alight from carriage doors that may be off the platform on arrival at stations. - Effective 6) CRITICAL - Administrative: Staff to be in a position, on arrival at stations, to prevent passengers from alighting from doors that are off the platform. - 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

Use of Wheelchair ramps

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injuries, trips or falls caused by incorrect use. Lack of situational awareness when moving or positioning the ramp. Incorrect opening or positioning of the ramp. Ramp moving or slipping if incorrectly positioned.	Everyone	1) CRITICAL - Engineering: Care must be taken to avoid pinch injuries when opening and closing ramps as well as when placing them on to the train. - Effective 2) CRITICAL - Administrative: Training in the use of ramps must be given and understood. - Effective 3) CRITICAL - Administrative: Manoeuvring, lowering, or raising the ramp requires two persons. - Effective 4) CRITICAL - Administrative: Occupants of manually operated wheelchairs must be pushed up and lowered down the ramp by another person and must not be allowed to roll without assistance. - Effective 5) CRITICAL - Administrative: Electric wheelchairs must be operated by the occupant. - Effective 6) CRITICAL - Administrative: Ramps must only be used to gain access to the train through suitable double doors. - Effective 7) CRITICAL - Administrative: When a ramp is in position on a train it must not be left unattended. - Effective 8) CRITICAL - PPE: When not in use ramps must be stored securely. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Working Trackside

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Could be hit by a moving train or slip or trip due to underfoot conditions. Unaware of train movements or ground conditions.	Volunteers & Staff	1) CRITICAL - Engineering: Torches or Bardic Lamps must be used during hours of darkness. - Effective 2) CRITICAL - Administrative: People going trackside must be PTS trained and competent or must be supervised by a person so trained and competent. - Effective 3) CRITICAL - Administrative: Role specific training must be given and refreshed as necessary. - Effective 4) CRITICAL - Administrative: Trainees must be supervised at all times. - Effective 5) CRITICAL - Administrative: A 'Not to be Moved' board must be in place before anyone goes trackside. - Effective 6) CRITICAL - Administrative: If a locomotive is attached to the train, staff should inform the loco crew before going trackside. - Effective 7) CRITICAL - Administrative: Unless a specific dispensation exists, in situations where the adjacent running line is vacant, a line block must be obtained before anyone goes trackside. - Effective 8) CRITICAL - PPE: Hi-Viz clothing must be worn. - Effective	2 x 4 = 8 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 4 = 8 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Shunting

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Crush or impact injury. Staff could be hit by a moving train.	Volunteers & Staff	1) CRITICAL - Administrative: Role specific training will be given and refreshed as necessary. - Effective 2) CRITICAL - Administrative: Staff must use the hand and lamp signals stipulated by the Rule Book, or, if appropriate, the radio communication phraseology stipulated in the Rule Book and Guard Department guidance. - Effective 3) CRITICAL - Administrative: Additional training to be given for specific scenarios. - Effective 4) CRITICAL - Administrative: Staff should never stand or pass between moving vehicles. - Effective 5) CRITICAL - Administrative: Guards should only be involved in shunting complete trains. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Working with carriages

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	A variety of unknown and unexpected hazards could be experienced when working on or around the train. Lack of situational awareness or knowledge of the hazard.	Volunteers & Staff	1) CRITICAL - Engineering: Use provided toolkit for any running repairs required. - Effective 2) CRITICAL - Administrative: People going trackside must be PTS trained and competent or must be supervised by a person so trained and competent. - Effective 3) CRITICAL - Administrative: Note all defects that have not been rectified in the guards log book for follow up. - Effective 4) CRITICAL - Administrative: A 'Not to be Moved' Board must be in place before anyone goes trackside. - Effective 5) CRITICAL - Administrative: If a locomotive is attached to the train, staff should inform the loco crew before going trackside. - Effective 6) CRITICAL - PPE: Wear appropriate PPE for the task. - Effective 7) CRITICAL - PPE: Wear Hi-Viz clothing if going trackside. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Lone Working

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 incapacitation at a location where the injured person may not be found. Slips, trips, falls or medical issues when working alone.	Volunteers & Staff	1) CRITICAL - Administrative: If a train needs to be prepared outside of a platform area then work must not start until another member of staff is either present or has been informed of the task. - Effective 2) CRITICAL - Administrative: Arrange for someone to check that member of staff is safe whilst lone working at least once every hour. - Effective 3) CRITICAL - Administrative: If lone working use the 'lone working' option within the sign-on system and enter your mobile phone number for contact. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends