



BLUEBELL RAILWAY EDUCATION DEPARTMENT

B. Risk Assessment Guidance for School Visits



The Bluebell Railway provides the following information in good faith to assist teachers in completing Risk Assessments. We ALWAYS advise teachers to make a preliminary visit, in order to assess any risks, prior to an educational visit. We also offer complimentary preview days for teachers.

Risk Assessments – Bluebell Railway Education Department

The Bluebell Railway DOES NOT guarantee that all risks are covered in the following tables and reminds teachers that risks can change due, for example, to changing weather conditions.

| Likelihood of the risk occurring | |
|----------------------------------|---|
| 1 | Very unlikely, remote chance of occurrence |
| 2 | Possible chance of occurrence |
| 3 | Probable chance of occurrence, likely to happen |
| 4 | Very Likely to happen |
| 5 | Highly likely to happen at any time |

| Consequence of the risk occurring | |
|-----------------------------------|---|
| 1 | Nil or minor injury possibly requiring first aid on the spot |
| 2 | Minor injury possibly requiring medical attention and time to recover |
| 3 | Serious temporary injury e.g. broken limb |
| 4 | Permanent injury causing disability |
| 5 | Death |

| Hazards | Likelihood of occurrence | Risk control | Consequence of risk | Action required |
|---|--------------------------|---|---------------------|---|
| At the stations | | | | |
| Using the footbridge.. Falling up or down stairs | 2 | Close supervision at all times Walking slowly and carefully Look where they are placing their feet Briefing of supervisors | 2 | Careful supervision of all party members |
| Injury from traffic in coach or car park. | 2 | Close supervision when leaving or joining vehicles. | 5 | Close supervision of all party members Party split into manageable groups with a designated group leader for each Running and playing not permitted |
| Uneven walking surfaces. Slips and falls. | 3 | Instruct all concerned to wear appropriate 'sensible' footwear. | 2 | Running and playing not permitted. Keep party members close to party leader. Point out hazards underfoot as party moves around the site. |
| Level crossing at Sheffield Park. Groups with wheelchairs. | 2 | Group to cross track only when accompanied by a member of the platform staff. | 5 | Effective supervision by all responsible adults. |

| Hazards | Likelihood of occurrence | Risk control | Consequence of risk | Action required |
|---|--------------------------|---|---------------------|---|
| Raised platforms at stations. Slips and falls. | 2 | Close supervision of groups. Move around in controlled groups with designated leader. Adult supervision. | 5 | Do not allow running. Keep party members close to party leader. Instruct all to stand still as trains approach. |
| Slippery surfaces. Slips and falls. | 2 | Brief party about oil spillages on surfaces which may also be wet. Instruct all concerned to wear appropriate 'sensible' footwear. | 2 | Do not allow running. Keep party members close to party leader. Point out perceived hazards underfoot as party moves around the site. |
| On the trains | | | | |
| Train length can exceed the platform length. A serious fall is possible. | 3 | Brief party about this possibility. Do not permit children to operate carriage doors. | 3 | Close supervision of all party members Party split into manageable groups with a designated group leader for each. |
| Low platforms requiring a large step up or down when joining or leaving a train. A trip or fall is possible. | 3 | Brief party about this possibility. Do not permit children to operate carriage doors. Designate staff to supervise getting on and off trains. | 3 | Close supervision of all party members Party split into manageable groups with a designated group leader for each. |
| Passenger operated coach doors. A very serious fall is possible. | 3 | Brief party about this feature. Do not permit children to operate carriage doors. | 4 | Close supervision of all party members Party split into manageable groups with a designated group leader for each. |
| Inter carriage connections where it is possible for hands or feet to become trapped between moving surfaces when train is moving. | 2 | Brief party about this feature. Do not permit children into carriage connection area unsupervised. | 3 | Close supervision of all party members Party split into manageable groups with a designated group leader for each. |
| Loud noises from locomotives. Noises occur without warning and can be frightening for the young or nervous causing them to react unexpectedly. | 5 | Brief party about this possibility. | 2 | Position party members well clear of locomotives and platform edges. |
| Climbing on tables and seats. This usually occurs with family and NOT school groups | 2 | Brief party members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to. | 3 | Effective supervision by all responsible adults. |

| Hazards | Likelihood of occurrence | Risk control | Consequence of risk | Action required |
|--|--------------------------|--|---------------------|---|
| In the Locomotive Shed | | | | |
| Trip hazard on flooring as a result of railway track present | 2 | Strict 'no running' policy. Brief party members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to. | 3 | Use of designated walking routes only. |
| Slippery surfaces as a result of oil seepage from engines or from footfall on wet days | 3 | Strict 'no running' policy. Brief party members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to. | 3 | Railway staff to manage liquids on floors with appropriate cleaning, signage and containment regimes. |