



**Wensleydale Railway  
Site and Activity Risk Assessment Record  
2020**

A Site and Activity Risk Assessment Record is completed for all workshops, events and activities provided by the Wensleydale Railway for the general public including school groups. It is designed to identify the potential risks and hazards that may present in both the settings and the activities provided for visiting groups at station sites. The assessment considers who and how many people may be affected by the potential hazard/s. Related documents: Risk Management Summary 2017; Scruton Station Fire Evacuation Plan.

<b>Project/Event title:</b> Scruton Station Heritage Education Programme School Visits Summer 2020	<b>Date revised:</b> January 2020	<b>Location:</b> Scruton Station; Leeming Bar Station; Bedale Station; Leyburn Station and on train journeys between stations.	<b>Staff:</b> Heritage volunteer team
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<b><u>Risk Level (seriousness X probability)</u></b> 16 - 25 High risk; 11 - 15 Medium risk; 10 and below Low risk	<b>Seriousness Score</b>	<b>1:</b> Accident or incident where no injury occurs	<b>2:</b> Minor injury - First Aid only	<b>3:</b> Three day injury as determined in RIDDOR	<b>4:</b> Major injury outcome (ie. RIDDOR reportable)	<b>5:</b> Fatal or multi-fatal outcome
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<b><u>Priority Action Rating:</u></b> High - Immediate; Medium - 1 Month; Low - 3 Months	<b>Probability Likelihood Frequency Score</b>	<b>1:</b> Improbable	<b>2:</b> Remote	<b>3:</b> Possible	<b>4:</b> Probable	<b>5:</b> Very likely to occur
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**Staff responsible (in square brackets):**  
GS - Grahame Shepherd, Heritage Education Advisor  
HE Team - Heritage Education Team (volunteers)

RISK ASSESSMENT										ACTION PLAN				
		Persons at risk								Review				
Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
<b>Half-day Step Back in Time visit to Scruton Station</b>														
<b>Arrival &amp; welcome at Leeming Bar Station (LBS)</b> <b>(HE Team)</b>	Trips & falls on the station platform or over the platform edge.		x			x	3	3	9	Staff supervision; briefing re: potential hazards by WR team member on arrival at LBS.	Run through procedure with teachers and WR team before visits commence. Site briefing before each visit by Operations Manager at LBS.			
<b>Board train &amp; travel to Scruton Station</b> <b>(HE Team)</b>	Knocks & bangs travelling in a moving carriage		x			x	2	3	6	Children advised to stay seated in initial briefing by HE Team member; staff supervision				

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Travel on train (School staff, HE Team)	Knocks, jolts & bangs				x	x	1	2	2	Pupils advised to remain seated at all times until the train has stopped. Staff supervision.				
	Motion sickness from the movement of the train				x	x	2	4	8	Sick bags to be carried by support staff and railway vols; fresh air window vents can be opened.				

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Change into period clothes on train (whilst stationary) before alighting <b>[School]</b>	Knocks, bangs and bumps whilst changing into outfits					x	1	3	3	Costume change to be done when the coach is stationary. All garments to fit loosely over school uniform. All coats to be left on seats; Distribution of period clothing by staff from designated containers.				

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Introduction to station & costumed team on platform (HE Team)	Trips & falls over platform edge or other objects displayed on the platform.		x			x	3	3	9	Briefing of groups re: potential hazards by HE team on arrival; Full check of station buildings, platform & grounds by Lead Team Member before each visit. Staff supervision & assistance.				

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Delivery of costumed scene on platform ( HE Team)	Trips & falls on platform caused by props/other people/period clothing.		x	x		x	2	3	6	Children to be sat/stood against station building. Scenes conducted on platform not beyond tactiles. Props positioned carefully so as not to obstruct agreed access routes.	Costumes to be checked each session.			
Group activities in station building. <u>Generic risks</u> [School; HE Team]			x	x	x	x				<b>General measures:</b> Small group sizes; supervision & assistance for each group from HE team member.	Schools asked to split children into groups of 5-6 pre-visit.			

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	Open fire-places, with stone hearths; lit fires. Burns (direct or from metal guard)		x	x		x	4	2	8	If fires are lit, full spark & mesh guards will be secured in place. Fires are unlikely to be lit in June & July.	Verbal warnings to all; groups sat away from guards.			
	Fainting/over-heat-ing in confined spaces/ warm weather		x	x		x	2	4	8	All sash windows to be opened; children advised to take off caps/ additional clothes if warm; cold drinking water to be available.				

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	Trapped fingers & head bumps from doors being opened & closed without guards or soft close mechanisms.		x	x	x		2	3	6	Doors will be securely propped open to avoid the need for opening & closing during tour or activities; staff supervision.	Door stops required to keep doors open. Supervision by HEO.			
<b>Group Activities KS1</b>														
Pass the Parcel: Parcel-weighing [School]	Trapped or crushed fingers or toes if caught under weight of parcels or parcels dropped.		x	x		x	3	3	9	Staff supervision; parcel weights, sizes & structures to be carefully devised to minimise risk.				
	Bangs or bumps to the head if knocked against the edge of the weighing platform		x			x	2	2	4	Verbal warnings given; group managed to minimise congestion.				



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<b>Tickets Please! Role Play activity</b> [School]	No risks identified		x			x	-	-	-					
<b>Now and Then: Artefact handling activity</b> [School]	Cuts or abrasions from handling artefacts eg rough or sharp edges, breakage of glass items.		x	x		x	2	2	4	Supervised handling; Written notices advising handling with care; Secure foam supports created for glass bottles, to avoid need for direct handling; Rough edges on metal objects filed down & sealed; First Aid Kit kept in Ticket Office. Staff First Aid trained.	Housekeeping Kit to be created, clearly labelled & kept in WC;			

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<b>Pictures, Posters and Postcards: Creating vintage-inspired railway posters [School]</b>	Trips & falls over one another or other fixtures & fittings whilst exploring station building		x			x	1	2	2	Verbal warnings; group size management to minimise congestion.	Copies of all displayed material to be made available for circulation to avoid crowding; movement in busy space.			
<b>Where's Albert?: Storytelling activity</b>	Objects dropped onto fingers or toes during handling		x			x	2	2	4	Verbal warnings; Weight, shape & size of artefacts used carefully managed.				

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<b>See it! Stamp it! Station trail [School; HE Team]</b>	Trips & falls in the station building and on the platform.		x			x	2	3	6	Verbal warnings; groups to be subdivided to work in different areas reducing congestion; Route planned to avoid steps or proximity to road/track.				

## Group Activities KS2

Group Activities KS2														
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Activity	Risk Identified	Em plo ye e	Vol unt eer	Co ntr act or	Pu bli c	Visi tor	Ser iou sne ss Cat eg ory	Pro ba bili ty	Ris k Lev el	Existing Con trols	Additional Controls Re quired	Re - vis ed Ser ious ness	Re - vis ed Pro bab ilit y	Fin al Ris k
<b>Match At- tack: Arte- fact-hand- ling</b> [School]	Cuts or abra- sions from handling arte- facts eg rough edges, break- age of glass bottles.		x	x		x	2	2	4	Supervised handling; Writ- ten notices ad- vising handling with care; Se- cure foam sup- ports created for glass bottles, to avoid need for direct hand- ling; Rough edges on metal objects filed down & sealed; First Aid Kit kept in Ticket Office. Staff First Aid trained.	Housekeeping Kit to be cre- ated, clearly labelled & kept in WC;			
RISK ASSESSMENT										ACTION PLAN				
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Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
	Fire risk from spilt paraffin oil lamp (lit in demonstration) or caused by lamp being knocked over.		x	x		x	4	1	4	Managed handling by experienced volunteer; lit on a solid floor away from flammable materials; fire blanket & appropriate extinguisher in close proximity; no direct handling by pupils.				
	Burns from paraffin oil lamp		x	x		x	4	1	4	Managed handling by experienced volunteer; no direct handling by pupils.				
<b>Parcel-weighing [School]</b>	Trapped or crushed fingers or toes if caught under weight of parcels or parcels dropped.		x	x		x	3	3	9	Staff supervision; parcel weights, sizes & structures to be carefully devised to minimise risk.				

	Bangs or bumps to the head if knocked against the edge of the weighing platform		x			x	2	2	4	Verbal warnings given; group managed to minimise congestion.				
<b>Timetable Challenge: Using Railway Timetables [School]</b>	Paper cuts		x	x		x	1	2	2	Resources will be laminated with rounded edges.				
<b>Locating Luggage Labels [School]</b>	No risks identified		x	x		x	-	-	-					
<b>Picture Postcards: Investigating Period Postcards [School]</b>	No risks identified		x	x		x	-	-	-					
<b>Document Detectives: Investigating Census Returns [School]</b>	No risks identified		x	x		x	-	-	-					
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Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Board train for return journey to Leeming Bar Station (HE Team Members min 2)]	Trips & falls on platform & at platform edge		x	x		x	2	3	6	Staff supervision; verbal warning from HE team.				
Travel on train [HE Team Members; School]	Knocks, jolts & bangs				x	x	1	2	2	Pupils advised to remain seated at all times until the train has stopped. Staff supervision.				
	Motion sickness from the movement of the train				x	x	2	4	8	Sick bags to be carried by support staff and railway vols; fresh air window vents can be opened.				
Period costumes to be taken off whilst train stationary [School]	Knocks & bangs while removing items of clothing		x			x	2	3	6	This will be done while the train is stationary; Staff supervision & assistance.				
<b>RISK ASSESSMENT</b>										<b>ACTION PLAN</b>				

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Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
	Trips and falls over discarded clothing		x			x	1	3	3	Designated baskets provided for period clothing; Staff supervision & verbal warning.				
<b>Alight train at Leeming Bar Station [School]</b>	Trips and falls on platform or over platform edge		x			x	3	3	9	Briefing on train by HE team member before group alight; Staff supervision.				
<b>Return to coach in car park for journey back to school. [School]</b>	Trips and falls						2	3	6	Staff supervision; verbal warning from HE team.				



**Option B**  
**Full-day visit**  
**HE Team guided activities in the station building and around the station site**

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HE team guided activities [HE Team]	Trips, slips & falls in the station building or on the station platform whilst undertaking group activities [School]				x	x	3	3	9	Staff supervision; verbal warnings. Slippery surfaces (such as the wooden platform) will be treated or closed off as appropriate. Groups to be subdivided to work in different areas reducing congestion; Route planned to avoid steps or proximity to road/track.	Contact with Ops team essential regarding where train stops and group alights if platform extension is too dangerous to use..	3	2	6

	Bumps, bruises or cuts from using artefacts and dressing costumes to support role-play & drama activities					x	2	2	4	Verbal warning to be given; managed handling of historic items by staff; children to get dressed up in costume in areas where sufficient space for movement.				
Board train for return journey to Leeming Bar Station (HE Team members min. 2)]	Trips & falls on platform & at platform edge		x	x		x	2	3	6	Staff supervision; verbal warning from HE team.				
Travel on train [HE Team members; School]	Knocks, jolts & bangs				x	x	1	2	2	Pupils advised to remain seated at all times until the train has stopped. Staff supervision.				
	Motion sickness from the movement of the train				x	x	2	4	8	Sick bags to be carried by support staff and railway vols; fresh air window vents can be opened.				

<b>Art Activity Track side (HE Team members, min 2; school staff)</b>						3	3	9	Briefing by HE team member responsible re. location, safety	Only to be undertaken if no train movements area.	2	3	6	
<b>Station Trail as above (HE Team members)</b>				x	x									
<b>Music workshop (HE Team Members)</b>	Trips and falls en route to location of activity		x		x	x	2	3	6	Verbal warning		2	2	4
<b>Role Play (HE Team Members; School Staff)</b>	Trips & falls on platform & at platform edge		x		x	x	3	3	9	Verbal warning given regarding platform edge and doorways.		2	3	6
<b>Alight train at Leeming Bar Station [School]</b>	Trips and falls on platform or over platform edge		x			x	3	3	9	Briefing on train by HE team member before group alight; Staff supervision.		2	3	6

Return to coach in car park for journey back to school. [School]	Trips and falls						2	3	6	Staff supervision; verbal warning from HE team.		2	3	6
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