

Epping and Ongar Railway Risk Assessment for School Visits-

Epping and Ongar Railway do NOT guarantee that all risks are covered here and whilst every care is taken to highlight any potential risks and advise accordingly, the care and supervision of your children is entrusted entirely to the persons you have delegated for that purpose.

Likelihood of 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 risk if it occurred	
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 i.e. broken limb.
4	Permanent injury causing disability
5	Death

Risk / Hazard Area	Potential Risk / Hazard	Likelihood of risk occurring	Control Measures Existing	Consequence of risk if it occurred	Action Required by School
Car Park & paths leading to station area.	Accidents involving vehicles & / or pedestrians.	2	School to supervise children. No running in the car park area.	5	Supervise children at all times and gather all the children together before moving to the station building.
	Falls and trips on uneven surfaces.	3	Advised to take care and wear sensible footwear.	2	Supervise with an adequate teacher/carer to pupil ratio.
	Vehicles moving around between coach & Station.	2	Only Railway staff and contractors vehicles permitted. 5 mph speed limit.	5	Ensure an adult/teacher is at the front and rear of the groups walking down to the station.
Station Building	Children becoming lost/abducted.	2	Groups under supervision of designated adult from school. Supervising adults to check group regularly. (Station building is relatively small).	1	Ensure head count of children at frequent intervals.
Buffet Carriage Other carriages and classroom areas.	Fire.	2	Railway staff trained in emergency procedures. Fire exits marked. Staff will make you aware of the situation and the nearest exit.	5	Supervision of children, help children to move to a safe location during any emergencies.
	Slips & falls from spillages.	2	Spills cleared up as soon as possible, and/or hazard signs put in place. Teachers and supervisors verbally warned.	2	Supervision of children.
	Trips, slips and falls. Falling off chairs, banging head on floor, table or chair.	3	Effective supervision by designated adults. All chairs are checked regularly, tables have rounded corners. No running in cafe and station building.	2	Supervision of children.
Toilets	Hot Water in sink taps.	2	Signs in place to warn. Adult supervision required in toilets.	3	Supervision of children, remind children water might get hot if they are unable to read signs.
	Person becoming locked in toilets.	1	Children supervised at all times by designated adults. Access from above if necessary.	1	Supervision of children by counting children in and out of the main toilet door. Alert railway staff if a child does become locked in a toilet.
	Wet floor and risk of slipping.	2	Regular checks by Railway staff. Limit the number of children permitted to enter the toilets at any one time. Procedures in place for cleaning once Railway staff aware.	2	Supervision of children.
Platform Area all stations.	Falling from platform edge / gap between platform edge and coaches. A person being struck by a train moving along the platform.	3	There is a change from stone slabs to concrete along the length of the platform; no children should be on the slabs except when boarding the train. The rail height and design of the coaches are arranged to minimise the gap and drop between platform edge coach and ballast. Effective supervision by designated adults. NO running on platform.	5	Supervision of children making sure they are not near the platform edge when the track is empty and the train is approaching. Support children on and off the train.
	Risk of escaping steam from a locomotive.	4	Railway staff members that operate the locomotives have a high level of competency and endeavour at all times to keep steam emission from a locomotive to the minimum. If an operation is taking place that could lead to escaping steam a verbal warning will be given.	3	Supervision of all persons by railway staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Damage to clothes/skin from	2	Children and adults advised not to touch or climb on	2	Supervision of all persons by railway staff.

	oil, grease and dirt of train surfaces. Risk of scalding and burning from locomotive.		engines. Cleaning regime in place for the carriages		Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Children getting lost or left behind	2	Railway staff will help supervise the passengers boarding the train	2	Numbers in each group recorded by teacher and support staff at regular intervals.
	Risk of fingers been trapped in a carriage door.	3	The doors to be closed by teachers, supervisors and railway staff. A verbal warning is given regarding fingers.	4	Supervision of all persons by railway staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Engine whistles and horns	5	Engines are required to whistle whenever they are about to move. This sound can be very loud and startling. The railway staff will warn when the whistle is to be sounded. Children with sensitive hearing should stand well back.	2	Supervision of children by railway staff / teachers and carers. Teachers/carers aware of the abilities of the people within their care and the potential concerns children may have about this and their requirements.
During the train ride	Risk of falling from a moving train.	2	The carriage door catches have been altered whereby the door will only open if they are lifted. At least one adult must be present in each carriage.	5	Supervision of all persons by railway staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Risk of child being injured due to falling from a seat.	3	All passengers are asked to remain seated at all times while the train is in motion. At least one adult must be present.	3	Supervision of all persons by railway staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
Historic Carriages	Risk of falling on steps up to the historic vehicles	3	Children to move from the platform to the carriage as carefully as possible without stopping.	2	An adult hand is to be offered to all pupils as they step on and off the train.
	Risk of fingers being trapped in doors	3	Children are not to open or close doors at any time. The doors of these vehicles are very heavy and swing open and closed very easily. Children must be warned not to play with the doors and supervision is required.	3	Supervision of children. Regular warnings given. Teachers aware of children's abilities, potential behaviour problems and requirements.
	Risk of falling or banging into historic fittings	3	Strictly no running around inside the vehicles and children warned to be careful.	2	Effective supervision of children. Teachers aware of children's abilities, potential behaviour problems and requirements.
Signal box	Fingers trapped by levers. Slips on the stairs. Log burner.	3	Children to be told not to touch levers. Children to hold the hand rail when climbing the stairs. IF the log burner is in use during a school visits a guard/ sign will be around it so children are kept at a distance.	2	Help children not to touch levers. Offer children a hand to steady them on the stairs. Children are to only stand in designated spots in the signal box and supervised at all times.
Handling artefacts	Dropping heavy items on to body parts i.e. fingers.	2	Children to sit on mats in a designated small area so items aren't moving too far between pupils. Children shown how to hold and transport artefacts.	2	Support children as they pass items around the group. Model how to hold and transport artefacts.

This risk assessment is to be updated in December 2016.

