



Risk Assessment for visits by schools and other groups including children.

Introduction

Perrygrove Railway encourages visits by children regardless of physical or mental ability or disability.

Our only requirement is that all children should be supervised by a sufficient number of responsible adults throughout their visit. It is the responsibility of group leaders to assess a suitable ratio of adults to children, taking account of the needs of the particular children.

This risk assessment has been prepared to cover risks which are specific to our establishment. It does not cover risks which children might experience in ordinary life or which could be classed as “common sense” risks (examples: climbing on to a table and falling off; spilling hot liquids such as tea and coffee).

Our risk assessment commences from the time that a group arrives at Perrygrove because most LEAs and schools have their own risk assessment covering travel to and from venues outside the classroom and Perrygrove Railway cannot manage the risks during these phases of your visit.

Regulatory Framework

Our railway is regulated & inspected by Her Majesty’s Railway Inspectorate – part of the Office of Rail Regulation. They have approved our Rule Book and Safety Management System. We take necessary steps to comply with the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act. Our outdoor play equipment is constructed in accordance with BS EN 1176: 1998 and is independently inspected by Monmouthshire County Council.

Insurance

We carry insurance cover for public liability in the sum of £5 million for any one incident. Our insurers are aware (through our brokers) that we encourage visits by schools and other groups including children.

Format of Risk Assessment

Our approach in preparing this risk assessment has been guided by the following:

- 1 Health And Safety Of Pupils On Educational Visits- A Good Practice Guide ⁱ
- 2 5 Steps to Risk Assessment ⁱⁱ
- 3 Staying Safe: Action Plan ⁱⁱⁱ

The last of these states that government will ‘work with the Health and Safety Executive and other partners to reinforce the message to schools that risk assessment must be proportionate – in order to minimise risk without denying children the opportunity to experience the benefits of learning outside the classroom’.

All Hazards

In the context of this risk assessment the following are applicable to all identified hazards:

Who might be affected by the hazard?

All children, their group leaders, and operating staff

Can the group leader put the identified safety measures in place?

Yes. Any group leader who is mentally and physically capable of fulfilling that role should be able to put the identified safety measures in place.

What steps will be taken in an emergency?

1. Emergencies requiring immediate assistance by the emergency services will be called in the usual way by dialling 999. If possible the group leader should inform the station manager who will do this. If this is not possible and the group leader has a mobile telephone this should be used. The following procedure should be used:
 - 1 Dial 999.
 - 2 When the operator replies state the emergency service which is needed: Fire (which includes rescue in this context), Ambulance or Police
 - 3 When the emergency service replies, state the nature of the emergency and give the address as follows: “Perrygrove Railway, Perrygrove Road, Coleford, Gloucestershire. Postcode golf lima one six, eight quebec bravo. Telephone 01594 834991”.
2. In the case of fire in a building follow the procedure in Appendix 1.
3. If a person needs medical attention but the summoning of an ambulance is not appropriate:
 - 1 there is a First Aid box in the station at Perrygrove the contents of which may be used without charge.
 - 2 local Hospital A&E facilities are shown in Appendix 3.
4. Perrygrove Railway does not undertake to provide a qualified First Aider.
5. Group leaders should decide in advance how to divide responsibilities if a visit has to be curtailed in the event of an emergency. In this context it is helpful if a single person is appointed to be in charge of the whole group including the adults.

Specific hazards

Hazard	Entering the site
Description	Pupils disembarking from coaches and cars have to walk to the entrance to the railway. The usual risks of injuries from moving vehicles apply.
Effect	Could be severe.
Safety measures	Group leaders should instruct children to walk directly to the entrance and should supervise them doing so, preferably with one leader going in front and another watching the group from the rear.

Hazard	Fire in buildings
Description	No different at Perrygrove to anywhere else
Effect	Severe
Safety measures	All public buildings are equipped with smoke detectors and fire alarms. The alarm is a continuous bell. On hearing the fire alarm group leaders must follow the published fire action in Appendix 1.

Hazard	Moving trains
Description	Although the Perrygrove Railway is a small railway its trains weigh many tonnes. Trains cannot stop as quickly as road vehicles because they have steel wheels running on steel rails and the coefficient of friction is less than a rubber tyre running on a tarmac or concrete road.
Effect	If a train were to hit a person it would cause severe injury. Comment: the railway has been operating since 1996 and no such incident has occurred.
Safety measures	<ol style="list-style-type: none"> 1. All railway tracks are protected by fences except in the station areas where access is needed. 2. Group leaders must brief their group about the dangers of moving trains and must instruct all members of the group to stay on paved areas. This is in itself a good education opportunity because every year children are killed by trains on the main line and it is useful for children to be instructed about the dangers of moving trains 3. The only level crossing at Perrygrove is at the entrance to the station. This is protected by gates and the operation of trains across the level crossing is always supervised by a member of staff. The only other crossing place used by visitors is a footbridge. <p>Note: There is no risk of injury in the Carriage Shed where railway tracks are laid in the floor because no railway vehicle is allowed to be moved while any person is in this building.</p>

Hazard	Slips and Trips
Description	In addition to paved surfaces around the railway stations Perrygrove consists of farmland and woodland, and many of the paths are uneven. Also there are rails and changes of level which could cause slips and trips.
Effect	Unlikely to be severe.
Safety measures	All visitors should walk in a sensible manner and look where they are going. Note: the grass areas at Perrygrove and Foxy Hollow have been assessed as safe for children to run and play.

Hazard	Falls
Description	Falls from height could occur on play equipment and in other areas if precautions were not taken.
Effect	Could be severe.
Safety measures	All potential falls at Perrygrove have been assessed in conformity with BS EN 1176-1:1998 and/or the Building Regulations, as follows:- <ol style="list-style-type: none"> 4. Standing surfaces ≤ 600mm above an adjacent surface – <ol style="list-style-type: none"> a. no access for children under 3 – no barrier or guardrail b. access provided for children under 3 – Barrier 750mm high 5. Standing surfaces 600 – 999mm above an adjacent surface – Guardrails with two horizontal members, at 600mm and 915m above the standing surface. 6. Standing surfaces 1000 - 1499mm above an adjacent surface – Barrier 915 mm high. 7. Standing surfaces over 1500mm above an adjacent surface – Barrier 1220mm high (NB: this height actually exceeds the requirements of the Building Regulations 2000). 8. If any standing surface is > 3m above the adjacent standing surface the perimeter boundary is designed so that children cannot climb through it and are unlikely to be able to climb over it.

Hazard	Play equipment
Description	Injuries can occur to children while using play equipment
Effect	The effect of injuries can be severe
Safety measures	<ol style="list-style-type: none"> 1. All relevant play equipment is constructed to the requirements of BS EN 1176:1998. 2. All play must be supervised by group leaders to prevent accidents arising out of excessively boisterous activity or deliberate attempts by one child to harm another.

Hazard	Travelling on the train
Description	The train could conceivably run away downhill, derail or hit another train. Passengers might be injured while travelling on the train.
Effect	Could be severe.
Safety measures	<ol style="list-style-type: none"> 1. The train is equipped with fail-safe air brakes on every passenger vehicle. 2. The train is designed so that in the unlikely event of a derailment the locomotive and carriages will remain upright, will remain coupled together, and will come to a stop quickly. 3. Only one train at a time is allowed on any section of the railway and movements are controlled by the absolute block system approved by H.M. Railway Inspectorate. This prevents collisions. 4. Speeds on this railway are very low (maximum 15 mph) which mitigates the effect of any incident. <p>Note: travelling on a train is statistically safer than travelling by road.</p>

Hazard	Finger Entrapment
Description	Fingers can be trapped in carriage doors
Effect	Painful injuries can result. THIS IS A VERY REAL RISK.
Safety measures	<p>Group leaders need to be aware that the only source of injury to passengers we have experienced since the railway commenced operating in 1996 has been fingers trapped in doors, usually by an adult closing a door and trapping a child's finger.</p> <p>TAKE CARE WHEN CLOSING DOORS.</p>

Hazard	Falling from the train
Description	Some of our carriages do not have doors. It is conceivable that a child might fall from the train.
Effect	Some risk of minor injury. Comment: our maximum speed is 15 mph which mitigates the effects.
Safety measures	<ol style="list-style-type: none"> 1. It is an observable fact that passengers (including children) are more aware of the risk of falling from the train when they are in a carriage which has no doors, and in most cases they remain seated. 2. Group leaders should instruct children to remain seated while travelling on the train. <p>Note: Since the railway commenced operating in 1996 we have not experienced any injuries as a result of any person falling out of the train.</p>

Hazard	Emissions from steam locomotives
Description	Steam locomotives can occasionally emit steam, smoke and sparks.
Effect	None of these are life threatening but they can cause painful minor injuries.
Safety measures	<ol style="list-style-type: none"> 1. All carriages have roofs to protect passengers. 2. The footbridge has a spark deflector to prevent emissions hitting pedestrians on the bridge. 3. Group leaders should instruct children of the need to stand clear of the locomotive when the driver indicates that it is about to move by blowing the whistle. 4. Group leaders should instruct children to remain seated in the train under cover of the roof. <p>Note: For 100 years steam railways were the principal method of inland transport. The Perrygrove Railway presents a useful education opportunity to demonstrate the use of this form of transport.</p>

Hazard	Passengers contacting lineside obstructions
Description	The railway passes through woodland and farmland with occasional branches close to the train
Effect	Not life threatening. Possibility of minor injuries.
Safety measures	<ol style="list-style-type: none"> 1. All lineside vegetation is cut back routinely 2. The railway is designed with clearances specified by H. M. Railway Inspectorate 3. Group leaders should instruct children not to lean out or reach out of the train because of the risk of catching a plant such as a bramble which might cause an injury.

APPENDIX 1

Fire action

Any person discovering a fire

1. Sound the fire alarm by pressing the front of the nearest alarm box.
2. The station manager will call the fire brigade.
3. If you need to call the fire brigade, dial 999.
4. When fire brigade replies say:
“Fire at Perrygrove Railway, Perrygrove Road, Coleford, Gloucestershire. Postcode Golf Lima one six, eight Quebec Bravo. Telephone 01594 834991”.



Do not replace receiver until fire brigade operator says so

On hearing the fire alarm bells

1. Leave building by nearest available fire exit.
2. Close all doors behind you.
3. Report to assembly point in car park.

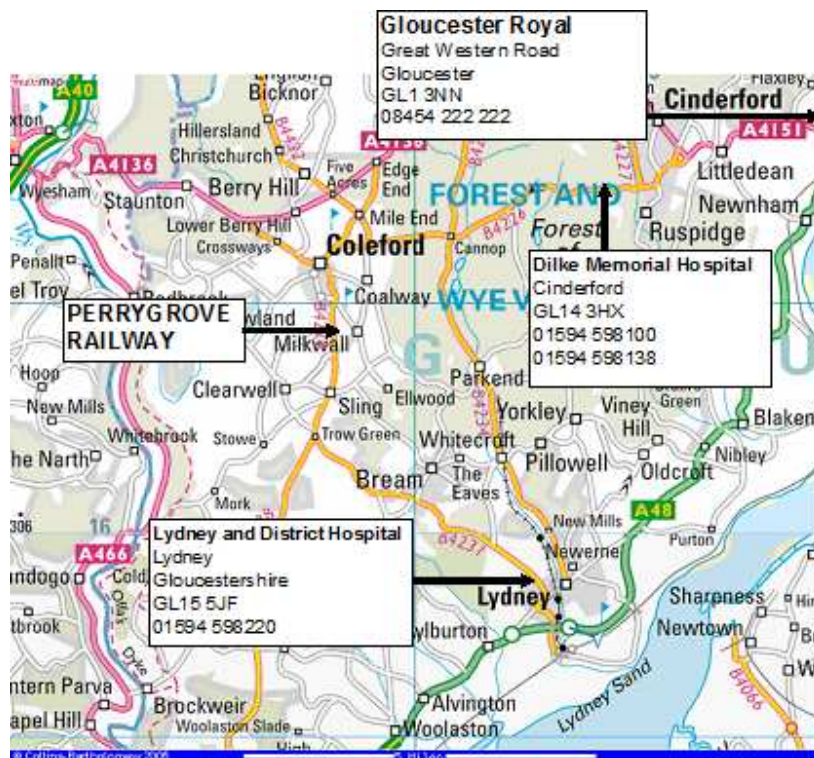


Do not obstruct the fire engines. Keep all roadways clear of people and cars.

**GET OUT! STAY OUT!
GET THE FIRE BRIGADE OUT!**

APPENDIX 2

LOCAL HOSPITALS



APPENDIX 3

Our approach in preparing this risk assessment has been guided by the following publications:

- Health And Safety Of Pupils On Educational Visits- A Good Practice Guide which says that a formal assessment of the risks that might be met on a visit should be based on the following considerations:
 - what are the hazards?
 - who might be affected by them?
 - what safety measures need to be in place to reduce risks to an acceptable level?
 - can the group leader put the safety measures in place?
 - what steps will be taken in an emergency?
- 5 Steps to Risk Assessment^{iv} which says that risk assessments should include:
 - Step 1 - Identify the hazards
 - Step 2 - Decide who might be harmed and how
 - Step 3 - Evaluate the risks and decide on precautions
 - Step 4 - Record your findings and implement them
 - Step 5 - Review your assessment and update if necessary

We have combined these two somewhat different recommendations in our risk assessment.

APPENDIX 4

Government Policy

The publication 'Staying Safe: Action Plan' states that to promote further play and positive activities Government will:

- work with the Play Safety Forum, a group of national agencies involved in play safety, to help play providers understand the importance of balancing the benefits of offering children opportunities to take risks in their play with ensuring the levels of risk are reasonable;
- launch new guidance on taking pupils outside the classroom as part of the 'Out and About' package, which will also include revised Health and Safety of Pupils on Education Visits guidance;
- work with the Health and Safety Executive and other partners to reinforce the message to schools that risk assessment must be proportionate – in order to minimise risk without denying children the opportunity to experience the benefits of learning outside the classroom;
- launch a new 'Out and About' framework for teachers' continuing professional development, to ensure teachers have the skills to take pupils on trips safely;
- bring together existing 'safety' and 'quality' badges and accreditation procedures to form one easily recognisable and understandable system for schools and other users to select venues for learning outside the classroom;

It is the intention of Perrygrove Railway to comply with these government policies and in due course we will seek to register for the proposed new accreditation scheme.

REFERENCES

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- ⁱ Department for Education and Employment 1998
 - ⁱⁱ Health & Safety Executive INDG163(rev2), revised 06/06
 - ⁱⁱⁱ Published by the Department for Children, Schools and Families 2008, ISBN: 978-1-84775 106-5; ref. D16(7471)/0208/13
 - ^{iv} Health & Safety Executive *INDG163(rev2), revised 06/06*