



North Yorkshire Moors Railway

Generic Risk Assessment

Activity/ Area	Potential Hazards	Risk of occurrence	Groups at risk	NYMR control procedures	Group leader control measures
Alighting from coach/ bus	Trip/ fall	Low	Child/ adult	N/A	One of the party/ group leaders should stand at the bus exit to make sure children are walking down steps and holding onto handrail. Bags should be on backs or shoulders, not in their hands.
	Hit by moving vehicle	Low	Child/ adult	N/A	The bus should park up as close to the station as possible with the door(s) adjacent to the pavement. Party Leader must establish the safest place to gather the children once they get off the bus. Children should be supervised by one of the party leaders to make sure they walk to and stand in that safe place once off the bus.
Walking to/ from bus/ coach on to station	Hit by moving vehicle	Medium	Child/ adult	Information can be provided as to the safest places to drop off/ collect children	The bus should park up as close to the station as possible (without obstructing traffic) with the door(s) adjacent to the pavement so as to avoid children having to cross busy roads etc. Children to be very closely supervised in accordance with school guidelines when crossing roads/ car parks etc. Group leaders to act as 'look-outs'
	Trip/ fall	Low	Child/ adult	Information can be provided as to the safest places to drop off/ collect children	Group Leaders to ensure that children walk sensibly, away from pavement edges
	Lost children/separation from party	Low	Child	Information can be provided as to the safest places to drop off/ collect children	Group leaders to keep their group together and in sight at all times and count them regularly. DfES book 'Health and Safety of pupils on educational visits' recommends that children are easily identifiable e.g. with brightly coloured caps, T shirts or a school uniform (paragraph 81, page 14)
	Slip on steep hill on access road to Goathland Station (when wet)	Low	Child/ adult	Guidelines state that party leaders should warn children to walk carefully and safely in wet weather	Party/Group Leaders to warn children about treading carefully when it is wet and ensure that children walk sensibly with bags on shoulders or backs
	Fall into water where access road crosses river at Goathland	Low	Child	N/A	Group Leaders to ensure that children do not lean over bridge parapet
	Trip/ fall over old rails on display beside ramp up to the platform at Pickering Station	Low	Child	Rails are set away from path, on a gravelled area	Group leaders to ensure that children stay on path
	Hazards on Platform	Fire	Low	Child/ adult	NYMR Fire Precautions include: <ul style="list-style-type: none"> No Smoking Policy Extinguishers adjacent to platform In event of fire Station/ Railway staff will escort visitors off platform to place of safety

Activity/ Area	Potential Hazards	Risk of occurrence	Groups at risk	NYMR control procedures	Group leader control measures
	Lost children/ separation from party	Medium (depending on how busy the railway is)	Child/ adult	'Front of House' Railway staff all wear identity badges with the NYMR logo on Guidelines state that children must be supervised by an appropriate number of responsible adults (ratio as recommended by DfES or own Local Authority)	Group leaders to keep their group together and in sight at all times and count them regularly. DfES book 'Health and Safety of pupils on educational visits' recommends that children are easily identifiable e.g. with brightly coloured caps, T shirts or a school uniform (paragraph 81, page 14)
	Hurt/ abducted children	Low	Child	Guidelines issued state that children must be supervised by an appropriate number of responsible adults (ratio as recommended by DfES or own Local Authority)	Group leaders to keep their group together and in sight at all times and count them regularly Children to be warned not to talk to strangers
	Illness	Low	Child/ adult	First Aid kits available on trains, in tearooms and in foreman's office. NYMR staff/ guards/ Travelling Ticket Inspectors will contact the nearest available first aider if necessary	Party should have at least one first aider with the group. Party leader must ensure that all children with medical needs or requiring medication are known to other adults in the group. Party leader to ensure that any necessary medication (e.g. inhalers) is brought on the trip
	Trip/ fall	Low	Child/ adult	Platform maintained to ensure the surface is as smooth as possible	Group Leaders to ensure that children walk sensibly, away from platform edges
	Bump into someone	Medium	Child/ adult	N/A	Group Leaders to ensure that children walk sensibly and keep far enough apart to be able to see where they are going
	Contact with dogs	Medium	Child/ adult	Virtually all dogs on the station and trains are on a lead, but there are no signs to enforce this. Dogs are not allowed on the train seats.	Party Leaders to warn children not to approach any dogs whilst visiting the NYMR
	Being hit by door	Low	Child/ adult	Notices in carriages to ask members of the public not to open doors until the train has stopped	Group Leaders to ensure that children are standing far enough away on the platform
	Falling on to track	Low	Child/ adult	Maintenance of platforms to ensure smooth surface White line along edge of platform to increase awareness	Group Leaders to ensure that children stay well back from the platform edge
	Falling between platform and train	Medium	Child/ adult	Guidelines to party leaders about keeping children away from the platform edge White line along edge of platform to increase awareness	Group Leaders to ensure that children stay well back from platform edge
	Falling down steps on footbridges	Low	Child/ adult	Steps are properly maintained Steps are covered with a non-slip surface	Group leaders to ensure that children move sensibly and leave sufficient space between each other so as to be able to see where they are going. Group Leaders to ensure that children to keep bags on backs/ shoulders, their hands are free and they hold on to handrail.

Activity/ Area	Potential Hazards	Risk of occurrence	Groups at risk	NYMR control procedures	Group leader control measures
	Children being hurt whilst playing with/ handling loose equipment on platform	Low	Child	Loose equipment on the platform is kept to a minimum Any loose equipment on the platform is stowed away from public thoroughfare Guidelines for visits state that children must be warned not to touch any loose equipment	Party Leaders to warn children before arrival not to touch equipment on the platforms/ trains
	Bump into/ trip over loose signs on platform	Low	Child/ adult	Signs are positioned so that they are easily visible and are at the edge (close to buildings), rather than in the middle of the platform	Group leaders to ensure that children move sensibly and leave sufficient space between each other so as to be able to see where they are going.
	Splinters from wooden fences	Low		Fences are properly maintained by the NYMR Guidelines state that children should be warned of the danger of touching wooden fences	Party Leaders to warn children before arrival not to touch wooden fences on the stations
	Contact with plants/ thorns	Low		Only non-poisonous plants are cultivated at the stations Platforms and planted areas are properly maintained/ weeded by the NYMR and Station Groups Guidelines state that children should be warned of the danger of touching plants	Party Leaders to warn children before arrival not to touch plants on the stations
	Loud noises/ Soot being blown out	Medium		Loud noises from locomotives are a normal occurrence. Guidelines state that children should be warned of the possibility that Locomotives may blow off steam or whistle. They should be warned to wear suitable clothing in case a locomotive blows out sooty deposits.	Party leaders to warn children that they may hear loud noises from the trains and that they may let off clouds of steam. This is perfectly normal.
Using the toilets	Children lost	Low	Child	Toilets are small and easily supervised by group leaders Guidelines state that children must be properly supervised when using public toilets NYMR staff all easily identifiable by uniforms and/ or name badge	Group leaders to keep their group together and in sight at all times and count them regularly. DfES book 'Health and Safety of pupils on educational visits' recommends that children are easily identifiable e.g. with brightly coloured caps, T shirts or a school uniform (paragraph 81, page 14)
	Children hurt/ abducted	Low	Child	Toilets are small and easily supervised by group leaders Guidelines state that children must be properly supervised when using public toilets	Group leaders to keep their group together and in sight at all times and count them regularly Children to be warned not to talk to strangers
	Risk of germs/ infection	Low	Child/ adult	Toilets are cleaned daily and regularly checked	Children reminded to flush toilets and wash their hands after using the toilet

Activity/ Area	Potential Hazards	Risk of occurrence	Groups at risk	NYMR control procedures	Group leader control measures
	Getting locked in	Low	Child/ adult	Toilet locks can be unlocked from outside in an emergency	Group leaders to be aware at all times of the whereabouts of their group and if one of the children is in the toilet for too long, to check to see that he/she is all right
	Slip on wet floor	Low	Child/ adult	Major spillages are cleaned up promptly Cones are used to warn of wet areas on floors	Children warned to be careful when in the toilets Children warned to walk and not to run whilst in the toilets
	Burned by hot water	Low	Child/ adult	Water does not usually get hot enough to burn Notices warn people that water may be very hot	Children warned to beware of letting the water get too hot
	Burn from open fire	Medium	Child/ adult	Fires are protected by fireguards	Children warned to stay well away from open fires Children to be very carefully supervised by group leaders whilst in vicinity of open fires
Boarding/ alighting from train	Trip/ fall Fall between platform and train	Medium	Child/ adult	Platforms are properly maintained A white line marks the edge of the platform Use of a box step where the gap is large Guidelines state that children must be warned to have bags on shoulders/ backs, keep their hands free and look carefully where they are going	Group leaders to ensure that their 'charges' move sensibly at all times and leave enough space between each other so they can see where they are going
	Children getting lost/ separated from group	Low/ medium	Child	'Front of House' Railway staff all wear identity badges with the NYMR logo on Guidelines state that children must be supervised by an appropriate number of responsible adults (ratio as recommended by DfES or own Local Authority)	Group leaders to keep their group together and in sight at all times and count them regularly. DfES book 'Health and Safety of pupils on educational visits' recommends that children are easily identifiable e.g. with brightly coloured caps, T shirts or a school uniform (paragraph 81, page 14)
	Fingers trapped in door	Low	Child/ adult	Guidelines issued state that children should be warned to keep fingers away from doors/ windows	Group leaders to remind children to keep their hands away from the doors, especially at the edge.
	Hit by door	Low	Child/ adult	Notices inside coaches stating that doors must not be opened until train is stationary Guidelines state that children should be kept well back from platform edges	Group leaders to supervise children adequately and ensure that children are kept back from the edge of the platform until the train is stationary
Travelling on the train	Illness	Low	Child/ adult	First aid boxes are available in all trains The guard/ Travelling Ticket Inspector will be able to locate the nearest first aider if necessary Guidelines state that school parties should have at least one first aider among the accompanying adults	Party should have at least one first aider with the group. Party leader must ensure that all children with medical needs or requiring medication are known to other adults in the group. Party leader to ensure that any necessary medication (e.g. inhalers) is brought on the trip

Activity/ Area	Potential Hazards	Risk of occurrence	Groups at risk	NYMR control procedures	Group leader control measures
	Sudden braking of train	Low	Child/ adult	Guidelines state that all children must stay seated during journey unless going to the toilet NYMR has a safety management system in place approved by the Office of Rail Regulation NYMR uses trained drivers/ staff for safety critical work Trains and track maintained to high standard Trains travel at maximum 25mph	Party leaders to ensure that children remain seated unless visiting the toilet
	Train accident	Low	Child/ adult	Guidelines state that all children must stay seated during journey unless going to the toilet NYMR has a safety management system in place approved by the Office of Rail Regulation NYMR uses trained drivers/ staff for safety critical work Trains and track maintained to high standard Trains travel at maximum 25mph	Party leaders to ensure that children remain seated unless visiting the toilet In the event of an accident, the party/ group leaders must keep the children as calm and still as possible until told what to do by a member of NYMR staff. If a member of NYMR staff is unable to reach the party, the Party Leader (in consultation with the other accompanying adults as necessary) must decide on the most appropriate action.
	Train breakdown	Low	Child/ adult	NYMR has a safety management system in place approved by the Health and Safety Executive NYMR uses trained drivers/ staff for safety critical work Trains and track maintained to high standard	Party/ group leaders to ensure that children remain seated unless visiting the toilet Party/ group leaders to be prepared to keep the children occupied and well behaved until the situation is remedied.
	Trip/fall	Low	Child/ adult	Guidelines state that all children must stay seated during journey unless going to the toilet	Children warned to walk if they have to go to the toilet whilst on the train Children to be properly supervised if visiting the toilet
	Hurt/ getting something in their eye by leaning out of window	Low	Child/ adult	Guidelines state that all children must stay seated during journey unless going to the toilet Notices in coaches stating that people must not lean out of windows Trains carry eye wash facilities	Party/ group leaders to ensure that children remain seated unless visiting the toilet Children must be warned not to lean out of windows <u>at any time</u>
	Items falling off luggage rack	Low	Child/ adult	Trains travel at maximum 25 mph, therefore there is little movement that might dislodge luggage on racks Guidelines state that luggage should be stowed carefully, preferably on the floor/ seats (but not in the aisle)	Party/ group leaders to ensure that heavy items are not put on luggage racks

Activity/ Area	Potential Hazards	Risk of occurrence	Groups at risk	NYMR control procedures	Group leader control measures
	Children hurt/ abducted	Low	Child	Guidelines state that all children must stay seated during journey unless going to the toilet Guidelines state that children must be supervised by an appropriate number of responsible adults (ratio as recommended by DfES or own Local Authority)	Group leaders to keep their group together and in sight at all times and count them regularly Children to be warned not to talk to strangers Children to be properly supervised if going to the toilet
	Trapped fingers in doors, windows, gangway connectors	Low	Child	Guidelines state that all children must stay seated during journey unless going to the toilet Children to be properly supervised if going to the toilet	Party leaders to ensure that children remain seated unless visiting the toilet Children to be warned not to put fingers near doors, windows or gangway connectors
	Falling out whilst train is in motion	Low	Child	Notices in carriages to ask members of the public not to open doors until the train has stopped Guidelines state that all children must stay seated during journey unless going to the toilet Children to be properly supervised if going to the toilet	Party leaders to ensure that children remain seated unless visiting the toilet Children instructed not to open doors while the train is in motion (e.g. while on the way to the toilet)
	Evacuating children in emergency	Low	Child/ adult	In the event of an emergency, NYMR staff will, if possible, advise safest way of leaving the train	Party leaders to ensure that children remain seated until told what to do/ where to go
Visiting the shop/ tearoom	Theft from shop	Low	Child	Premises are generally small Guidelines state maximum number of schoolchildren in shop at a time Grosmont shop is protected by CCTV	Party/ group leaders must limit the number of children in the shop at any one time Group leaders must ensure that their group is adequately supervised whilst in the shop
	Getting lost/ separated from group	Low	Child	'Front of House' Railway staff all wear identity badges with the NYMR logo on Guidelines state that children must be supervised by an appropriate number of responsible adults (ratio as recommended by DfES or own Local Authority)	Group leaders to keep their group together and in sight at all times and count them regularly. DfES book 'Health and Safety of pupils on educational visits' recommends that children are easily identifiable e.g. with brightly coloured caps, T shirts or a school uniform (paragraph 81, page 14)
	Children abducted/ hurt	Low	Child	Guidelines state that children must be supervised by an appropriate number of responsible adults (ratio as recommended by DfES or own Local Authority)	Group leaders to keep their group together and in sight at all times and count them regularly Children to be warned not to talk to strangers
	Falling off bench/ seat in tearoom or garden	Low	Child/ adult	Guidelines state that children must be supervised by an appropriate number of responsible adults (ratio as recommended by DfES or own Local Authority)	Children to be adequately supervised Children to be told to sit properly on seats/ benches Children to be reminded that they are not permitted to climb on the seats/ benches

Activity/ Area	Potential Hazards	Risk of occurrence	Groups at risk	NYMR control procedures	Group leader control measures
	Trip/ fall over display	Low	Child/ adult	Fixtures and fittings carefully placed and easily visible	Group leaders to ensure that children move sensibly and leave sufficient space between each other so as to be able to see where they are going.
	Goods fall on children from high shelves	Low		Staff regularly check for sharp corners etc on displays Goods more suitable for children are placed at an appropriate height for them	Group leaders to be available to take goods off high shelves for children
	Burn from open fire	Medium	Child/ adult	Fires are protected by fireguards	Group leaders to supervise children adequately Party/ group leaders to impress on children that they must not go near, or put anything in the fire

Please note: This generic risk assessment is as comprehensive as possible. **However it is only valid if amended by the party leader, to reflect the specific needs of the group visiting.** The North Yorkshire Moors Railway recommends that the party leader does a pre-visit prior to completing the risk assessment. There is a handout containing guidelines for appropriate conduct of parties of children whilst visiting the NYMR. **These are for the safety of all concerned.**

Date Reviewed: 8th September 2008

Date of next review: September 2009 (or sooner if circumstances change)

Signature of Party Leader: _____

Position: _____

Date: _____