



Kirklees Light Railway School Visit Risk Assessment

Safety

The Kirklees Light Railway is fully committed to providing a safe and healthy environment for all of its visitors. As part of their visit, students should be made aware that a railway is a hazardous environment that must be treated with respect. The following guidance will help ensure the safety of staff and students during their visit.

Staff / Student Ratio

Ratios guided by your school / LEA are sufficient for the safety of your students. Whilst railway staff will assist you before and during your visit, it is the responsibility of the teachers and group-leaders to ensure that students are supervised at all times.

Each of our carriages is designed to accommodate 20 adult persons, normally grouped in 5 bays of 4 seats, however we have no objection to up to 6 children sitting in each of the 5 bays.

There is no access between carriages whilst the train is moving.

Disabled Access

Clayton West station is fully accessible by wheelchair.

Wheelchair bound visitors can be accommodated on the train, provided they can get out of the wheelchair, if necessary with assistance, to board the train. The wheelchair must be collapsible. It would help us, in advance, if you could inform us of any visitor who is mobility impaired.

We are unable to accommodate exceptionally large electrical wheelchairs. Please contact us if you require further details.

There is no disabled access to our historic standard gauge Diesel Multiple Unit, used by our railway as a party carriage.

First Aid

First Aid boxes are located in the guard's van of every train and at Clayton West station. Please ask the guard or station staff for assistance.

Toilets

There are toilet facilities, including Disabled toilets at both Clayton West and Shelley stations.

Eating

On our normal operating days refreshments may be purchased from our small café at Clayton West.

If you are visiting on a day when the railway would normally be closed the station building including café area is available for pack lunches to be eaten.

In dry weather we have large picnic areas at both Shelley and Clayton West stations.

Lost members

In the unfortunate event that a member of your party becomes separated from the main group, please contact a member of the railways staff immediately.

General Guidance on planning your visit

We recommend that you give special consideration to providing adequate information to teachers and group-leaders about the following: -

- The purpose and schedule of the visit.
- The potential identified hazards that may be encountered (see below).
- Who is ultimately in charge in an emergency situation.
- What to do in an emergency.
- An agreed meeting point for those separated from the main group.



Kirklees Light Railway
Risk Assessment & Hazard Identification for Schools & Group Santa Specials

Risk / Hazard Area	Potential Risk / Hazard	Actions already in place or required by School
<p>Car Park & Paths leading to station area.</p>	<p>Accidents involving vehicles & / or pedestrians whilst crossing a potentially busy car park</p> <p>Vehicles moving along paths to Station. Falls and trips on uneven surfaces.</p>	<p>Visiting School staff and leaders to supervise children at all time. Gather all the children together before moving to the station building. Ensure an adult is at the front and rear of the groups walking down to the station</p> <p>Only Railway staff and contractors vehicles are permitted and at a 5 mph speed limit. No running to be allowed in the car park area. Children and adults to be advised to take care and wear sensible footwear. Railway Staff to supervise with an adequate teacher/carer to pupil ratio.</p>
<p>Station Building</p>	<p>Children becoming lost/abducted</p>	<p>The Station building is relatively small with the main area “open plan”. Groups should be under the supervision of designated adult(s) from school. Supervising adults should check their group regularly. Ensure head count of children at frequent intervals</p>

Risk / Hazard Area	Potential Risk / Hazard	Actions already in place or required by School
Cafe	Fire	Railway staff are trained in emergency procedures and instructions given them must be immediately followed.. Fire exits are marked. The Fire Alarm is a siren.

	Slips & falls from spillages	Spills cleared up as soon as possible, and/or hazard signs put in place. Teachers and supervisors verbally warned. Effective supervision by designated adults. All chairs are checked regularly, tables have rounded corners. Carpet floor in children's	Supervision of children Supervision of children

	Trips, slips and falls. Falling off chairs, banging head on floor, table or chair	indoor play area. No running in cafe and station building	Supervision of children
Toilets	Hot Water in sink taps	Signs in place to warn. Adult supervision required in toilets.	Supervision of children
	Person becoming locked in lavatories	Children supervised at all times by designated adults. Access from above.	Supervision of children
	Wet floor and risk of slipping	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	Supervision of children
Clayton West Platform Area	Falling from platform edge / gap between platform edge and coaches.	A yellow line is painted along the length of the platform; no children should be beyond this except when boarding the train. The rail height and design of the coaches are arranged to minimise the gap and drop between platform edge	Supervision of children

	<p>A person being struck by a train moving along the platform</p> <p>Risk of escaping steam from a locomotive.</p>	<p>coach and ballast. Effective supervision by designated adults.</p> <p>A yellow line is painted along the length of the platform. No person should be train side of the yellow line when vehicles are moving along the platform. Supervision of people on the platform by railway staff</p> <p>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.</p>	<p>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.</p> <p>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.</p>
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	<p>Damage to clothes/skin from oil, grease and dirt of train surfaces. Risk of scalding and burning from locomotive.</p>	<p>Children and adults advised not to touch or climb on engines. Cleaning regime in place for the carriages</p>	<p>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.</p>
	<p>Fall from turntable / fall into the turntable</p>	<p>Children should walk around the edge of the turntable. When turntable is in use it will be supervised by railway staff. No running around turntable area. Children to be supervised by teachers / carers</p>	<p>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.</p>
	<p>Children getting lost or left behind</p>	<p>Railway staff will supervise the passengers boarding the train</p>	<p>Numbers in each group recorded by teacher or supervisor at regular intervals.</p>
	<p>Risk of fingers been trapped in a carriage door.</p>	<p>The doors to be closed by teachers, supervisors and railway staff. A verbal warning is given regarding fingers.</p>	<p>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.</p>

	Engine whistles and horns	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.	Supervision of children by railway staff / teachers and carers. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
During the train ride	Risk of falling from a moving train.	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.	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.	All passengers are asked to remain seated at all times while the train is in motion. At least one adult must be present	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.
Shelley Station Platform Area	Falling from platform edge / gap between platform edge and coaches.	The rail height and design of the coaches are arranged to minimise the gap and drop between platform edge	Supervision of children

	<p>A person been struck by a train moving along the platform</p>	<p>coach and ballast. Effective supervision by designated adults.</p> <p>Supervision of people on the platform by railway staff</p>	<p>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.</p>
	<p>Risk of escaping steam from a locomotive.</p>	<p>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.</p>	<p>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.</p>

	<p>Damage to clothes/skin from oil, grease and dirt of train surfaces. Risk of scalding and burning from locomotive.</p>	<p>Children and adults advised not to touch or climb on engines. Cleaning regime in place for the carriages</p>	<p>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.</p>
	<p>Fall from turntable / fall into the turntable</p>	<p>Children should stay behind the wall around the edge of the turntable. When turntable is in use it will be supervised by railway staff. No running around turntable area. Children to be supervised by teachers / carers</p>	<p>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.</p>
	<p>Children getting lost or left behind</p>	<p>Railway staff will supervise the passengers boarding the train</p>	<p>Numbers in each group recorded by teacher or supervisor at regular intervals.</p>
	<p>Risk of fingers being trapped in a carriage door.</p>	<p>The doors to be closed by teachers, supervisors and railway staff. A verbal warning is given regarding fingers.</p>	<p>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.</p>

	Risk of becoming trapped in a Portaloo.	Children supervised at all times by designated adults. Railway staff trained in gaining entry.	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.
Outdoor Play Area's	Trips, slips or falls from play equipment. Accidents involving other children	The area complies with current safety regulations and is checked by staff regularly for potential hazards. Children to be supervised by designated adults at all times.	Teacher's aware of children's abilities, potential behaviour problems and requirements
Engine Shed Visits	Damage to clothes/skin from oil on train surfaces	Children advised not to touch or climb on engines.	Teacher's aware of children's abilities, potential

	Fall from turntable	Effective supervision required.	behaviour problems and requirements Teacher's aware of children's abilities, potential behaviour problems and requirements
	Accidents involving moving trains (low risk)	Effective supervision by designated adults	Teacher's aware of children's abilities, potential behaviour problems and requirements
	Trip, slip, fall on uneven ground	Advised to take care and wear sensible footwear.	Teacher's aware of children's abilities, potential behaviour problems and requirements
	Danger of falling in inspection pit	The children will be chaperoned away from the pit. Will be warned of its danger. The pit is protected by ropes. Supervision is required by all adults.	Teacher's aware of children's abilities, potential behaviour problems and requirements
Miniature Train Ride	Falling off train, leaning out & standing up	Staff supervise on train. Group leaders should also	Teacher's aware of children's abilities, potential

Historic Carriages	Falling in pond	warn of hazards and correct behaviour Reasonably well fenced off. Effective supervision required.	behaviour problems and requirements Supervision of children
	Risk of falling on steps up to the historic vehicles	Advised to take care and wear sensible footwear	Supervision of children
	Risk of fingers being trapped in doors	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	Teacher's aware of children's abilities, potential behaviour problems and requirements. Supervision of children
	Risk of falling or banging into historic fittings	These vehicles, in particular the TPO vehicle have not received significant modifications inside as to do so would destroy their historic integrity. Some corners on tables and work benches may not be as smoothed over as modern furniture. Strictly no running around inside the vehicles and children warned to be careful	Effective supervision of children. Teacher's aware of children's abilities, potential behaviour problems and requirements

Last update 28-January-2019
To be reviewed December 2019