



School Visits Risk Assessment

Safety

The Cleethorpes Coast Light Railway is fully committed to providing a safe and healthy environment for all 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 in 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 are designed to accommodate up to 16 people, normally grouped in 4 bays of 4 seats. There is no access between carriages whilst the train is moving. You will wish to plan supervision of your group during the journey accordingly.

Disabled Access

All our stations are fully accessible by wheelchair. Up to two wheelchair – bound visitors can be accommodated on our trains and other wheelchair users can be accommodated provided they can get out of the wheelchair to board the train. The wheelchair must be collapsible. It would help us, in advance, if you can inform us of any visitor who is mobility impaired.

First Aid

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

Toilets

There are two disabled access toilets at Lakeside station.

Eating

On operating days, a range of hot and cold food and refreshments can be purchased from Platform One Café at Lakeside Station. If you are visiting on a day when the railway would normally be closed the station building / café area are available for packed lunches to be eaten.

Lost members

In the unfortunate event that a member of your party has become separated from the main group please contact a member of staff immediately.

General Guidance on planning your visit

We recommend that you give special consideration to providing adequate information about the purpose and schedule of the visit to all teachers and group-leaders; the potential hazards that may be encountered (see below); identifying who is ultimately in charge in an emergency situation; communicating what to do in an emergency and agreeing a meeting point for those separated from the main group.

**Cleethorpes Coast Light Railway
Risk Assessment & Hazard Identification – School & Group Visits**

Risk / Hazard Area	Potential Risk / Hazard	Control Measures Existing	Action Required by School
Staff Car Park & paths leading to station area.	Accidents involving vehicles & / or pedestrians.	School to supervise children. No running in the car park area.	Supervise children at all times and gather all the children together before moving to the station building.
	Falls and trips on uneven surfaces	Advised to take care and wear sensible footwear	Railway Staff to supervise with an adequate teacher/carer to pupil ratio.
	Crossing potentially busy car park	Only Railway staff and contractors vehicles permitted.	Ensure and adult/teacher is at the front and rear of the groups walking to the station
Station Building Platform One Café	Children become lost/abducted	Groups under supervision of designated adult from school. Supervising adults to check group regularly. (Station building is relatively small).	Ensure head count of children at frequent intervals
	Fire	Railway staff trained in emergency procedures. Fire exits marked.	Supervision of children
	Slips & falls from spillages	Spills cleared up as soon as possible, and/or hazard signs put in place. Teachers and supervisors verbally warned.	Supervision of children
	Trips, slips and falls. Falling off chairs, banging head on floor, table or chair	Effective supervision by designated adults. All tables and chairs are checked regularly. No running in café or station building.	Supervision of children

<p>Toilets</p>	<p>Hot Water in sink taps</p> <p>Person becoming locked in lavatories</p> <p>Wet floor and risk of slipping</p>	<p>Signs in place to warn. Adult supervision required in toilets.</p> <p>Children supervised at all times by designated adults. Access from above.</p> <p>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</p>	<p>Supervision of children</p> <p>Supervision of children</p> <p>Supervision of children</p>
<p>Platform Area</p>	<p>Falling from platform edge / gap between platform edge and coaches.</p> <p>A person being struck by a train moving along the platform</p> <p>Risk of escaping steam from a locomotive.</p>	<p>No children should be beyond 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.</p> <p>No person should be train side of the yellow slabs 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</p>	<p>Supervision of children</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>

	<p>Damage to clothes/skin from oil, grease and dirt of train surfaces. Risk of scalding and burning from locomotive.</p> <p>Children getting lost or left behind</p> <p>Engine whistles and horns</p>	<p>escaping steam a verbal warning will be given.</p> <p>Children and adults advised not to touch or climb on engines. Cleaning regime in place for the carriages</p> <p>Railway staff will supervise the passengers boarding the train</p> <p>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.</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>Numbers in each group recorded by teacher or supervisor at regular intervals.</p> <p>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.</p>
During the train ride	<p>Risk of falling from a moving train.</p> <p>Risk of child being injured due to falling from a seat.</p>	<p>At least two adults must be present in each carriage.</p> <p>All passengers are asked to remain seated at all times while the train is in motion. At least one adult must be present</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>

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 behaviour problems and requirements
	Accidents involving moving trains (low risk)	Effective supervision required.	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 pits	The children will be chaperoned away from the pit. Will be warned of its danger. Supervision is required by all adults.	Teacher's aware of children's abilities, potential behaviour problems and requirements
	Falling off train, leaning out & standing up	Staff supervise on train. Group leaders should also warn of hazards and correct behaviour	Teacher's aware of children's abilities, potential behaviour problems and requirements