



# COLNE VALLEY RAILWAY

Yeldham Road, Castle Hedingham, Essex, CO9 3DZ  
Telephone : 01787 461174 [www.colnevalleyrailway.co.uk](http://www.colnevalleyrailway.co.uk)

## RISK ASSESSMENT FOR SCHOOL VISITS

(Issued without prejudice, for teachers' guidance purposes only)

This assessment may help identify potential risks on the Railway, gives a low, medium or high rating and recommends management by teachers and your supervising staff to minimise those risks. Please make sure all the children read and understand all the safety signs on the Railway.

In most cases these risks are relevant to any railway environment including the main railway lines and could therefore be used as a general teaching implement for children's education.

### General Rules for Safety on Railway Lines

- Do not walk or play on or near any railway line.
- Do not climb on or under any railway vehicles.
- *Mind the gap* – between platform edge and carriages.
- Mind the children's fingers in the doors when opening and shutting the carriage doors
- Cross the railway line by using the footbridge only
- Do not attempt to undo a carriage door until the train has stopped
- Do not climb on any railway structure, signals or poles – high voltage power line will kill
- Read and make sure the children understand all signs relating to Health and Safety

#### General Notes:

This Railway, like all others, is run under regulations imposed by the Railway Inspectorate. All operational staff undertake a thorough training programme and are qualified to undertake their respective jobs. As such we are extremely safety conscious and keep constant surveillance, especially during school visits, for potential problems.

However whilst care has been taken to highlight any potential risk and advise accordingly, the care and supervision of your children is entrusted entirely to the persons you have delegated for that purpose. We will advise of any potential safety issues, if noted, relative to your party if they arise during the day. We regularly inspect all parts of the railway and complex for safety issues, and update our safety procedures, but please do not hesitate to bring to our attention any matter you feel we have not observed or could improve upon. Also if you feel we should include any further issues in this guidance note please contact us immediately.

## RISK ASSESSMENT (Issued without prejudice, for teachers' guidance purposes only)

Hazard/Activity	Persons at Risk	How Harmed	Control Measures List existing controls, Codes of Practice, procedures etc.	Risk Rating	Comments Actions
<b>Danger from moving locomotives and rolling stock</b>	All, but especially pupils.	Falling in front of, being pushed under / in front of, or walking in front of trains	Children to be advised by class teachers about railway safety prior to the visit. Attention to be drawn by group leaders to warning signs on site.	H	
<b>Station platform</b>	All, but especially pupils.	Falling from platform (not necessarily in front of trains)	Keep children away from platform edges. This is particularly important when lining up before the classroom experience. No playing / running on platforms whatsoever.	H	
	All, but especially pupils	Legs being trapped by moving trains	No children /adults on any account to sit on edge of platform.	H	
<b>Station footbridge</b>	All, but especially pupils	Tripping and falling down steps	Children to walk sensibly across bridge. No running on any account.	M	
		Falling from bridge.	Children to be told not to climb on bridge superstructure.	M	
<b>Car and coach park</b>	All, but especially pupils.	Being hit by moving vehicles, especially those parking.	All children to be in small, supervised groups. Do not linger in car park. No running is allowed on site at ANY time.	H	
<b>Pathways and other public areas (mostly rolled / tarmac, but some uneven grass)</b>	All, but especially pupils.	Trip hazard	Keep to paths whenever possible. No running on site at ANY time. Children to be told not to climb on gates, etc.	L	
<b>Train journey (very low speed – less than 15mph)</b>	All, but especially pupils.	Injuries as a result of falling due to train movement. Falling from train.	Children to sit still during train journey. No heads / limbs to be pushed out of carriage windows. Doors to remain closed until train has stopped, when they will be opened by the guard.	M	
<b>Miniature Railway (not open all events)</b>	All, but especially pupils.	Small open carriages	All passengers must remain seated through the journey. One to one supervision may not be possible because of seating arrangement	M	
<b>General Environment</b>	All	Smoke, ash and sooty smuts	Care should undertaken small pieces can affect eyes	L	