



Whistlestop Valley School Visit Risk Assessment

Safety

Whistlestop Valley 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 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 with a supervising adult seated in at least every other bay.

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

Disabled Access

Clayton West Station is fully accessible by wheelchair.

Visitors in wheelchairs can be accommodated on the train provided they are able to transfer out of/into the wheelchair (with assistance if necessary) to board the train and are able to sit unaided. 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 as a party carriage.

First Aid

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

All accidents, however small, should be notified to staff and recorded in the Whistlestop Valley accident record book.

Toilets

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

Eating

Space indoors will be provided for packed lunches to be eaten. This may be in the café area or it may be inside The Shed. 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 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



Whistlestop Valley
 Risk Assessment & Hazard Identification for Schools & Group Santa Specials

Risk / Hazard Area	Potential Risk / Hazard	Actions already in place or required by School
Car park & paths leading to station area	<p>Accidents involving vehicles and/or pedestrians whilst crossing a potentially busy car park</p> <p>Vehicles moving along paths to Station</p> <p>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 Whistlestop Valley staff and contractors' vehicles are permitted and at a 5 mph speed limit. WSV staff will halt vehicles/children as necessary</p> <p>No running allowed in the car park area. Children and adults to be advised to take care and wear sensible footwear. Whistlestop Valley staff to supervise with an adequate teacher/carer to pupil ratio.</p>
Station Building	Children becoming lost/abducted	<p>The Station building is relatively small with the main area being 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
The Firebox café area (Clayton West Station)	<p>Fire</p> <p>Slips & falls from spillages</p> <p>Trips, slips and falls. Falling off chairs, banging head on floor, table or chair</p>	<p>Whistlestop Valley staff are trained in emergency procedures and instructions given them must be immediately followed. Fire exits are marked. The Fire Alarm is a siren. The fire evacuation meeting point is at the top of the car park at Clayton West (marked by an evacuation point sign), furthest point from the building</p> <p>Spills should be notified to a member of Whistlestop Valley staff and cleaned up as soon as possible. A hazard sign should be put in place. Teachers and supervisors verbally warned. Children should be supervised by designated adults around spillage areas</p> <p>Effective supervision by designated adults. All chairs are checked regularly, tables have rounded corners. No running in the station building</p>
Toilets	<p>Hot water in sink taps</p> <p>Person becoming locked in cubicle</p> <p>Wet floor and risk of slipping</p>	<p>Adult supervision required in toilets. Use mixer tap set to central position.</p> <p>Children supervised at all times by designated adults. Access from above, and able to open lock from outside.</p> <p>Regular checks by Whistlestop Valley staff. Limit the number of children permitted to enter the toilets at any one time. School adult to make Whistlestop Valley staff aware of any wet floors and WSV staff will clean up and place hazard sign on affected area</p>

Risk / Hazard Area	Potential Risk / Hazard	Actions already in place or required by School
Clayton West platform	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 allowed beyond this point 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.
	A person being struck by a train moving along the platform	A yellow line is painted along the length of the platform. No person should be train side of the yellow line except when boarding a stationery carriage. Supervision of people on the platform by Whistlestop Valley staff and teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Risk of escaping steam from a locomotive	Whistlestop Valley staff who operate the locomotives have a high level of competency and endeavour at all times to keep steam emission from a locomotive to a minimum. If an operation is taking place that could lead to escaping steam, a verbal warning will be issued. Supervision of people on the platform by Whistlestop Valley staff and teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements
	Damage to clothes/skin from oil, grease and dirt from train surfaces. Risk of scalding and burning from locomotive.	Children and adults advised not to touch or climb on engines. Cleaning regime in place for the carriages. Supervision of people on the platform by Whistlestop Valley staff and teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements

	Fall from turntable/fall into the turntable	Verbal warning issued by Whistlestop Valley staff. Children should walk around the edge of the turntable. When turntable is in use it will be supervised by Whistlestop Valley staff. No running around turntable area. Children to be supervised by teachers/carers
	Children getting lost or left behind	Children monitored, and numbers in each group recorded, by teacher or school supervisor at regular intervals. Whistlestop Valley staff will help supervise passengers getting on/off the train
	Risk of fingers been trapped in a carriage door	Whistlestop Valley staff will supervise the passengers boarding the train and issue verbal warning. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements. The doors to be closed by teachers, supervisors and Whistlestop Valley staff
	Engine whistles and horns	Engines are required to whistle whenever they are about to move. This sound can be very loud and startling. Whistlestop Valley staff will warn when the whistle is to be sounded. Children with sensitive hearing should stand well back and consider bringing ear defenders with them
During the train ride	Risk of falling from a moving train	The carriage door catches will only open if they are lifted in an upwards motion. At least one adult must be present in every other seating bay. Verbal warning issued by Whistlestop Valley staff prior to journey. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Risk of child being injured	All passengers are asked to remain seated at all times

	due to falling from a seat	while the train is in motion. At least one adult must be present in every other seating bay. Whistlestop Valley staff will supervise the passengers boarding the train and issue verbal warning. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements
Shelley Station Platform Area	<p>Falling from platform edge/gap between platform edge and coaches</p> <p>A person been struck by a train moving along the platform</p> <p>Risk of escaping steam from a locomotive</p> <p>Damage to clothes/skin from oil, grease and dirt of train surfaces. Risk of scalding and burning from locomotive.</p>	<p>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>Supervision of people on the platform by Whistlestop Valley staff and teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.</p> <p>Whistlestop Valley staff who operate the locomotives have a high level of competency and endeavour at all times to keep steam emission from a locomotive to a minimum. If an operation is taking place that could lead to escaping steam, a verbal warning will be issued. Supervision of people on the platform by Whistlestop Valley staff and teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.</p> <p>Children and adults advised not to touch or climb on engines. Cleaning regime in place for the carriages. Supervision of people on the platform by Whistlestop Valley staff and teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements</p>

Toilets	Fall from turntable/fall into the turntable	Children should stay behind the wall around the edge of the turntable. When turntable is in use, it will be supervised by Whistlestop Valley staff. No running around turntable area. Children to be supervised by teachers/carers
	Children getting lost or left behind	Children monitored, and numbers in each group recorded, by teacher or school supervisor at regular intervals. Whistlestop Valley staff will help supervise passengers getting on/off the train
	Risk of fingers been trapped in a carriage door	Whistlestop Valley staff will supervise the passengers boarding the train and issue verbal warning. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements. The doors to be closed by teachers, supervisors and Whistlestop Valley staff
	Hot water in sink taps	Adult supervision required in toilets. Use mixer tap set to central position.
	Person becoming locked in cubicle	Children supervised at all times by designated adults. Access from above, and able to open lock from outside.
	Wet floor and risk of slipping	Regular checks by Whistlestop Valley staff. Limit the number of children permitted to enter the toilets at any one time. School adult to make Whistlestop Valley staff aware of any wet floors and WSV staff will clean up and place hazard sign on affected area

Risk / Hazard Area	Potential Risk / Hazard	Actions already in place or required by School
Outdoor Play Areas	Trips, slips or falls from play equipment.	The play areas comply with current safety regulations and are checked by Whistlestop Valley staff regularly for potential hazards or maintenance requirements. Children to be supervised by designated adults at all times. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Accidents involving other children	Children to be supervised by designated adults at all times. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
Workshop Visits/Loco Talks	Damage to clothes/skin from oil/coal on surfaces	Verbal warning from Whistlestop Valley staff not to touch the engines or items in the workshops. Children and adults advised not to touch or climb on engines. Supervision by Whistlestop Valley staff and teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements
	Fall from turntable	Effective supervision required by designated adults. Verbal warning issued by Whistlestop Valley staff. Children should walk around the edge of the turntable. When turntable is in use it will be supervised by Whistlestop Valley staff. No running around turntable area. Children to be supervised by teachers/carers
	Accidents involving moving trains (low risk)	Effective supervision required by designated adults. All moving trains will issue a warning whistle before moving off.

Miniature Train Ride (Clayton Flyer)	Trip, slip, fall on uneven ground	Effective supervision required by designated adults. Verbal warning issued by Whistlestop Valley staff. No running. Children to be supervised by teachers/carers. Advised to take care and wear sensible footwear
	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
	Falling off train, leaning out & standing up	Effective supervision required by designated adults. Verbal warnings issued by Whistlestop Valley staff. One supervising adult to ride in the carriage on every turn – no exceptions. All passengers advised by Whistlestop Valley staff to remain seated with hands inside the carriages, no leaning or jumping
	Falling in pond	Reasonably well fenced off. Effective supervision adult required

Last update 5 July 2022
To be reviewed 4 July 2023