



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 which 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 Whistlestop Valley 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 preferably with an accompanying adult in the same bay or, if not, immediately next to the bay.

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, with assistance if necessary, 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, at Clayton West Station and at Shelley Station. Please ask the guard or Whistlestop Valley staff for assistance.

Toilets

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

Eating

The catering outlets will be closed on the day of your visit. If you wish to access drinks or catering, an additional fee is payable. Please contact Whistlestop Valley at least 7 days in advance of your visit to discuss.

An indoor space will be provided for pack lunches to be eaten.

In dry weather, we have large picnic areas at both Shelley and Clayton West stations if you would prefer to eat packed lunches outside.

Lost members

In the unfortunate event that a member of your party becomes separated from the main group, please contact a member of Whistlestop Valley 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**

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 & / 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.</p> <p>No running to be 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	
Café at Clayton West	Fire	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.	
	Slips & falls from spillages Trips, slips and falls. Falling off chairs, banging head on floor, table or chair	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. No running in cafe and station building	Supervision of children Supervision of children Supervision of children
Toilets	Hot Water in sink taps Person becoming locked in lavatories Wet floor and risk of slipping	Adult supervision required in toilets. Children supervised at all times by designated adults. Access from above. Regular checks Whistlestop Valley staff.	Supervision of children Supervision of children Supervision of children

		Limit the number of children permitted to enter the toilets at any one time. Procedures in place for cleaning once Whistlestop Valley staff aware	
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 coach and ballast. Effective supervision by designated adults.	Supervision of children
	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 when vehicles are moving along the platform. Supervision of people on the platform by Whistlestop Valley staff	Supervision of all persons by Whistlestop Valley staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.
	Risk of escaping steam	Whistlestop Valley staff	Supervision of all persons

	<p>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>Fall from turntable / fall into the turntable</p>	<p>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>Children and adults advised not to touch or climb on engines. Cleaning regime in place for the carriages</p> <p>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</p>	<p>by Whistlestop Valley 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 Whistlestop Valley 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 Whistlestop Valley 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>Children getting lost or left behind</p> <p>Risk of fingers been trapped in a carriage door.</p> <p>Engine whistles and horns</p>	<p>Whistlestop Valley staff will supervise the passengers boarding the train</p> <p>The doors to be closed by teachers, supervisors and Whistlestop Valley staff. A verbal warning is given regarding fingers.</p> <p>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.</p>	<p>Numbers in each group recorded by teacher or supervisor at regular intervals.</p> <p>Supervision of all persons by Whistlestop Valley staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.</p> <p>Supervision of children by Whistlestop Valley 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>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.</p>	<p>Supervision of all persons by Whistlestop Valley staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and</p>

	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 in each carriage.	requirements. Supervision of all persons by Whistlestop Valley 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. A person been struck by a train moving along the platform	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. Supervision of people on the platform by Whistlestop Valley staff	Supervision of children Supervision of all persons by Whistlestop Valley staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.

	<p>Risk of escaping steam from a locomotive.</p>	<p>Whistlestop Valley 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 Whistlestop Valley 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 Whistlestop Valley 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 Whistlestop Valley staff. No running around turntable area. Children to be</p>	<p>Supervision of all persons by Whistlestop Valley 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>Risk of fingers been trapped in a carriage door.</p> <p>Risk of becoming trapped in a toilet.</p>	<p>supervised by teachers / carers</p> <p>Whistlestop Valley staff will supervise the passengers boarding the train</p> <p>The doors to be closed by teachers, supervisors and Whistlestop Valley staff. A verbal warning is given regarding fingers.</p> <p>Children supervised at all times by designated adults. Whistlestop Valley staff trained in gaining entry.</p>	<p>Numbers in each group recorded by teacher or supervisor at regular intervals.</p> <p>Supervision of all persons by Whistlestop Valley 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 Whistlestop Valley staff. Teachers/carers aware of the abilities of the people within their care and the potential behaviour problems and requirements.</p>
Outdoor Play Areas	Trips, slips or falls from play equipment. Accidents involving other children	The areas comply with current safety regulations and are checked by staff regularly for potential hazards. Children to be	Teacher's aware of children's abilities, potential behaviour problems and requirements

Engine Shed Visits/Meet the loco talk	Damage to clothes/skin from oil/coal on train surfaces	supervised by designated adults at all times. Children advised not to touch or climb on engines.	Teacher's aware of children's abilities, potential behaviour problems and requirements
	Fall from turntable	Effective supervision required.	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
	Falling off train, leaning out	Staff supervise on train.	Teacher's aware of

<p>Miniature Train Ride</p>	<p>& standing up</p> <p>Falling in pond</p> <p>Falling from carriage</p>	<p>Group leaders should also warn of hazards and correct behaviour</p> <p>Reasonably well fenced off. Effective supervision required.</p> <p>Effective supervision required. Group leaders should also warn of hazards and correct behaviour</p>	<p>children's abilities, potential behaviour problems and requirements</p> <p>Supervision of children</p> <p>Supervision of children Teacher's aware of children's abilities, potential behaviour problems and requirements</p>
<p>Jumping Pillow</p>	<p>THIS ACTIVITY IS NOT INSURED FOR SCHOOL GROUP USE AND IS NOT PART OF THE CURRENT WHISTLESTOP VALLEY SCHOOL OFFERING</p>		

Last update 13 October 2021
To be reviewed 12 October 2022