

Whole Site Risk Assessment for Statfold Narrow Gauge Museum Trust Ltd

Whole Site Risk Assessment

This risk assessment covers the site of the Statfold Narrow Gauge Museum Trust.

This will identify any hazards that need to have control measures actioned.

The Fire Risk Assessment of the 'Roundhouse' is carried out annually.

Impact/severity	High	Amber	Amber	Red
	Med	Green	Amber	Amber
	Low	Green	Green	Green
		Low	Med	High
Likelihood				

1. External Traffic routes for Pedestrians and Vehicles			Initial risk			Control Measures; (existing controls / precautions) should be considered.	Net Risk			
Hazard	Risk Description / Hazardous Event	Persons at Risk	Likelihood	Impact / Severity	Risk Level	Preventative & Protective Measures; (IP) = measures in place; (TP) = measures to be put in place / date of completion.	Likelihood	Impact / Severity	Risk Level	Owner
Slips, Trips, Falls	Slips, trips and falls that could result in sprains or fractures as a result of: <ul style="list-style-type: none"> • Holes and uneven areas; • Slippery surfaces. • Are there any slopes, ramps or stairways? 	Visitors, Staff, Volunteers	M	M	Amber	<ul style="list-style-type: none"> • (IP) Floors and surfaces of pedestrian routes are of sound construction and have adequate strength, stability and width to support the traffic that uses them. • (IP) Pedestrian and traffic routes are kept clear of obstructions which might impede access and egress, or field of vision (this is particularly important on, or near stairs, steps and slopes. 	L	M	Green	Trustees

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Slips, Trips, Falls (cont'd)	<ul style="list-style-type: none"> As above 	Visitors, Staff, Volunteers	M	M	Amber	<ul style="list-style-type: none"> (IP) The finished floor / pavement / designated walkways (including any covering) are in good condition to prevent slips, trips or falls. (IP) Any defects are repaired and, until this has been done, precautions are taken to guard against accidents e.g. signs, barriers or conspicuous markings. Temporary holes must be adequately guarded. The needs of blind or partially sighted people must be considered. 	L	M	Green	Trustees
Slips, Trips, Falls (cont'd)	<ul style="list-style-type: none"> Injury arising from insufficient lighting to allow people to use traffic routes, including stairs, safely. 	Visitors, Staff, Volunteers	M	H	Amber	<ul style="list-style-type: none"> (IP) There is sufficient light to enable people to use facilities and move from place to place safely, and without experiencing eye-strain. (IP) Stairs are lit so that there are no shadows cast over the treads. Local lighting is provided at places of particular risk, e.g. pedestrian crossing points on vehicular traffic routes. (IP) Outdoor traffic routes used by pedestrians are adequately lit after dark. (IP) Lighting systems are regularly maintained and checked. 	L	M	Green	Trustees

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Hit by moving vehicles	<p>Pedestrian and vehicle routes are not clearly marked and signed.</p> <p>Vehicle speeds may be excessive</p> <p>Visitors unaware /unable to identify the correct routes.</p> <p>External lease organisations not following Parking and Vehicle Movement rules.</p>	Visitors, Staff, Volunteers	M	H	Amber	<ul style="list-style-type: none"> • (IP) Traffic routes are adequate and have sufficient width and headroom for pedestrians and vehicles to move safely and without difficulty. • (IP) There are suitable floor/ road markings and road signs or to direct them to a specific area. • (IP) There is speed limit in place across the site. • (IP) Routes used by vehicles are: <ul style="list-style-type: none"> ○ Wide enough to allow vehicles to pass parked vehicles without having to leave the route ○ One-way system is in place 	L	M	Green	Trustees
Hit by moving vehicles (contd)	<p>Parking areas are not clearly indicated.</p> <p>Irresponsible drivers using the site traffic routes.</p>	Visitors, Staff, Volunteers	M	M	Amber	<ul style="list-style-type: none"> • (IP) Vehicles are required to only park in designated areas, which is controlled via signage and marshals on specific events. • (IP) All vehicle users are expected to take responsibility to drive as per the Highway code whilst on site. 	L	M	Green	Trustees

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Hit by moving vehicles (Trains)	Injury or death arising from collision with a train, or light loco movement.	Visitors, Staff, Volunteers	M	H	Amber	<ul style="list-style-type: none"> • (IP) The footpath section between Statfold and Oaktree is segregated away from pedestrians and vehicles by physical means such as a fence. • (IP) Running lines within Statfold Station area are segregated away from pedestrians by physical means such as a fence. • (IP) All loco movements that are within the turntable area and through the running shed are controlled by the yardmaster. • (IP) When locos are moving through the turntable area, and through the running shed they are escorted at all times to ensure that members of the public are within a safe distance. • (IP) Footplate crew and volunteers remain vigilant at all times to ensure that public remain a safe distance away from running line and loco. • (IP) The section of lines between Oaktree and the Balloon Loop are unfenced and loco crews should remain vigilant of potential walkers next to the track. 	L	M	Green	Trustees

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2 Maintenance of Buildings

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures; (existing controls / precautions) should be considered.	Net Risk			Owner
			Likelihood	Impact / Severity	Risk Level	Preventative & Protective Measures; (IP) = measures in place; (TP) = measures to be put in place / date of completion.	Likelihood	Impact / Severity	Risk Level	
Various hazards associated with Maintenance of Buildings	Death or Injury arising from the following hazards associated with Maintenance of Buildings, these include: - Fire Slips, Trips & Falls COSHH Contact with Machinery Explosion Scaffold Collapse Exposure to Asbestos Manual Handling Lone Working Working in Confined Spaces Contact with Electricity Hand Arm Vibration	Visitors, Staff, Volunteers	H	H	RED	<ul style="list-style-type: none"> (IP) 'Hot Works' are controlled. (IP) Contractors are aware of the Fire Evacuation Procedures. (IP) Reporting system in place to raise and put in place any corrective actions for building or associated area defects. (IP) Contractors and employees use appropriate chemicals, the suitable PPE is available and follow the manufactures guidelines/datasheet. (IP) All equipment is appropriately guarded. (IP) All equipment is appropriately serviced and maintained as per manufacture's guidelines. (IP) Staff are instructed to only use equipment that they are trained to do so, and to perform a visual check before use. (IP) Only suitable and trained contractors will undertake work on gas appliances/installations, and they follow the ACOPs and agreed standards for the 'Gas Safety (Installation and Use) Regulations 1998. 	L	M	Green	Trustees

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Various hazards associated with Maintenance of Buildings (Cont'd)	Death or Injury arising from the following hazards associated with Maintenance of Buildings, these include: - Fire Slips, Trips & Falls COSHH Contact with Machinery Explosion Scaffold Collapse Exposure to Asbestos Manual Handling Lone Working Working in Confined Spaces Contact with Electricity Hand Arm Vibration	Visitors, Staff, Volunteers	H	H	RED	<ul style="list-style-type: none"> (IP) Any scaffold works comply with the Working at Height Regulations 2005 and they follow appropriate ACOPs and Standards. (IP) Site team will undertake a dynamic risk assessment before undertaking any Manual Handling task. (IP) Contractors will follow their own procedures/risk assessments in relation to the task they are undertaking. (These procedures/risk assessments will take into account any ACOPs for that specific area) 	L	M	Green	Trustees

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Risk Assessment Action Plan

This action plan identifies the control measures to be implemented in order to reduce the lowest acceptable risk level.

Note any Net Risk identified, as a red-risk – immediate action must be taken.

Other categories of Net risk (amber & green) should be completed within the time period (from the report date) specified providing it is reasonably practicable.

Risk Section number	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date	Managers Comments	Completion Date	Managers Signature
No Action Plan						

Assessed By:	James Gorton		
Signed:		Date Assessed:	05/01/2022

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CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

Likelihood

To determine “likelihood” you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
High	Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. <i>(Hazard exists permanently or a hazardous event occurs daily or throughout the day.)</i>
Medium	Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. <i>(Hazard occurs intermittently or hazardous event occurs occasionally throughout week/month)</i>
Low	Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. <i>(Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.)</i>

Impact / Severity

To establish the severity of the “impact” you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
High	Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire,.
Medium	Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
Low	Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
Green	No further preventive action is necessary but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls / precautions remain effective and review annually or sooner if there are changes.
Amber	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Red	Action must be taken immediately / as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means

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that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.