



SMS

Section

5 - G Office 5.5.1


Title

EDN RA Educational visits by school parties

Main Activity (as per index)	Location	Number of Staff	Date written	Date of Next Review
Educational visits	Wansford Station	1 to 6	23/1/15 --18/02/16	12-2-20


	Name	Signatures	Name	
Compiler	Rex Leverett /David Ray		Peter How	10/02/17
Others Assisting	Marilyn Jenner, Guy Salmon Janice Lea, Ros Pask, Diana Withers, Jean Norris, Paul Baseley, John Stanbridge			

Activity	Potential Risk/Hazard	L	S/C	Tot	Existing Measures	Additional Measures Required
Visit preparation.	Lack of awareness of potential hazards leading to injury	2	3	6	Booking procedures and school awareness of NVR RA.	NVR Education leader or deputy to ensure that the teacher in charge of the visit has seen the NVR RA. If not, to ensure that this is done before the visit commences.
ARRIVAL OF COACHES onto Wansford site.	Risk of children coming into conflict with moving vehicles.	2	5	10	NVR personnel to inform, instruct and advise teachers and meet coaches.	Teachers / supervisors to marshal children and to take them clear of car park under their supervision.
	Slips trips falls on uneven surfaces				Care in walking by visitors	
CROSSING LINE between car park and station ramp.	Risk from train shunting movements.	1	5	5	NVR personnel to instruct and advise teachers.	NVR personnel to be consulted and their advice to be heeded at all times.
VISIT TOILETS in main station building.	Trip hazard while descending/ascending stairs to toilets.	1	2	2	Teacher / supervising member of party oversight essential.	
VISIT TO BARNWELL BUILDING for lesson.	Very low risk from people movements.	1	1	1	Teacher / supervisor oversight essential.	
SIGNAL BOX VISIT. (Guided tour) Crossing road.	Risk from oncoming traffic.	1	5	5	NVR personnel to be present.	Teacher / supervisor oversight and control of group essential.

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Approach & stairway	Slip, Trip & fall risk from loose boarding on approach & stairway.	2	3	6	NVR personnel to warn of risk.	Teacher / supervisor oversight essential. (Action: Operations dept. & Civil Engineers dept.)
		2	3	6	NVR personnel to be present.	Teacher / supervisor control essential. ASCENDING T/S to be last up. DESCENDING. T/S to be first down.

BOARDING & ALIGHTING TRAINS (attended stations)	Risk to public alighting and boarding trains.	1	3	3	Large gaps at platform edge due to railway being set to Berne Gauge. NVR personnel to give assistance and frequent announcements to visitors.	Teachers and supervisors responsible for safety of group.
(non attended stations)	Risk to public alighting and boarding trains.	2	3	6	Large gaps at station edge due to railway being set to Berne Gauge. Guard to monitor boarding and alighting trains at stations.	Teachers and supervisors responsible for safety of group.
Disabled visitors.	Risk of falling while alighting & boarding trains	2	2	4	Guard to advise and provide ramps.	Carers are required to provide physical assistance to the disabled person & wheel chair.
Finding seats.	Congestion- impeding movements of others – Minor impact injury	1	2	2	Assistance by NVR personnel.	Teachers and supervisors responsible for safety of group.
Internal movements.	Congestion- impeding movements of others – Minor impact injury	1	2	2	Assistance by NVR personnel	Teachers and supervisors responsible for safety of group.
Children's horseplay	Congestion – Minor injury – possibility of opening doors	1	4	4	Teachers and supervisors to be in control of group at all times.	
SPECIAL EVENTS AND LARGE SCHOOL PARTIES.	Risk from control of large numbers of people and control of groups using trains in unusual circumstances.	2	3	6	NVR personnel to inform, instruct and advise teachers about group movements around the Wansford station and site. Education personnel and Guard to allocate seating areas to booked groups in train.	Teachers and supervisors responsible for safety of group.

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CROSSINGS.	Risk to pedestrians crossing the line at level crossings and wicket gates.	2	2	4	NVR personnel to ensure all wicket gates are in good order and appropriate notices are clear and clearly sited	Teachers and group leaders responsible for safety of group.
FERRY MEADOWS STATION AREA.	Risk from walking along platforms and being obstructed by platform equipment and furniture, and waiting for trains.	1	3	3	NVR personnel to ensure that platform equipment and artefacts are properly secured.	Teachers to alert pupils of dangers. Information on hazards to be found in "Preparing for your visit" pamphlet.
ACCESS TO STATION SITE. FERRY MEADOWS	Trip risk from uneven surface on ramp from platform to station entrance.	2	2	4	NVR personnel to warn of hazard	Children to be warned of hazard and instructed not to run on the platform or ramp leading to cycleway. Teachers and responsible adults to supervise group
ENTRANCE TO FERRY MEADOWS STATION.	Hazard from passing cycle traffic in NCP.	1	2	2		Teacher to be at front of the group to ensure that the cycleway is clear.
CYCLEWAY TO ROAD. This belongs to Nene Country Park and is not the responsibility of the NVR.						It is suggested that teachers and responsible adults supervise at the front and rear of the group.
ROAD (HAM LANE) This is a public road and is not the responsibility of the NVR. The road is speed restricted to 30mph at this point and usually takes only slow, light traffic to and from the Nene Country Park during mid week periods. However it can be busy with cars and caravans.						Schools' individual Health and Safety Policies concerning crossing public roads apply. It is suggested that a teacher or responsible adult, wearing a High Visibility jacket should supervise the group crossing the road to the foot path opposite.