NENE VALLEY RAILWAY RISK ASSESSMENT ACTIVITY RECORD

Main Activity (as per index)	**Location**	**Number of Staff**	**Date completed**	**Date of Next Review**	**Ref No.**
EDUCATIONAL VISITS	Wansford Station	1 - 10	16 January 2025	15 January 2026	

Manager Responsible for maintaining this Risk Assessment - KEITH ALEXANDER

Persons at Risk – Young school children, Teachers, Parents/accompanying adults, NVR Educational Personnel

Person Compiling this Risk Assessment – Keith Alexander

	Name & Signature	**Name & Signature**	**Name & Signature**	**Name & Signature**
Other Persons Contributing to this RA	Diana Withers			
	Rex Leverett			
	David Hands			
	Tracy Spring			

All Risk should be reduced to as Low As Reasonably Practicable (ALARP)
If the Total Risk Rating is > 6 the Hazard should be further investigated to determine what Additional Measures are required.
The implementation of these Additional Measures will reduce the level of risk to what is known as the Residual Risk. This residual risk should be recorded.

Activity /Hazard	**Current Potential Risk (Residual Risk with Additional Measures in place)**	**L**	**S/C**	**Total**	**Existing Measures**	**Additional Measures Required**
	Example	2 (1)	4 (3)	8 (3)		
Visit preparation	Lack of awarness 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.
Introductory greet and meeting in David Ray visitor centre	Typical meeting/conference room	1	1	1	See David Ray separate building RA	None
Visit toilets next to car park	Risk of child becoming locked in cubical.	2	5	5	NVR personnel to issue instructions that children are not to operate the locking mechanism. In case a lock is inadvertently operated, the master key is held in the key board in the main office upstairs in Wansford Station. NVR personnel will ensure the toilets are completely unoccupied before the school group enters. Teachers will be instructed to act as chaperones/attendants inside the toilets and to remind children entering cubicles not to operate the locking mechanism.	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/supervisor member of party oversight essential.	
Visit to Barnwell building	Very low risk from people movements.	1	1	1	Teacher/supervisor member of party oversight essential.	
Activity/Hazard	**Current Potential Risk** **(Residual Risk with Additional Measures in place)**	**L**	**S/C**	**Total**	**Existing Measures**	**Additional Measures Required**
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Signal box visit (guided tour) crossing road	Risk from oncoming traffic whilst crossing road.	1	5	5	NVR personnel to be present.	Teacher/suoervisor oversight and control of group essential.
Approach and stairway	Slip, trip and fall risk while descending/ascending stairs to signal box.	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 and alighting trains (attended stations)	Risk to public alighting and boarding and stairway.	2	3	6	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 and stairway	2	3	6	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
Disabled visitors	Risk of falling while alighting and boarding trains.	2	2	4	Guard to advise and provide ramps.	Carers are required to provide physical assistance to the disabled person and 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 of 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 abouot group movements around the Wansford station and site. Education personnel and Guard to allocate seating to booked groups in train.	Teachers and supervisors responsible for safety of group
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 supervisors 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 found in "preparing for your visit" pamphlet.
Access to station site Ferry Meadows	Trip risk from uneven surface on ramp from platform to station.	2	2	4	NVR personnel to warn of hazard	Children to warned of hazard and instructed not to run on the platform or ramp leading to cycleway. Teachers and responsible adults to supervise the group.
Cycleway to Road	This belongs to Nene Country Park and is not the responsibility of NVR.					It is suggested that teachers and responsible adults supervise the front and rear of the group.
Road (HAM LANE)	This is a public road is not the responsibility of NVR. The road is speed restricted to 30mph at this point and usually take only slow. Light traffic to and from Nene					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

	Country Park during mid week periods. However it can become busy with cars or caravans, particularly during summer and holiday periods.					the group crossing the road to the foot path opposite.
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	Example	2 (1)	4 (3)	8 (3)		

Persons who have been made aware this Risk Assessment

Name	Signature	Date	Comments

Numerical Risk Rating *(Risk Rating is an aid to deciding on requirements & priorities for corrective actions)*

All Risk should be reduced to as Low As Reasonably Practicable (ALARP)

Likelihood (L)			Severity / Consequence (S/C) ***(Most likely outcome)***		
1	Very Low Probability	Once in every 20 years	1	Minor injury No time off work	Self help or First aid assistance
2	Low Probability	Once in every 5 years	2	Injury, up to 3 days off work	Short term bodily impairment
3	Moderate Probability	Once in very year	3	Injury more than 3 days off work	Disabling injury with full recovery
4	Strong Probability	Once in every 6 months	4	Injury, Long term absence	Permanent loss of bodily function
5	High Probability	Once every month	5	Death	

Action Plan

Improvement Action	Action by	Target Date	Completed Date

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