

# NENE VALLEY RAILWAY RISK ASSESSMENT ACTIVITY RECORD



Main Activity (as per index)	Location	Number of Staff	Issue Number	Date	Ref No.
<b>Diesel Railcar (Helga)– School Visits</b>	NVR	<b>Issue 4</b>	08/04/2023	Next review due	01/04/2024
Manager Responsible for maintaining this Risk Assessment Diana Wither					
Persons at Risk – Persons travelling in Railcar and/or Pacer – Young School children, Teachers, Parents/Accompanying Adults, NVR Educational Personnel. +					
Person Compiling this Risk Assessment – Rex Leverett. Revised R.Elgy					
	Name & Signature	Name & Signature	Name & Signature	Name & Signature	Name & Signature
Other Persons Contributing to this RA	Marilyn Jenner		Ray Elgy		
	Russ Jenner				

This RA is supplementary to the Generic RA for Schools Visits. Both RAs should be considered together when planning School visits which use the Diesel Railcar, (Helga) and/or the Pacer.

*NVR recognises that young children will have less awareness of hazards and potential risks and therefore have the following measures in place.*

*School party leaders must play their part in ensuring safety of the persons in their party.*

## Procedures Notes

- 1) NVR recommends that a representative of the School visit NVR in order to carry out their own specific RA in advance of full school visits.
- 2) NVR Educational Staff wear Authorisation Cards so that they may be identified.
- 3) School parties are expected to provide adequate supervision for their parties. NVR staff advise leaders of visiting groups of specific arrangements for visits and any particular safety measures.
- 4) Group leaders are responsible for the conduct and behavior of their groups.
- 5) NVR staff advise group leaders of specific boarding, alighting, travelling procedures which must be strictly observed.
- 6) Group leaders should be aware that access (*step down*) and egress (*step up*) from the Railcar and Pacer differ from that on railway carriages.
- 7) Adults should step down onto the step well. (*Stairwell increases boarding headroom.*)
- 8) A boarding ramp is available for those with mobility problems. NVR advise schools that this is available.
- 9) The ramp may also be used for general access but it limits the access headroom for adults.
- 10) Groups are responsible for providing their own first aid support.
- 11) The vehicles both have wheelchair access
- 12) Vehicle Toilet is currently out of use. (School parties must make *comfort break* arrangements prior to boarding)
- 13) **Exterior doors are locked by the driver. Internal electric controls have no effect until the driver has unlocked the door. Nonetheless, school parties should not operate door controls, which must only be operated only by NVR staff.**
- 14) **Group Leaders are advised that these vehicles are “Heritage Vehicles” and are maintained in original state. Groups leaders should be aware that;**
  - a. **There are raised floor strips under doors and that there are projecting door restraints adjacent to interconnecting doors.**
  - b. **There is restricted height access to the vehicle**
  - c. **There is a substantial step down and step up on the Railcar. Extra care should be taken when boarding and alighting from the vehicle.**

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Activity /Hazard	Current Potential Risk	NVR Existing Measures	Required School Safety Measures in addition to those stated above in procedures
Boarding and Alighting from platforms	Adults – Possible head impact with top of door frame openings.(5ft platform to vehicle floor)	See Procedure Note 7)	
	Children – Possible jarring of joints. (15" step down from platform to bottom of step well, 9.5" step up to vehicle floor level)	External Handrails are provided on each side of the entrance door. Boarding procedure is supervised by Group Leader and persons board one at a time. Those waiting are organised in 2 by 2 supervised lines. Ramp carried in cab is intended for passengers with mobility problems. NVR staff advise schools that this is available. (Note This reduces the access height for adults.) see Note 8 and 9	School Group Leader to advise NVR of their requirements for boarding.
	Children slips between platform and vehicle	As above	As above
Emergency Evacuation Trackside	Possible muscle shock/strain injury. (27" stepdown from step well to ground.)	Driver and NVR staff alight as best they can and then assist passengers to alight.  Ladder to be provided and NVR Training in evacuation procedures.	In the event of an emergency keep children calm and follow the driver's instructions.
Distracting Driver	Distraction leading to inattention. Failure to comply with operating requirements.	Door between driver and the passenger saloon to be closed when in vehicle is in motion.	
• Boisterous behavior		Groups supervised by Group Leaders. NVR staff advise Group Leader if issues arise.	
• Noise		Groups supervised by Group Leaders. NVR staff advise Group Leader if issues arise.	
• Throwing objects		Groups supervised by Group Leaders. NVR staff advise Group Leader if issues arise.	

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First Aid	Response to incident	First Aid Boxes carried on vehicle.	Groups are responsible for providing their own first aid support.
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Activity /Hazard	Current Potential Risk	NVR Existing Measures	Required School Safety Measures in addition to those stated above in procedures
Fire	Burn injury	Fire extinguishers carried. Driver trained in correct use. Extinguishers maintained under maintenance regime.	
Sudden Acceleration or Braking or Rough Riding when Travelling max speed 25 mph	Slips /Trips/ Falls resulting from motion of vehicle. Impact with other persons and fixtures	All passengers should be seated when the vehicle is in motion. School children are not permitted to stand when the vehicle is in motion	Children should be seated when vehicle is in motion. Unless permitted/ instructed otherwise by School adults or NVR staff.
		Groups must not exceed the prescribed seating capacity for the vehicle (which is 44 for Helga)	
		Authorised (by Manager) NVR staff are permitted to move about in order to deliver information as a part of the NVR experience.	For Helga, Small groups (3 ) supervised by an adult, may travel in the non-driving end of the vehicle.
Doors	Falls from vehicle	Driver locks and unlocks doors. NVR staff open and close them to permit and access egress. Door mechanisms are part of a maintenance regime.	School Groups are not permitted to open/ close doors. NVR staff will do this Children are not permitted to operate/ use/ experiment with door operating mechanisms.
Arm Rests	Trapping of fingers	NVR staff advise that rests are left down.	School should ensure children are aware of potential for finger trapping and to leave rests alone.

## Action Plan

#	Improvement Action	Action by	Completed