

# Educational Visits

## Risk Assessment Guidance

### 1.0 INTRODUCTION

The North Norfolk Railway (NNR) is one of the most scenic heritage railways in the country. Opened to the public in 1976 the NNR runs historic trains on its 5 mile between Sheringham and Holt, and currently has around 120,000 paying visitors each year.

Like other heritage railways, the NNR must be compliant with the strict guidelines laid down by the Health & Safety Executive, and Her Majesty's Railway Inspectorate. We are subject to annual official inspections by appointed officials who assess our operation and the safety of visitors and staff.

The risk of an accident or injury to a visitor is small. The risk of a serious accident or injury is very small. Common sense and consideration by and for other visitors will reduce this risk further.

### 2.0 GENERAL PROCEDURES

Health and safety procedures are reviewed, and safety inspections are carried out on a regular basis, ensuring that any work required is carried out to provide a low risk environment. Visitor comment is sought through customer feedback and accident report forms, and Emergency Evacuation Procedures are in place for the unlikely event of a serious incident, fire or evacuation.

## 2.1 Recommendations to teachers

It is strongly recommended that all teachers make a preliminary visit to the North Norfolk Railway in order to carry out their own risk assessment before bringing a class of children. Free familiarisation tickets can be provided for this purpose. If a pre visit is not possible, this guidance sheet provides a general outline of potential risks and controls identified.

## 2.2 Supervision

It is essential that children are continually supervised throughout their visit to the North Norfolk Railway.

It is recommended that supervision ratios are in accordance with the levels of supervision recommended by 'DfES Health & Safety of Pupils on Educational Visits 1998' and are adhered to during your visit.

## 2.3 It is important that the children understand;

- The aims and objectives of the visit

- How to avoid specific dangers and why they should follow rules

- Why safety procedures are in place and what standard of behaviour is expected

- Who is responsible for their visit

- What to do if approached by anyone from outside the group

- What to do if separated from the group.

DfES Health and Safety of Pupils in Educational Visits 1998

### 3.0 HAZARDS, RISKS & CONTROLS

Note: This list is by no means exhaustive, as other hazards may have arisen before, or arise during your visit. Please exercise caution whilst visiting the NNR, and ensure children are properly supervised at all times.

No.	Hazard & Risk	Control
1	General Slips, Trips, Falls, and walking upon slippery or uneven surfaces	A 'no running' policy operates on the premises. Teachers or accompanying adults (Supervisors) must ensure this is enforced at ALL times.
2	Platforms & Platform Edges	Supervisors shall issue a warning prior to the event regarding the dangers of falling from platforms.
3	Crossing the track	This is NOT allowed under any circumstances unless instructed to do so by the Guard of a train involved in a major incident which has occurred away from a station platform face.
4	Alighting & Disembarking from trains	Supervisors shall issue a warning prior to the event regarding the danger of falling between trains & platforms.
5	Becoming detached from their group	Supervisors shall issue a warning prior to the event, and are ultimately responsible for their group and must supervise their group at all times. Supervisors shall issue a warning prior to the event.
6	Approach by an Unauthorised Person	Supervisors shall issue a warning prior to the event, and are ultimately responsible for their group and must supervise their group at all times. Authorised personnel can be identified by a badge bearing the 'NNR' logo.

7	Large numbers of participants moving at the same time about station platforms	Supervisors shall issue a warning prior to the event. Groups shall be supervised at all times, should move in a well organised and orderly fashion, and follow all instructions given.
8	'Activity Workshops'	Workshop leaders are encouraged to keep equipment out of reach of children except where the equipment is suitable for a hands on activity. All activities will be appropriate for the age group and are carried out under the supervision of adults.
9	Food Allergies	The contents of all food stuffs provided by the NNR shall be given to the group leader.
10	Food Hygiene	All food stuffs provided by the NNR shall be served in a safe and hygienic manner.
11	Areas of the premises not solely for the use of children	Supervisors shall issue a warning prior to the event, and are ultimately responsible for their group and must supervise their group at all times.
12	Movement between Holt Station and Education Building along car park access road.	Supervisors shall issue a warning prior to the event. Groups shall be supervised at all times, should move in a well organised and orderly fashion, and follow all instructions given.

## 4.0 CODE OF CONDUCT

### YOUR RESPONSIBILITIES

Teachers & supervisors are responsible for the general good conduct of the children in their care.

Teachers & supervisors are responsible for accompanying children to and from the toilets.

Teachers & supervisors are responsible for moving groups around the site in a well organised and orderly fashion.

Teachers & supervisors are responsible for ensuring that children follow instructions.

### OUR RESPONSIBILITIES

The North Norfolk Railway (NNR) is responsible for providing a relatively safe and hazard free environment.

The NNR is responsible for issuing instructions to the group to enable relatively safe and hazard free activities.