

## COVID 19 Operational RISK ASSESSMENT FORM

COMPANY: Riverside Miniature Railway

DATE: July 2021

1/1

LOCATION: Riverside Park, St Neots.

Audience: Members and Visitors.

REVIEW DATE: October 2021

COLUMN 1 Significant Hazard Associated With	COLUMN 2 Who Might Be Harmed & How	COLUMN 3 Risk Factor			COLUMN 4 How Is The Risk Controlled	COLUMN 5 List What Further Action Is Necessary To Control The Risk
		A	B	AxB		
<p>Spread of COVID-19 Coronavirus</p> <p>Within enclosed areas</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>Members <b>MUST</b> add their name to the volunteer roster <b>BEFORE</b> attending site</p> <p>Members will be advised to socially distance within buildings</p> <p>Benches are provided outside to allow members to have breaks outside maintaining social distancing.</p>	<p>Visitors will not be permitted unsupervised access to enclosed areas.</p> <p>Everyone is reminded to cleanse their hands regularly and maintaining social distancing where possible at all times.</p>
<p>Spread of COVID-19</p> <p>Outside areas</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>Members will be advised to cleanse their hands regularly and maintain social distancing.</p> <p>Passengers will be invited to use hand gel before boarding and on disembarking the trains</p>	<p>Areas will be taped off to prevent visitor access (i.e. turntable)</p> <p>Passengers will be asked to board carriages in family bubbles</p> <p>Passengers will board on platform 1 and disembark from platform 2.</p>
<p>Spread of COVID-19</p> <p>Ticket and merchandise sales</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>The booking office will be closed.</p> <p>The sale of merchandise may resume if there are enough volunteers. Running the train safely will take precedence.</p>	<p>Passengers will be asked to make a suggested donation of £1.00 per ride</p> <p>Cash will be collected in a container and counted at the end of running by the treasurer.</p> <p>Hand gel will be provided for the use of the sellers</p>

<p><b>Spread of COVID-19 Coronavirus</b></p> <p><b>Driving locomotives and riding the train</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>When taking over from another individual from driving a locomotive all controls of that locomotive should be wiped down.</p> <p>No children can travel unaccompanied</p>	<p>Anti-bac wipes will be provided and carried on the locomotive</p> <p>Passengers will be asked to queue in ‘visitor’ bubbles. One bubble may travel per carriage.</p> <p>All children must be accompanied by an adult</p>
<p><b>Spread of COVID-19 Coronavirus</b></p> <p><b>Handwashing</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>Members and visitors will be reminded to cleanse their hands regularly and to recognise social if required</p>	<p>Hand gel will be provided for members and visitor use</p> <p>Hand gel will be placed on a table near the platform entrance and on platform 2</p>
<p><b>Spread of COVID-19 Coronavirus</b></p> <p><b>Preparations and disposal</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>Social distancing should still be observed when bringing locomotives and rolling stock in to use and when packing away if required by any member</p> <p>All locos, rolling stock and other equipment should be sanitised before going into service and again before going into storage.</p>	<p>Equipment will be provided to facilitate safety and social distancing during these processes.</p> <p>Anti-bac cleaning materials will be provided</p>
<p><b>Spread of COVID-19 Coronavirus</b></p> <p><b>Equipment</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>Radios should be sanitised before and after use and before passing on to another member</p> <p>Members wishing to carry out guarding duties must supply their own whistle. Sharing of whistles is not permitted as a general hygiene rule</p>	<p>Anti-bac wipes will be provided</p>

<p><b>Spread of COVID-19 Coronavirus</b></p> <p><b>Passenger and/or locomotive emergency assistance</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>If a passenger needs emergency assistance social distancing should still be observed. If the assistance involves close contact with the passenger, a mask and gloves may be worn by any assisting members and offered to the passenger.</p> <p>If a locomotive needs assistance social distancing should be observed Guards should ask passengers to disembark the train, whilst retaining social distance. Members working in close proximity together may wear masks</p>	<p>Masks and gloves will be provided for members and carried in the guards van for use in an emergency.</p>
<p><b>Spread of COVID-19</b></p> <p><b>Individuals displaying symptoms</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>Anyone displaying the latest symptoms of the COVID-19 coronavirus which are provided on the government website are asked to stay at home and follow medical advice.</p>	<p>Following the latest advice on the government website regarding the COVID-19 pandemic.</p>
<p><b>Spread of COVID-19</b></p> <p><b>Vulnerable members</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>Any members that are within the vulnerable group are to follow the latest government advice.</p>	<p>We are advising members within these groups to not attend the railway. If they choose to do so, it is at their own risk.</p>
<p><b>Spread of COVID-19</b></p> <p><b>Cleaning</b></p>	<p><b>Members and Visitors – Illness to person</b></p>	4	3	12	<p>Where cleaning is required to work surfaces, use gloves provided and dispose of them straight after the task.</p>	<p>Wipes are provided and stored in the station lobby and compound.</p> <p>Wipes to be bagged and binned. If the bin is full, wipes to be taken home and disposed of.</p>

<p><b>Spread of COVID-19</b></p> <p><b>Using the Kitchen Facilities</b></p>	<p><b>Members.- Illness to person</b></p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Kitchen facilities will be available for members. Members are required to bring their own food and drinks.</p>	<p>Members are asked to clean the kettle handle after use and to clean their own cups.</p>
<p><b>Spread of COVID-19 Coronavirus</b></p> <p><b>When using hand and power tools</b></p>	<p><b>Members – Illness to person</b></p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Where possible, everyone will be asked to avoid sharing the use of tools with others. Where required to use the same tools members and visitors are advised to wipe over hand tools using suitable cleaning wipes.</p> <p>Prior to handling tools, members and visitors are advised to wipe them down with suitable cleaning spray.</p>	<p>Ensure suitable cleaning wipes for tools are available at all times.</p> <p>Wipes are provided and stored in the station lobby and compound.</p> <p>Wipes to be bagged and binned. If the bin is full, wipes to be taken home and disposed of.</p>

Hazard Severity (a)		Likelihood of Occurrence (b)	
1 – Trivial	(eg discomfort, slight bruising, self-help recovery)	1 – Remote	(almost never)
2 – Minor	(eg small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(eg strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	5 – Very likely	(occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>-STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level