

# RH&DR School/ Youth Group Visit Risk Assessment

## Adult/ Pupil Ratio:

Ratios guided by your school / LEA are sufficient for the safety of your pupils. Whilst station staff are available to assist you in your visit, it is the responsibility of the teachers and group-leaders to ensure that pupils are supervised at all times.

## Facilities:

- *First Aid*

First Aid Boxes are located in the luggage van on every train and at every station. Please ask the driver or station staff for assistance.

Many of our staff are qualified first-aiders and are usually on duty at the main stations of Hythe, New Romney and Dungeness.

- *Toilet Facilities*

There are toilet facilities at each station that is open. Disabled toilets are available at Hythe, Dymchurch\*, New Romney and Dungeness.

\* Only when the station is staffed

- *Disabled Access*

All stations are accessible by wheelchair. All facilities are situated at ground level with the exception of the Toy and Model Museum at New Romney. A stair lift is available to access the Toy and Model Museum. Please ask a member of staff for assistance.

A wheel chair coach is available on request for those unable to dismount from their chair easily. Otherwise every train has a luggage van to store wheelchairs during your journey.

- *Eating Facilities*

We recognise that most school/youth groups will wish to bring their own refreshments. We are happy to store lunchboxes in the Conservatory outside the café at New Romney until such time as you need them. The conservatory that accommodates 30 people is available on request for under-cover eating except on the very busiest days. Pupils may use the hand-washing facilities in the toilets before eating.

There are cafes at New Romney and Dungeness to purchase food and liquid refreshments.

## Lost members

In the unfortunate event that a member of your party has become separated from the main group please contact a member of staff immediately. Their green sweatshirt, labelled "station staff", will identify them. In the Summer months when sweatshirts aren't worn please look for STAFF badges.

## General guidance on planning your visit

We recommend that you give special consideration to providing adequate information about the purpose and schedule of the visit to all teachers and group-leaders; the potential hazards that may be encountered (see over); identifying who is ultimately in charge in an emergency situation; communicating what to do in an emergency and agreeing a meeting point for those separated from the main group.

## Hazard Assessment

Hazard	Those at Risk	Control Measures
<b>General</b>		
An approaching train	Pupils Adults Staff	All stations have platforms with white lining along the edge. Stand back from the edge of the platform when there is an approaching train.
Changing platforms	Pupils Adults Staff	All stations may require you to change from one platform to another to catch your train. There are designated foot crossings identified as a 'wooden' path across the track. Footbridges must be used at Dymchurch and New Romney.
Boarding trains	Pupils Adults Staff	To board a train you have to step up and in through a narrow and low door. Pre-warn pupils about the drop beyond the coach step and adults about the low doorframe.
Travelling aboard a moving train	Pupils Adults Staff	The trains may take some time to accelerate to full speed. Do not alight once the station staff have blown their whistle. Equally remain on the train until it has come to a complete stand in the platform. Most coaches have windows and doors. Please follow the instructions posted in the coaches which directs that passengers should not lean out, should remain seated when the train is moving and that young children should be supervised at all times. These instructions are to minimise the risk of someone falling from a train, striking themselves on a low bridge, sharp foliage or passing trains or getting hot cinders or ash that the engines emit in their eye.
Railway track and sleepers	Pupils Adults Staff	You should not walk along the track either within or beyond the station.
Engine whistles and horns	Pupils Adults	Engines are required to whistle whenever they are about to move. This sound can be very loud and startling. Pre-warn those with sensitive hearing and stand away from an engine that may be about to move.
Steam Engines at the end of platforms	Pupils Adults Staff	Steam engines are extremely hot. No part of the engine should be touched by anyone except trained staff. Stand back from engines on platforms and do not run in the vicinity of any engine.
<b>Hythe Station</b>		
Coach drop off/ pick up	Pupils Adults	There is a bus stop immediately outside the station for dropping off/picking up by coach. The pavement is sufficiently wide enough for groups to collect there while disembarking. Stand back along the fence to avoid the risk of pupils endangering themselves at the kerb of the busy main road.
Car park	Pupils	The car park is in constant use. Please be extra vigilant in keeping pupils at the edge of the car park when accessing the station.
Overall station roof (Train shed) stanchions	Pupils	Steel stanchions along platforms 2 and 3 at approx. 5m intervals support the roof over the platforms. Although painted cream, these can cause head injuries if run into. Insist on pupils walking along the platform.
Turntable Pit	Pupils Adults Staff	The turntable pit is approx. 1m deep. Whilst visitors may wish to view the engine turning, stand back from the perimeter edging on the platform.
Signal Box points and point-rodging	Pupils Adults Staff	Visitors should not walk beyond the platform end or cross between platforms as there is risk from moving trains and from tripping hazards in the form of point and signal control rodging.
<b>New Romney Station</b>		
Children's play area	Pupils	This area is designated for pupils below the age of 11. The equipment is maintained to safety standards and bark chippings help to break falls. Pupils should be advised to play sensibly and made aware of the potential risks. Please alert any staff of potential hazards in this play area.
Spare coaches stored in the sidings	Pupils Adults Staff	Coaches not being used are stored in sidings by platform 4. Visitors should remain on the platforms and not attempt to climb aboard any coaches as these may need to be moved at any time.
Locomotive shed and workshops	Pupils Adults Staff	This is a place of work where heavy machinery is constantly in use. Children should not be allowed to access this area without prior arrangement. Take care when walking in the area of the locomotive shed as this is very oily and slippery. Access is only allowed with suitable footwear.
Toy and Model Museum/Café emergency/fire procedures	Pupils Adults Staff	The café and Toy and Model Museum building is used by large numbers of visitors and is a 2 storey building. As a result there is a laid down Emergency evacuation plan and staff are trained in both visitor and personal fire safety. There is a fire exit at the rear of the museum leading to emergency stairs outside the building.

