FORM OV 4 (CSF4255)

RISK ASSESSMENT FORM
(Focus on the things over which you have control)

Establishment:

ACTIVITY: Offsite Visits – **Travel on Ruislip Lido Railway**			**Visit Leader:**	
Visit Details:			**Date of Visit:**	
Assessment by:		**Date:**	**Target Date for review:**	
Approved by:		**Position:**	**Date:**	
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	**Those who might be harmed** Persons at risk from the significant hazards identified	**Control Measures (CM's):** Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	**Additional CM's required?** If existing CM's cannot be met or circumstances have changed	**Residual Risk Rating** (**H / M / L**)
All eventualities	All group members, including leaders	• This generic risk assessment will be used in addition to the generic risk assessment, "Travel - General" which gives general safety guidance applicable to all journeys.	The generic risk assessment, "Indirect or Remote Supervision" may also be pertinent	
On platform - Getting hit by train as it arrives Falling from platform onto track Falling between train and platform Getting caught in automatic door as it	All group members, including leaders	• The school group will not be allowed onto the platform until the train has been brought into the station, is stationary, and has been checked by the Train Crew for safe boarding • Falling from the platform onto the track will not be possible because of the above • The gap between the train and the platform is too small to fall down • School supervisors / adults to be appropriately positioned on platform for effective supervision of the group during boarding and alighting • The carriages have open sides with no doors		

closes Being left behind on platform due to pressure of numbers on train		• The school group leader will the first to enter the station when boarding, and the last to exit the station when leaving • The seating capacity of the train will always exceed the declared size of the school group		
Falls if train suddenly stops, slows, or has collision Falls from train, out of train doors Leaning out of windows as train passes another train or bridge etc. → Collision Hit by luggage falling from rack above		• All group members will be briefed to stay seated during the journey, even if the train stops along the route, unless directed otherwise by the Train Crew • Supervisors / adults will sit at appropriate locations amongst the group to maintain good order and sensible behaviour • Young people will be given particular instructions not to lean out of the carriages or drag their feet along the ground • If a situation occurs that requires the train to stop, the Train Crew will notify the group leader on what has happened and any required actions • Luggage items of any significant size will be placed by the Train Crew in the separate “Buggy Wagon” for safe transit		
Confrontation with a member of public		• No members of the public will travel on organised school trips		