



RISK ASSESSMENT FORM (Activity/Task Based)

ACTIVITY/TASK (What are you doing?)	School Visits to the Swanage Railway	Activity/Task Ref. No.	SV01
Risk Assessor	Louise French, Health and Safety Officer	Date of Current Assessment	June 2026
Risk Assessment Participants	Alex Willatt, Assistant Passenger Services Manager		

RISK MATRIX

LIKELIHOOD	5 Very Likely	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Highly unlikely	1	2	3	4	5
		1 Near Miss or no lost time injury	2 Injury, less than 3 days off	3 Injury, more than 3 days off	4 RIDDOR reportable injury	5 Fatality
CONSEQUENCES						

HAZARDS IDENTIFIED

HAZARD/ACTIVITY	RISKS/PERSONS AT RISK (What are the risks and who is exposed?)	EXISTING CONTROLS (What are you currently doing to reduce the risk?)	RISK RATING (Likelihood x Consequences)			Is the Risk acceptable? Y/N	ADDITIONAL CONTROLS REQD.	RISK RATING (Likelihood x Consequences)			Is the Risk now acceptable? Y/N
			2	4	8						
Platform edge	Children/Members of visit party– too close to platform edge with potential for falling resulting in personal injury	School undertakes own risk assessment to determine preplanned supervision requirements. Pre-visit talk	2	4	8	Y					



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		<p>provided by school staff to make children aware of dangers.</p> <p>Visit closely supervised by school staff in accordance with laid down requirements.</p> <p>School Party escorted by SR personnel during visit</p>									
Platform edge	Children/Members of visit party – too close to edge of platform with potential for being struck by approaching train or train door being opened resulting in personal injury	<p>School undertakes own risk assessment to determine preplanned supervision requirements.</p> <p>Pre-visit talk provided by school staff to make children aware of dangers.</p> <p>Visit closely</p>	2	4	8	Y					



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		supervised by school staff in accordance with laid down requirements. School Party escorted by SR personnel during visit									
Noise generated by locomotives	Children/Members of visit party Unexpected steam pressure release. Required use of steam whistle or warning horn. Potential for children to be surprised and possibly suffer upset and anxiety.	School undertakes own risk assessment to determine preplanned supervision requirements. Pre-visit talk provided by school staff to make children aware of possible occurrences.	4	1	4	Y					
Interface with other passengers	Potential for children to become separated from main party during busy	School undertakes own risk assessment to determine pre-planned	2	2	4	Y					



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	periods resulting in distress and anxiety.	supervision requirements. Pre-visit talk provided by school staff to make children aware of dangers. Visit closely supervised by school staff in accordance with laid down requirements including continual check of numbers. School Party escorted by SR personnel during visit									
Gap/step between train and platform	Potential for fall between platform edge and train whilst boarding or alighting resulting in personal injury	School undertakes own risk assessment to determine preplanned supervision requirements.	2	4	8	Y					



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		<p>Pre-visit talk provided by school staff to make children aware of dangers.</p> <p>Visit closely supervised by school staff in accordance with laid down requirements.</p> <p>School Party escorted by SR personnel during visit.</p> <p>School staff in attendance to assist children onto and off train.</p>									
Access to steam or diesel locomotive footplate from station platform	Can be a significant step between platform and locomotive cab – potential for fall between cab steps and platform edge resulting in personal injury.	Individual capability of children involved assessed by school staff and where appropriate, physical assistance provided.	2	4	8	Y					



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		SR personnel to be in attendance to advise.									
Locomotive footplate whilst in steam	Presence of hot tubing, pipes and associated equipment with potential to cause personal burn/scald injuries if touched or within close proximity.	As previous comments plus: Traincrew to advise school staff where children should stand to avoid contact with hazardous components. Recommend observing from platform rather than in cab	3	2	6	Y	None Note: Footplate environment is restricted for space and not recommended for any more than one adult and one child at any one time so activity may not be suitable for school parties.				
Locomotive footplate whilst in steam	Heat from firebox with potential to cause discomfort and anxiety.	As previous comments: Traincrew to partially open firebox door for very short period and re-close for demonstration purposes only. Recommend	3	2	6	Y	No Note: Footplate environment is restricted for space and not recommended for any more than one adult and one child				



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		observing from platform rather than in cab					at any one time so activity may not be suitable for school parties.				

Low 1 - 8	Acceptable, maintain control measures and review regularly or if there are any changes.
Medium 9 - 14	Acceptable, review control measures and consider alternative ways of working.
High 15 - 25	Improve control measures or consider stopping activity.

SUMMARY OF ACTIONS REQUIRED AND ANY ADDITIONAL NOTES

School visits to external facilities are required to be pre-planned and risk assessed by the school, based on key information supplied to them by the facility they are visiting. This is to ensure that all potential risk is effectively managed, and the school party adequately supervised within the recommended adult to children ratio.

The Swanage Railway has a duty of care for all visitors on its premises and trains and will supply all relevant information on generic risk to any visiting organisation. It is recognised that children lack the maturity to fully acknowledge hazards on the railway and the risk they present.

It is not recommended that school parties are provided access to a 'live' steam locomotive footplate as they are very restricted for space and as such increases the risk from hazardous components. Observation can be undertaken from the station platform and arrangements can be made with the Swanage Railway if more details on how a steam engine works is required.

Any additional activity agreed with the Swanage Railway but not documented in this risk assessment will require a separate assessment to ensure further hazards are suitably identified and consequential risk can be effectively managed.

The risk rating for some hazards has been determined at the higher end of acceptable low risk purely because of the very nature of railway operations. Adequate supervision of school parties by school staff and other authorised persons, supported by SR personnel, is the key control measure in managing that risk.



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Risk Assessment Reviewed and Accepted By (Name)	Louise French	Role:	Health and Safety Officer
Date of Acceptance:	18/06/2026		



RISK ASSESSMENT REVIEW HISTORY

Date of Review	Findings	Date of Review	Findings