

The Middleton Railway Trust Ltd The Station, Moor Road, Leeds LS10 2JQ Tel. 0113-271-0320 www.middletonrailway.org.uk

The oldest working railway in the world, established in 1758

Risk assessment for public areas and visitors including school visits and school activities

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Opening to the public	As stated below	As stated below	There should be a recognised Duty Manager, plus one other trained person on site. The safety check list in the signing in book must be completed before the public are admitted.
Fire Control	Fire Waste Paper/debris/bins Smoking (Note1) Arson Hot Work	All on site personnel, visitors, public and trespassers. Users of 1st floor area including mezzanine area Visiting Schools	 Fire Safety Plan kept in the Ticket Office with records of alarm tests. Site Fire Co-ordinator is the Duty Manager Rendezvous Points Effective planned escape routes Designated refuge point 1st floor Fire Extinguishers Fire Alarm System, break glass points and smoke/fire detectors Site security Good Housekeeping/waste control Published No Smoking Policy Fire Notices Displayed Hot work by permit only given by Chief Mechanical Engineer. Emergency Lighting Special briefing for School groups on day, including evacuation procedure Fire Risk assessment ongoing

OPERATION	RISK/HAZARD		SAFETY CONSIDERATIONS
		PERSONS EXPOSED	
First Floor Fire Control	Fire Waste Paper/debris/bins Arson Hot Work Lift passengers stranded Person working alone. Contractor working alone Smoking (Note 1)	All on site personnel, visitors, public and trespassers. Users of 1 st floor area including mezzanine area Visiting Schools Users of the lifts	There should be a recognised Duty Manager, plus one other trained person on site. The safety check list in the signing in book must be completed before the public are admitted. 1 to 15 apply and in addition 16. Users of lifts to be informed of 1 st Floor Refuge which is clearly signed. 17. The Duty Manager must be made aware by person working alone on 1 st floor including mezzanine area. 18. The Duty Manager must be made aware of any contractor working alone on the 1 st floor. Note 1. It is now against the Law to smoke in any part of this building complex

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External Fire Control	Combustible material against building.	All on site personnel, visitors, public and trespassers.	1 to 17 from above. 18. No combustible material to be stored within 3 metres of external walls of the Engine House complex.
	Live Steam Locomotives.	All on site personnel, visitors, public and trespassers.	19. Within the station and yard compound there is a risk from hot sparks, ash etc. being put out through the locomotive chimney. Hot ashes may drop onto the track but engine crew and other staff are on hand to extinguish.
	Adjacent Wood Yard	All on site personnel, visitors, public and trespassers.	20. Railway staff are on site for some time after last steam train running. MRT staff to call Fire & Rescue services if any suspicion of fire in Wood Yard.
	Bonfires & burning outside (only to be carried out when site closed to the public)	Volunteers, motorists & Emergency Services	21. Person in charge of outside workings to ensure Fire Service is informed of any burning to take place and duration.22. Smoke must not be permitted to blow onto the adjacent roads or motorway.

OPERATION RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Visitor Control Overcrowding Panic All on and tree	n site personnel, visitors, public respassers. ing Schools	1. Controlled Entrance through Ticket Office 2. Four exit points, all signed. 3. Public Address System to instruct and re-assure. 4. First Aid post at Ticket Office and carried on all public service trains. 5. Special briefing for school parties 6. MRT Staff identifiable. 7. Access to be restricted if overcrowding occurs in any area.

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Evacuation Control	Panic	All on site personnel, visitors, public	1. Duty Manager and or assistant to
	Public going in wrong direction.	and trespassers.	deal with_evacuation. They will be
	Lost persons	Visiting Schools	incident co-ordinator.
	Trip/fall/crush/Injury		2. MRT Staff directed by Duty
			Manager to evacuate.
			3. Evacuation procedures in force.
			4. Two Way Radios and/or mobile
			phones to be used to maintain contact
			between extremities of complex.
			5. Exit signs in place.
			6. Public Address System available.
			7. Fire Alarm available.
			8. List of First Aiders on site.
			9. Emergency Services can be called
			from land lines in ticket office,
			general office and Engineering
			Workshops.
			10. Special briefing for school
			groups.
			11. MRT Staff identifiable.
			12. Special briefing for first floor
			users, including mezzanine area
	Fire in building and First Floor	Persons using first floor conference	13. 1st Floor Refuge Area to be
	Conference Room and mezzanine	room and mezzanine area	brought to the attention of Fire
	area		Brigade on arrival-
			14. Car available to reach top of line
		Passengers of trains involved in an	– Park Halt – volunteer identified at
	Train incident outside of Moor Road	incident	sign in, gate keys in ticket office.
	complex		15 Taxis to be used to evacuate
			public from top of line.
			16. No public in staff cars.

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
MRT Staff Control (Volunteers)	Unfamiliar with building. Working on first floor. Using lifts. Using stairs. Injuries – untreated Injuries - Treated	MRT Staff	1. General safety briefing for all Staff During induction course - 2. Specific Fire briefing for all staffduring induction course 3. Training of Duty Managers and subsequent approval by Council- 4. Knowledge of staff whereabouts. 5. Safe operation of lifts. 6. Stairways to be kept clear at all times. 7. All accidents/injuries to be reported to Duty Manager who will call for assistance if necessary and complete paperwork. 8. Trained First Aid personnel available. 9. Instruction for calling emergency services to Moor Road, LS10 2JQ. 10. Identification Badges and/or "staff Shirts" to be worn when working in Engine House if open to visitors, private or public.

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	Power, mechanical failure between floors. Crush/trap hazard UNDER lifts on failure.	All on site personnel, visitors, public and trespassers. School Visits	 Emergency Release keys kept in box, on the wall, at the side of the Fire Alarm console in the ticket office. Keys ONLY to be used by Emergency Services or authorised engineers. If either lift fails call Duty Manager or in-house engineer. NO UNACCOMPANIED children must use the lifts TEACHER/SCHOOL ASSISTANT to accompany school use.

Engine House display hall. Trap injuries Crush injuries Death Trap injuries parties, public and trespassers within the Display Hall may take place without the permission of the Duty Manager during school visits and public opening times 2. Locomotive Driver/shunter to ensure doors from Shop area into Display Hall are locked by the Duty	OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
	Movement of railway vehicles in	Poor driver visibility Trap injuries Crush injuries	All on site personnel, visitors, school	 NO movement of railway vehicles within the Display Hall may take place without the permission of the Duty Manager during school visits and public opening times Locomotive Driver/shunter to ensure doors from Shop area into Display Hall are locked by the Duty Manager before any movement takes place, and no public or unauthorised persons are in the Display Hall. Shop area to Display Hall doors only to be unlocked by Duty Manager after he/she is notified of completion of shunting by

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Cleaning & supervising toilets	Infection Sharps Illegal substances Substance abusers Inappropriate behaviour	All on site personnel, visitors, public and trespassers. School visits	1. Protective gloves to be worn by cleaners or person tidying toilet areas. 2. Any needles found to be reported to Duty Manager immediately, DO NOT TOUCH. 3. Any suspicious substance to be reported to Duty Manager immediately, DO NOT TOUCH. 4. Any suspicion of persons using illegal substances inform Duty Manager, who will call police. DO NOT CHALLENGE. 5. Any inappropriate behaviour in toilets to be reported to Duty Manager who will call police. DO NOT CHALLENGE. 6. Toilets to be inspected immediately before school visit. 7. NO UNDER 18 volunteers to undertake any duty to do with toilet areas. 8. MRT staff MUST NOT use downstairs toilets during school visits. Use upstairs or Engineering Block facilities. 9. During school visits toilets to be checked by appropriate MRT staff for wet floors etc when no children are present.

Updated Wednesday 12th July 2023 file/EH_Risk_Asses_UPDate.doc and /EH_Risk_Asses_UPDate.pdf

	The following pages are dedicated to the risk assessments for activities provided for schools by the Middleton Railway Trust as part of their education programme for schools. The Railway is not open to the public on school days.

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Paper Activities Guided tours Train Ride Movement around the site	Paper / Scissor cut Trailing Electrical cables Trips or falls	School Children Railway Volunteers Teachers	 Children to be supervised at all times by school staff including when working in the conference room or mezzanine area. Volunteers to be familiar with the activities taking place. Children working with scissors or glue should be supervised at all times by school staff. NB Non-hazardous glue to be used; compatible with school use. When movement is required, children should be told to walk, not run to avoid bumps, trips and falls. When on the platform children must be made aware that any dropped items on the line should only be retrieved by a MRT volunteer.