



The Middleton Railway Trust Ltd  
The Station, Moor Road, Leeds LS10 2JQ  
Tel. 0113-271-0320  
[www.middletonrailway.org.uk](http://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
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 <sup>st</sup> 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 <sup>st</sup> Floor Refuge which is clearly signed. 17. The Duty Manager must be made aware by person working alone on 1 <sup>st</sup> floor including mezzanine area. 18. The Duty Manager must be made aware of any contractor working alone on the 1 <sup>st</sup> floor.  Note 1. It is now against the Law to smoke in any part of this building complex

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
External Fire Control	<p>Combustible material against building.</p> <p>Live Steam Locomotives.</p> <p>Adjacent Wood Yard</p> <p>Bonfires &amp; burning outside (only to be carried out when site closed to the public)</p>	<p>All on site personnel, visitors, public and trespassers.</p> <p>All on site personnel, visitors, public and trespassers.</p> <p>All on site personnel, visitors, public and trespassers.</p> <p>Volunteers, motorists &amp; Emergency Services</p>	<p>1 to 17 from above.</p> <p>18. No combustible material to be stored within 3 metres of external walls of the Engine House complex.</p> <p>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.</p> <p>20. Railway staff are on site for some time after last steam train running. MRT staff to call Fire &amp; Rescue services if any suspicion of fire in Wood Yard.</p> <p>21. Person in charge of outside workings to ensure Fire Service is informed of any burning to take place and duration.</p> <p>22. Smoke must not be permitted to blow onto the adjacent roads or motorway.</p>

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Visitor Control	Overcrowding Panic Injury Lost persons	All on site personnel, visitors, public and trespassers. Visiting Schools	<ol style="list-style-type: none"> <li>1. Controlled Entrance through Ticket Office</li> <li>2. Four exit points, all signed.</li> <li>3. Public Address System to instruct and re-assure.</li> <li>4. First Aid post at Ticket Office and carried on all public service trains.</li> <li>5. Special briefing for school parties</li> <li>6. MRT Staff identifiable.</li> <li>7. Access to be restricted if overcrowding occurs in any area.</li> </ol>

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Evacuation Control	<p>Panic Public going in wrong direction. Lost persons Trip/fall/crush/Injury</p> <p>Fire in building and First Floor Conference Room and mezzanine area</p> <p>Train incident outside of Moor Road complex</p>	<p>All on site personnel, visitors, public and trespassers. Visiting Schools</p> <p>Persons using first floor conference room and mezzanine area</p> <p>Passengers of trains involved in an incident</p>	<ol style="list-style-type: none"> <li>1. Duty Manager and or assistant to deal with evacuation. They will be incident co-ordinator.</li> <li>2. MRT Staff directed by Duty Manager to evacuate.</li> <li>3. Evacuation procedures in force.</li> <li>4. Two Way Radios and/or mobile phones to be used to maintain contact between extremities of complex.</li> <li>5. Exit signs in place.</li> <li>6. Public Address System available.</li> <li>7. Fire Alarm available.</li> <li>8. List of First Aiders on site.</li> <li>9. Emergency Services can be called from land lines in ticket office, general office and Engineering Workshops.</li> <li>10. Special briefing for school groups.</li> <li>11. MRT Staff identifiable.</li> <li>12. Special briefing for first floor users, including mezzanine area</li> <li>13. 1st Floor Refuge Area to be brought to the attention of Fire Brigade on arrival-</li> <li>14. Car available to reach top of line – Park Halt – volunteer identified at sign in, gate keys in ticket office.</li> <li>15 Taxis to be used to evacuate public from top of line.</li> <li>16. No public in staff cars.</li> </ol>

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	<ol style="list-style-type: none"> <li>1. General safety briefing for all Staff During induction course -</li> <li>2. Specific Fire briefing for all staff- during induction course</li> <li>3. Training of Duty Managers and subsequent approval by Council-</li> <li>4. Knowledge of staff whereabouts.</li> <li>5. Safe operation of lifts.</li> <li>6. Stairways to be kept clear at all times.</li> <li>7. All accidents/injuries to be reported to Duty Manager who will call for assistance if necessary and complete paperwork.</li> <li>8. Trained First Aid personnel available.</li> <li>9. Instruction for calling emergency services to Moor Road, LS10 2JQ.</li> <li>10. Identification Badges and/or “staff Shirts” to be worn when working in Engine House if open to visitors, private or public.</li> </ol>

OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
Use of Lifts	<p>Power, mechanical failure between floors.</p> <p>Crush/trap hazard UNDER lifts on failure.</p>	<p>All on site personnel, visitors, public and trespassers.</p> <p>School Visits</p>	<ol style="list-style-type: none"> <li>1. Emergency Release keys kept in box, on the wall, at the side of the Fire Alarm console in the ticket office.</li> <li>2. Keys ONLY to be used by Emergency Services or authorised engineers.</li> <li>3. If either lift fails call Duty Manager or in-house engineer.</li> <li>4. NO UNACCOMPANIED children must use the lifts</li> <li>5. TEACHER/SCHOOL ASSISTANT to accompany school use.</li> </ol>



OPERATION	RISK/HAZARD	PERSONS EXPOSED	SAFETY CONSIDERATIONS
<p>Movement of railway vehicles in Engine House display hall.</p>	<p>Poor driver visibility            Trap injuries            Crush injuries            Death</p>	<p>All on site personnel, visitors, school parties, public and trespassers</p>	<ol style="list-style-type: none"> <li>1. 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</li>   <li>2. 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.</li>   <li>3. Shop area to Display Hall doors only to be unlocked by Duty Manager after he/she is notified of completion of shunting by driver/shunter.</li> </ol>



			<p>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.</p> <p>The Railway is not open to the public on school days.</p>
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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	<ol style="list-style-type: none"> <li>1. Children to be supervised at all times by school staff including when working in the conference room or mezzanine area.</li> <li>2. Volunteers to be familiar with the activities taking place.</li> <li>3. 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.</li> <li>4. When movement is required, children should be told to walk, not run to avoid bumps, trips and falls.</li> <li>5. When on the platform children must be made aware that any dropped items on the line should only be retrieved by a MRT volunteer.</li> </ol>