



# Swanage Railway Safety Risk Assessment

RA Ref No: SR/Restart/ Release  
1.7 14/08/20

<b>Type of Assessment</b>		Railway Operations Risk Assessment			
Task/Activity/Workplace under assessment		POST COVID – 19 LOCKDOWN RESTRICTIONS – RESTART ARRANGEMENTS			
Location of assessment		By email due to social distancing requirements			
<b>Date of Assessment</b>		14 <sup>th</sup> August 2020			
Name and post of Competent Risk Assessor		Keith Usher	Operations Director		
Name and post of Responsible Manager		Barry Osgood	Health and Safety Manager		
Name and post of person(s) involved in the risk assessment					
Ashley Haines – Operations Manager		Peter Sills – Mining Museum		Swanage Railway Safety Committee	
Trevor Parsons –Operations / Museum		Barry Light – PW Manager			
Martin Trott – Passenger Services Manager		Fraser White - Cranes			
Pat Cattle – Estates Manager		Peter Milford – Company Secretary			
Lorna Lock – Finance Manager					
<b>REVIEW HISTORY</b>					
Date	Reason for Review	Risk Assessor	Other persons involved	Additional Controls?	Responsible Manager
03/06/2020	New RA for restart of SR services following COVID – 19 restrictions	Keith Usher	See above	New risk assessment	Barry Osgood – Health and Safety Manager
10/06/20	Draft updated following additional information and comments received	Keith Usher	See Above	Updated draft	Barry Osgood – Health and Safety Manager

4/07/20	Draft updated following further discussion and comments	Keith Usher	See Above	Updated draft	Barry Osgood – Health and Safety Manager
04/07/20	<b>Release version 1.5</b> Release published	Keith Usher	See Above	Release version	Barry Osgood – Health and Safety Manager
19/07/20	<b>Release version 1.6</b> Updated with additional RA Diesel locomotives, Norden Station and Dogs on trains	Keith Usher	See Above	Release version updated	Barry Osgood – Health and Safety Manager
14/08/20	<b>Release version 1.7</b> Updated with additional seating capacity, Sleeping Coach use, Signalman Training	Keith Usher	See Above	Release version updated	Barry Osgood – Health and Safety Manager

## Key

### **What are the hazards?**

Consider each potential hazard or activity in turn using the following guidance:-

- Risks to workers, passengers, customers and the public, along with the control measures required.
- The impact of control measures and whether they result in additional, different risks or non-compliance with other requirements (for example health and safety or equalities legislation).
- Applying the hierarchy of controls set out in the Management of Health and Safety at Work Regulations 1999.
- Consultation with workers, or bodies representing workers, and the public.
- The visibility of the results of any risk assessment.
- Service providers have duties to ensure individuals with protected characteristics, for example disabled people, the elderly and pregnant women, are able to access transport networks. Individuals should be supported to comply with social distancing. All equality and discrimination law continues to apply. Organisations need to ensure that the actions taken as a result of the assessment do not disproportionately impact those with protected characteristics.

### **Who might be harmed and how?**

Anyone who could be affected by the hazard or activity, such as employees, contractors, passengers, visitors or others (please state), and how they would be harmed – the risk.

### **What are you already doing?**

Current arrangements in place at the Swanage Railway

### **Do you need to do anything else to control this risk?**

Additional requirements that must be put in place or considered. If not considered necessary details of how the decision was made must be documented on the signature page at the end of this document.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>General</b></p> <p>1. Exposure to infection for members of the public whilst travelling on Swanage Railway trains and visiting facilities</p>	<p>Any public passenger travelling on Swanage Railway trains or visiting Swanage Railway facilities.</p> <p>Risk of exposure to infection through touch of proximity to infected persons</p>	<p>All surfaces regularly cleaned and sanitised using long life bactericide/viruscide (Zoono or equivalent).</p> <p>All passengers required to pre-book seats in socially distanced carriage accommodation.</p> <p>Carriages marked for one way flow with separate entrance and exit.</p>	<p>All passengers required to wear face coverings in compliance with the Health Protection (Coronavirus, Wearing of Face Coverings on Public Transport) (England) Regulations 2020.</p> <p>Passenger requirements – wearing of face coverings and advice to not travel if experiencing Covid 19 symptoms etc. – to be advertised on websites, booking systems and at station entrances</p>	<p>KU/MT/PM</p>	<p>Prior to restart</p>	
<p><b>General</b></p> <p>2. Exposure to infection whilst en route to Swanage Railway for work</p>	<p>Swanage Railway staff and volunteers.</p> <p>Risk of exposure to infection through touch or proximity to infected persons</p>	<p>Risk advised via Government instructions and guidance.</p> <p>Clear information to SR Staff and volunteers posted on website</p>	<p>Update SR Staff website with instructions and guidance</p>	<p>KU/PM</p>	<p>Prior to restart.</p>	

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<p><b>General</b> 3. Exposure to infection whilst at work on Swanage Railway</p>	<p>Swanage Railway staff and volunteers.</p> <p>Risk of exposure to infection through touch or proximity to infected persons</p> <p>Applies to all Departments and museums, cranes and anyone working at any location on the Swanage Railway</p>	<p>Provide instructions for safe working and following self isolation instructions.</p> <ul style="list-style-type: none"> <li>• limit contact with other people</li> <li>• keep your distance if you go out (2 metres apart where possible)</li> <li>• wash your hands regularly</li> </ul> <p>5 point guidance poster to be displayed.</p>	<p>Signing on information to be modified to include a declaration that anyone attending for work has no symptoms of COVID-19 and has not been in contact with anyone that has.</p> <p>Provide Hand Sanitiser at all work locations.</p> <p>Provide disposable face coverings for staff and volunteers to wear should they require them, to be worn when self isolation is difficult to maintain.</p> <p>Use Zoono (or equivalent spray) to maintain disinfectant level on surfaces on trains and in offices and staff accommodation.</p>	<p>Departmental Managers / Responsible Director</p>	<p>Prior to restart.</p> <p>Use Zoono in accordance with instructions</p>	
<p><b>General</b> 4. Volunteer engagement</p>	<p>Volunteers may not wish to attend for work due to concerns about social distancing and risk of infection from others</p>	<p>Government advice and instructions.</p> <p>Provision of Hand sanitiser and gloves.</p> <p>Social distancing requirements at stations, on train, and other work locations</p>	<p>SR Staff website to provide information and guidance so an informed decision can be made by volunteers.</p> <p>Staff to sign confirmation that they have no symptoms on signing on at their place of work.</p> <p>Provide disposable face coverings for use by staff and volunteers should they require them.</p>	<p>Volunteer Liaison Officer / Responsible Director</p>	<p>Seven days prior to restart.</p>	

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<b>General</b> 5. Lone Working	Risk of members of staff becoming incapacitated and no-one aware to provide assistance following changes to work practices during COVID restrictions.	SR Lone Working requirements to be maintained where possible.  SR staff are used to lone working in a number of roles.  Staff briefing.	All members of staff working alone will be required to regularly call the Responsible Officer or their manager to keep in contact. If no contact when this is expected the RO or Manager must endeavour to go to the location where the person is working or make contact by other means	Departmental Managers	When volunteer access is allowed	
<b>General</b> 6. Offices and Mess Rooms	Swanage Railway staff and volunteers.  Risk of exposure to infection through touch or proximity to infected persons	Risk advised via Government instructions and guidance.  Clear information to SR Staff and volunteers posted on website  Provide instructions for safe working and following self isolation instructions. <ul style="list-style-type: none"> <li>• limit contact with other people</li> <li>• keep your distance if you go out (2 metres apart where possible)</li> <li>• wash your hands regularly</li> </ul> 5 point guidance poster to be displayed.  Reduce possible exposure by staggering breaks for staff and volunteers and suggest that staff bring own food and drink and take breaks outside where possible.	Signing on book to be modified to include a declaration that anyone attending for work has no symptoms of COVID-19 and has not been in contact with anyone that has.  Provide Hand Sanitiser at all work locations.  Provide disposable face Coverings for staff and volunteers to wear should they require them, to be worn when self isolation is difficult to maintain.  Use Zoono (or equivalent spray) to maintain disinfectant level on surfaces on trains and in offices and staff accommodation.	Departmental Managers	When volunteer access is allowed	

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<p><b>General</b> 7. Storage and use of Hand Sanitiser in areas of high heat</p>	<p>Hand sanitizer minimum 60% alcohol content is a fire risk.  All staff working near naked flame.</p>	<p>Bulk supplies of Alcohol sanitiser must be stored safely in flameproof areas.</p>	<p>Use alternative hand sanitiser where exposure to heat is likely (steam locomotive cabs, etc  Consider Zoono spray for use on a daily basis for steam locomotive crews and LCW staff with confirmation they have used it</p>	<p>Departmental Managers</p>	<p>Prior to restart</p>	
<p><b>General</b> 8. Use of Swanage Railway vehicles</p>	<p>Staff and volunteers using vehicles in contact with contaminated surfaces or in close proximity to infected persons within the vehicle.</p>	<p>Where possible reduce sharing of vehicles to an absolute minimum. Make sure every use of a vehicle is logged Where possible only one person per vehicle. Provide Covid-19 five point information in each vehicle where possible.  Staff briefing regarding government instructions and guidance</p>	<p>Provide disposable face coverings and gloves for staff as well as hand sanitiser in each vehicle.  Regular deep clean and spray with Zoono or equivalent disinfectant as necessary. Advise staff and volunteers about the risks of reduced distancing</p>	<p>Departmental Managers / All staff</p>	<p>Immediate</p>	

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<p><b>General</b></p> <p>9. Toilets – Staff and volunteer use as well as general public</p>	<p>Swanage Railway staff and volunteers.</p> <p>Risk of exposure to infection through touch or proximity to infected persons.</p> <p>If public toilets are to be opened – risk to general public.</p>	<p>Risk advised via Government instructions and guidance.</p> <p>Clear information to SR Staff and volunteers posted on website</p> <p>Provide instructions for safe working and following self isolation instructions.</p> <ul style="list-style-type: none"> <li>• limit contact with other people</li> <li>• keep your distance if you go out (2 metres apart where possible)</li> <li>• wash your hands regularly</li> </ul> <p>5 point guidance poster to be displayed.</p>	<p>Clear instructions to be provided regarding use of toilet facilities and expected levels of cleanliness. Public Toilets – Clear signage regarding hygiene instruction and infection risk. Signing on book to be modified to include a declaration that anyone attending for work has no symptoms of COVID-19 and has not been in contact with anyone that has.</p> <p>Provide Hand Sanitiser at all work locations.</p> <p>Provide disposable Coverings for staff and volunteers to wear should they require them, to be worn when self isolation is difficult to maintain.</p> <p>Use Zoono (or equivalent spray) to maintain disinfectant level on surfaces on trains and in offices and staff accommodation.</p> <p>Cleaning regime to be managed by external company on our behalf</p>	<p>Passenger Services / Departmental Managers</p>	<p>Immediate</p>	



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<b>General</b> 10. Disposal of used Gloves, Face coverings, Wipes etc	Swanage Railway staff, Passengers and volunteers.  Risk of exposure to infection through touch or proximity to contaminated items.	Risk advised via Government instructions and guidance.  Clear information to SR Staff and volunteers posted on website and displayed at work locations regarding disposal of used equipment.	Provide disposal bins at suitable locations and ensure that they are emptied regularly by trained staff.	Passenger Services / Departmental Managers	Immediate	
<b>Purbeck Business Centre (All offices)</b> Risk of infection	Office staff and visitors, contract staff on site.	Risk advised via Government instructions and guidance.  Clear information to SR Staff, volunteers and visitors posted on website and displayed at work locations	Toilet facilities managed by external contractor. Additionally SR to provide wipes, disposable face coverings, and sanitiser spray for use of all staff and visitors to Swanage Railway Offices.	Departmental managers	Immediate	

<b>Herston Locomotive Works &amp; Unit 6 Risk assessment</b> (See separate Risk Assessment carried out for Herston Works)	Staff (including SLL & DLL), Volunteers and visitors	Units that are open are carrying out social distancing, Hand sanitiser, wipes and spray have been provided.  COVID 19 5 point signage and sign-in instructions followed.	Keep contact to a minimum. Reduce number of staff working within Unit 6 at the same time.  Arrange breaks to reduce numbers of staff in mess room. If possible eat and drink outside.	LCW Manager / Estates Manager  / Responsible Director	Prior to reopening	
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p><b>Operations</b> 1. Skill Fade</p>	<p>All Swanage Railway staff and volunteers that carry out tasks outside of their normal work.</p> <p>Risk of rules not being followed or incorrect decisions being made of a safety critical nature resulting in an incident or accident</p>	<p>Normal competence assessment requirements followed where possible. External assessment questionnaires sent to safety critical staff where possible.</p>	<p>Driver rules assessment not due until early 2021 but a special Rules examination will be emailed out to all Drivers (All Traction) and these must be returned and marked with a sufficient pass mark to be considered for train operations in 2020. Guard's and Signalmen assessment paper issued.</p> <p>Staff briefing</p>	<p>Operations Manager / Responsible Director</p>	<p>Prior to restart</p>	

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<p><b>Operations</b></p> <p>2. Risk of infection – Locomotive crews</p>	<p>Volunteers and Paid staff at risk of infection from other staff and members of the public.</p> <p>Close exposure to Signalmen when carrying out token exchange.</p> <p>Close exposure to other staff when carrying out conductor duties.</p>	<p>Steam Locomotives will make social distancing rules extremely difficult to maintain. Locomotive crews normally wear gloves (These must be changed regularly). Strict social distancing to be maintained where possible. Provide disposable face coverings (but need to be aware of extreme heat in steam locomotive cabs and other risks of heat exhaustion if wearing face coverings) for crews.</p> <p>Diesel Locomotives will allow social distancing if secondman rides in rear cab. Conductor Driver to wear face covering and keep as far away from others as possible within driving cab.</p> <p>Provision of Hand Sanitiser and Gloves.</p>	<p>All staff to confirm on signing on that they have no symptoms or no contact with anyone with the virus that they are aware of and they have used the hand sanitiser.</p> <p>Provide disposable face coverings for staff and volunteer use where necessary.</p> <p>Reduce contact with members of the public to a minimum – walk along outside of train on trackside if safe to do so.</p> <p>Staff briefing</p>	<p>Operations Manager / Responsible Director</p>	<p>Prior to restart</p>	

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<p><b>Operations</b>  3. Risk of infection – Guards</p>	<p>Volunteers and Paid staff at risk of infection from other staff and members of the public.</p> <p>Close exposure to other staff when carrying out conductor duties</p>	<p>Guards to ride in Guards Van. Unless absolutely necessary they must not walk through the train. Use Public Address equipment to give passengers advice, guidance and instructions regarding social distancing and access and egress from the train.</p> <p>Provision of Hand Sanitiser, wipes and disposable face coverings.</p>	<p>Reduce contact with members of the public to a minimum.</p> <p>Passengers must use hand sanitiser on entry to the station..</p> <p>Make sure seats that are not available for passenger use are clearly marked..</p> <p>Staff briefing</p> <p>If carrying out Conductor duties maintain 2m rule where possible and wear face coverings if reduced distancing unavoidable.</p> <p>Additional face coverings will be provided in the Guards Van.</p> <p>Provide “Passenger Access Restricted” signs on connecting doors to Guards Van.</p> <p>Note that bicycles will not be conveyed on trains</p>	<p>Operations Manager / Responsible Director</p>	<p>Prior to restart</p>	

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<p><b>Operations</b> 4. Risk of infection – Signalmen</p>	<p>Volunteers and Paid staff at risk of infection from other staff and members of the public</p>	<p>Signalmen generally work alone unless carrying out token exchange duties or liaising with locomotive crews or Guards.</p> <p>Provision of Hand Sanitiser.</p> <p>Wipes to be provided to wipe down token pouch before and after use.</p> <p>Location specific poster to be displayed giving instruction regarding infection risks.</p> <p>Minimise access to signal box to essential staff only (normally only the signalman).</p>	<p>Provide disposable face coverings for signalman use.</p> <p>Reduce contact with members of the public to a minimum when delivering token.</p> <p>Every Signalbox must have a supply of Hand Sanitiser, wipes, and Gloves for signalmen use.</p> <p>Avoid other staff using Signalbox of signalbox toilet facilities unless absolutely necessary in the course of their duties (RO, S&amp;T, Signalling Inspectors, Traincrew)</p> <p>Staff briefing</p>	<p>Operations Manager / Responsible Director</p>	<p>Prior to restart</p>	

<p><b>Operations</b></p> <p>5. Signalmen Training Activities</p> <p>Exposure to infection during training activities within signal boxes.</p>	<p>Swanage Railway staff and volunteers.</p> <p>Risk of exposure to infection through touch or proximity to infected persons</p> <p>Reduced distancing at times due to nature of training being undertaken</p>	<p>Normal COVID-19 mitigation already provided (5 point poster, hand sanitiser, wipes, disposable face coverings and disposable gloves)</p> <p>Signing on declaration regarding not attending for work if you have symptoms or may have been in contact with someone who has.</p>	<p>Trainer to make sure that all precautions are followed to maintain as much distancing as possible.</p> <p>Take particular care when training in smaller signalboxes, eg Harmans Cross.</p> <p>Consider use of face coverings when more than one person is working in a signalbox. Wipe down any surfaces that could transfer infection to another person regularly during training. Avoid shared materials, pens, books, cups, spoons, dusters, etc.</p> <p>Where possible take breaks outside of the signalbox and bring your own food and drink.</p> <p>The Trainer is responsible for ensuring that the trainee signalman is aware of these requirements.</p> <p>Signalboxes where this is applicable - Swanage, Harmans Cross, Corfe Castle and Norden Gates. Additional location - Corfe Training Room - maximum of four persons.</p> <p>Sign in arrangements briefed by Trainer/ Inspector.</p>	<p>Operations Manager / Signalling Inspectors / Responsible Director</p>	<p>Prior to commencing training in signalboxes</p>	
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Operations</b> 6. Support staff infection risk	Managers, Operations Assistant and other office personnel at Ops and LCW Office	<p>Operations Management normally work at Swanage with the LCW Manager. Re-arrange staff to ensure social distancing is maintained where possible.</p> <p>Provision of Hand Sanitiser and wipes.</p> <p>Provide Covid-19 5 point information.</p> <p>Staff briefing regarding government instructions and guidance</p>	<p>Provision of disposable face coverings.</p> <p>Reduce contact with members of the public to a minimum.</p> <p>Consider whether shift working could be adjusted to ensure that managers do not have to work closely together, and whether re-location to Corfe Diesel Depot for one of the managers may be an option.</p> <p>Could any work be carried out from home for competence management? (This would require internet access and availability of computer)</p>	Operations Manager / Responsible Director	Prior to restart	
<b>Operations</b> 7. Competence management reduced or not undertaken	Operational staff and volunteers not competent to operate equipment or medical fitness not certified	<p>No operations staff or volunteers will be allowed to work on the Swanage Railway without current competency unless specifically risk assessed and authorised by the Operations Manager.</p> <p>Any authorization above must only be for an absolute minimum duration.</p>	<p>Driver rules assessment not due until early 2021 but a special Rules examination will be emailed out to all Drivers (All Traction) and these must be returned and marked with a sufficient pass mark to be considered for train operations in 2020.</p> <p>Staff briefing.</p>	Operations Manager / Responsible Director	Prior to restart	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Operations</b> 8. Managerial control and practical monitoring of competence	Risk of competence assessments being missed or not carried out correctly.  Engagement with staff may need to be reduced	Keep in touch by telephone or email. Carry out competence assessments at a safe social distance where possible.  Use On Train Data Recording information (where available) to assist with competence assessment	All staff to confirm on signing on that they have no symptoms.  issue of disposable face coverings  Consider discrete monitoring from a carriage (at a safe distance from others) or from another cab on Diesel traction.  Competence must not normally be allowed to lapse unless specially authorised by the Operations Manager.  Consider use of other means of competence assessment – Video conferencing, emailed examination papers, etc	Operations Manager / Responsible Director	Prior to restart	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Operations</b> 9. Medical certification lapsed	Anyone with Safety Critical Medical requirements.	Normally staff or volunteers with lapsed medical certification must not carry out any Safety Critical work on the Swanage Railway.  The Operations Manager must use other Safety Critical persons to maintain services and those with lapsed medicals must be temporarily stood down.*	*Medical assessment requirements must be maintained, unless the Medical Officer is unavailable to undertake them due to COVID restrictions. In this circumstance a person with a lapsed medical may be asked to provide temporary self certification (which must be documented and kept on file) and allowed to work for no more than 3 months. Every effort must be made to use staff with current medical certification first.	Operations Manager / Responsible Director	Prior to restart	
<b>Operations</b> 10. Failure of equipment Risk of reduction in social distancing and contact with others.	Requirement for other persons to be in close proximity for repair (eg Signalling equipment, Locomotives, Traction units, coaching stock	Maintain government guidance and instructions where possible. Hand Sanitiser provision.	All staff to confirm on signing on that they have no symptoms.  issue of disposable face coverings  Repair staff to wear gloves  Where possible, staff to vacate the work place whilst other staff are repairing equipment.	Operations Manager. Departmental Managers / Responsible Director	Prior to restart	

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<p><b>Operations</b></p> <p>11. Exposure to infection whilst working in reduced distancing on diesel traction.</p>	<p>Driver and Secondman / Pilotman when required.</p> <p>Risk of exposure to infection through touch or proximity to infected persons</p>	<p>Staff and volunteers signing on for duty follow COVID 5 point mitigation.</p> <p>Hand Sanitiser, wipes and gloves available for staff and volunteers.</p> <p>All surfaces on locomotives regularly cleaned and sanitised.</p>	<p>Staff and volunteers may wear face coverings if necessary to mitigate against the reduced 1m+ distancing available in Class 33 and Class 08 cabs.</p> <p>Normal maximum number in cab is two unless assessments are taking place and face coverings must be worn.</p>	<p>Operations Manager</p>	<p>Immediate</p>	

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<b>Operations / Passenger Services</b> 1. Persons of Reduced Mobility travel	Staff and volunteers exposed to persons with Covid-19.  Reduced social distancing	Provide staff and volunteers who may come into contact or close proximity to other persons with Hand sanitiser, gloves and disposable face coverings.	Book Guards Brake Van for only one disabled person with carer who would be responsible for assisting the person on and off the train.  Take extra care when placing ramp into position and supervise boarding and alighting.	Operations / Passenger Services  / Responsible Director	Prior to booking starting	
<b>Passenger Services</b> 1. Station access for passengers and maintenance of social distancing on platforms	Passengers with virus attend stations and pass to staff and volunteers and other members of the public through breath or touch	Maintain government guidance and instructions where possible Posters at entrance and exit from stations. 5 point Covid-19 poster.	Entrance and exit through different locations to reduce interaction and improve passenger flow similar to Flying Scotsman plan.  Provide static Hand Sanitisers for passenger use.  Provide 2m platform markings and consider lane markings for busy periods.	Passenger Services / Station Managers  / Responsible Director	Prior to restart	

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<p><b>Passenger Services</b>  2. Passenger distancing on trains   Revised 14/08/2020</p>	<p>Passengers with virus attend stations and pass to staff and volunteers and other members of the public through breath or touch.</p> <p>Children not remaining in designated bays infecting others.</p>	<p>Reduce capacity of train to make sure social distancing is maintained and interaction is reduced to an absolute minimum</p> <p>Seating bays designated for four persons on one side and two on the other side of the central aisle.</p>	<p>Segregate each coach to maintain social distancing.</p> <p>Use booking procedure to make sure trains are not over filled.</p> <p>Reduce station stops to remove the possibility of passengers boarding at other stations. (The only stations currently open are Swanage, Corfe Castle and Norden)</p> <p>Guards to make announcements regarding social distancing and control of children whilst on train and on platforms.</p> <p>Provide physical barriers on top edge of seat backs in open coaches (TSO). These barriers will be 300mm high to allow air flow through the coach and extend 950mm wide.</p> <p>The whole train is treated with Zoono anti-viral spray as used by mainline TOC's on a 3 week cycle.</p> <p>Passengers are instructed to wear face coverings when travelling on the train</p>	<p>Passenger Services / Responsible Director</p>	<p>Prior to starting any bookings</p>	

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<b>Passenger Services</b> 3. Passengers not meeting social distancing requirements	Passengers with virus attend stations and pass to staff and volunteers and other members of the public through breath or touch. Children not remaining in designated bays.	Managers on site to assist staff and volunteers with any passengers that refuse to conform to social distancing rules	Guards to make announcements (use scripts) giving instructions about social distancing and control of children. If these instructions are still not followed passengers may be asked to leave Swanage Railway premises or trains and consideration is to given to whether additional cleaning may be required.	Passenger Services / Responsible Director	Prior to restart	
<b>Passenger Services</b> 4. Booking office / Reservations Office staff exposure to virus	Passengers with virus attend stations and pass to staff and volunteers and other members of the public through breath or touch	Booking office staff are distanced from the public by glass screens and staff must maintain 2m distance where possible.	Consideration to be given to how the booking office can be operated safely if other staff are within the office carrying out their duties. Where possible reduce staffing levels to maintain distancing.	Passenger Services / Responsible Director	Prior to restart	
<b>Passenger Services</b> 5. Porters and station staff exposure to infected persons	Passengers with virus attend stations and pass to staff and volunteers and other members of the public through breath or touch	Frontline staff must have access to hand sanitiser, disposable coverings, gloves and wipes.	Covid-19 posters displayed at stations to advise passengers. Where possible maintain 2m social distancing. Staff Briefing	Passenger Services / Responsible Director	Prior to restart	
<b>Passenger Services</b> 6. Passengers pushchairs and buggies	Passengers with virus attend stations and pass to staff and volunteers and other members of the public through breath or touch	Reduce staff interaction with contaminated passenger belongings.  Information regarding pushchairs and buggies to be provided on the website and during booking.	Provide safe holding area for leaving pushchairs and Buggies at passengers own risk. On no account to be allowed on train. Needs to be stated when booking.	Passenger Services / Responsible Director	Prior to restart	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Passenger Services</b> 7. Waste disposal	Passengers deposit contaminated waste in bins or leave on seats or floors	Waste bins regularly emptied. Litter pickers provided to reduce likelihood of contact with contaminated waste.	Display posters advising passengers to take their rubbish with them (or place in bins on platform)  Provide disposable face coverings and gloves for staff as well as hand sanitiser. Provide sanitising wipes for staff use.  Regular deep clean and spray with disinfectant as necessary	Passenger Services / Responsible Director	Prior to restart	
<b>Passenger Services</b> 8. Carriage of Dogs on trains – Exposure to infection	Passengers and staff / volunteers.  Risk of exposure to infection through touch or proximity to infected persons due to social distancing rules being ignored when dogs not under control.	All surfaces within the train regularly cleaned and sanitised using long life bactericide/virucide (Zoono or equivalent).  Current advice for dog owners to ensure that dogs are kept under control at all times.	Further instructions that dog owners should make sure that dogs are kept within the bay they are sitting in and not allowed to stray outside this area unless boarding or alighting. This information should be included on the printed Dog ticket when booking.  Dog owners should also not allow other passengers to touch or get close to their animals to reduce the risk of cross infection.	Passenger Services Manager	Immediate	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>Passenger Services</b></p> <p>9. Exposure to infection for members of the public and staff / volunteers at Norden station</p>	<p>Passengers and staff / volunteers entering the railway at Norden.</p> <p>Also, people intending to walk to Corfe via the permissive path through the station platform</p> <p>Risk of exposure to infection through touch or proximity to infected persons</p>	<p>All surfaces regularly cleaned and sanitised.</p> <p>Any access to the station from either end will require hand sanitisers to be used. Provide hand sanitiser points.</p> <p>All passengers required to pre-book seats in socially distanced carriage accommodation.</p> <p>Platform barriers to enable one-way flow with separate entrance and exit to the car park.</p> <p>Staff to load buggies on and off trains, use gloves provided.</p>	<p>Passenger requirements – wearing of face coverings and advice to not travel if experiencing Covid 19 symptoms etc. – to be advertised on websites, booking systems and at station entrances.</p> <p>COVID-19 5 point signs, Platform markings to assist with one way system. Entrance and exit signs at Car Park and platform ramp.</p> <p>Norden Booking Office and Staff Room must have COVID-19 sign, hand sanitiser, wipes, gloves and disposable face covering supplied.</p> <p>Hand sanitiser to be provided to anyone entering the station from either end.</p> <p>Station refreshments to remain closed until further notice</p>	<p>Passenger Services Manager</p>	<p>Prior to Norden reopening</p>	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>Passenger Services</b></p> <p>10. Payment card handling. Low perceived risk of exposure to infection for staff/volunteers handling payment cards/payment card readers.</p>	<p>Staff and Volunteers handling payment card readers in Booking Offices, Shop, Reservations office.</p> <p>Risk of exposure to infection through touch,</p>	<p>All surfaces included payment card readers cleaned and sanitised.</p> <p>Staff/Volunteers handling cards to wear vinyl or similar gloves and to regular sanitise gloved hands using sanitizer fluid.</p> <p>Customers advised to use Contactless payment systems wherever possible,</p> <p>Where direct insertion of card required in payment card reader, customer to insert card, enter PIN and remove card when requested. Staff to sanitise card reader touch pad/buttons after each direct use.</p>	<p>Booking Offices, Shop and Reservations office must have hand sanitiser, wipes, gloves and disposable face covering supplied</p>	<p>Passenger Services Manager</p>	<p>Immediate</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Locomotive, Carriage &amp; Wagon</b> 1. Risk of Infection.	Volunteers and Paid staff at risk of infection from other staff and volunteers	Maintaining steam or diesel locomotives will make social distancing rules difficult to comply with at times.  Strict social distancing to be maintained where possible.	Consider whether shift working could be adjusted to ensure that staff and volunteers do not have to work closely together,  Staff briefing. Provide disposable face coverings (but need to be aware of extreme heat in steam locomotive cabs and other risks of heat exhaustion if wearing face coverings) for staff and volunteers.  Provision of Hand Sanitiser and Gloves.	LCW Manager / Responsible Director	Prior to restart	
<b>Locomotive, Carriage &amp; Wagon</b> 2. Risk of infection when reduced distancing.	Staff and volunteers working together with reduced distancing carrying out tasks that require closer interaction.	Provide Covid-19 5 point information.  Staff briefing regarding government instructions and guidance	Provide disposable face coverings and gloves for staff as well as hand sanitiser (not high alcohol content – General item 7.)  Regular deep clean of work locations and spray with disinfectant as necessary. Advise staff and volunteers about the risks of reduced distancing	LCW Manager / Responsible Director	Prior to restart	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Locomotive, Carriage &amp; Wagon</b> 3. Office, Workshop and Messing facilities infection risk	Staff, volunteers and managers risk of infection due to close proximity of others or contamination of surfaces	Provide Covid-19 5 point information. Staff briefing regarding government instructions and guidance	Provide Hand Sanitiser, Gloves, Wipes and disinfectant spray. Issue disposable face coverings for staff and volunteer use. Heavy Clean when necessary	LCW Manager / Responsible Director	Prior to restart	
<b>Locomotive, Carriage &amp; Wagon</b> 4. Skill fade	Risk of incorrect operation of machinery or lack of knowledge of instructions for operations within the LCW Department resulting in an incident or accident or failure of equipment or locomotives in service	Normal competence assessment will cover most eventualities. Where competence has lapsed, staff and volunteers must not operate equipment requiring certification and must be briefed of refreshed before any other activity is carried out when a person has not carried out the task recently.	Arrange training or refresher training where necessary Provide reminder briefs for important tasks.	LCW Manager / Responsible Director	Prior to restart	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Estates</b> 1. Risk of infection	Virus risk in Units at Herston and other confined spaces on the Swanage Railway	Provide Covid-19 5 point information. Staff briefing regarding government instructions and guidance	Provide face coverings and gloves for staff as well as hand sanitiser. Provide sanitizing wipes for staff use. Regular deep clean and spray with disinfectant as necessary Consider whether staggered shift pattern may help to reduce possible contact. Consider other users of any locations in use.	Estates Manager / Responsible Director	Prior to restart with volunteer attendance	
<b>Estates</b> 2. Risk of infection when reduced distancing	Staff and volunteers working together with reduced distancing carrying out tasks that require closer interaction	Provide Covid-19 5 point information. Staff briefing regarding government instructions and guidance	Provide face coverings and gloves for staff as well as hand sanitiser. Regular deep clean of work locations and spray with disinfectant as necessary. Advise staff and volunteers about the risks of reduced distancing	Estates Manager / Responsible Director	Prior to restart with volunteer attendance	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Permanent Way</b> 1. Risk of infection	Virus risk to staff and volunteers in Permanent Way Department	Staff and volunteers regularly work outside where risk is lower.  Provide Covid-19 5 point information.  Staff briefing regarding government instructions and guidance	Provide face coverings and gloves for staff as well as hand sanitiser. Provide sanitizing wipes for staff use.  Regular deep clean and spray with disinfectant as necessary	Permanent Way Manager / Responsible Director	Prior to restart with volunteer attendance	
<b>Permanent Way</b> 2. Risk of infection when reduced distancing	Staff and volunteers working together with reduced distancing carrying out tasks that require closer interaction	Staff and volunteers regularly work outside where risk is lower.  Provide Covid-19 5 point information.  Staff briefing regarding government instructions and guidance	Provide face coverings and gloves for staff as well as hand sanitiser. Provide sanitizing wipes for staff use.	Permanent Way Manager / Responsible Director	Prior to restart with volunteer attendance	
<b>Permanent Way</b> 3. Skill fade	All Swanage Railway staff and volunteers that carry out tasks outside of their normal work. Risk of incorrect operation of machinery or lack of knowledge of instructions for operations within the Permanent Way Department resulting in an incident or accident	Normal competence assessment will cover most eventualities. Where competence has lapsed, staff and volunteers must not operate equipment requiring certification and must be briefed of refreshed before any other activity is carried out when a person has not carried out the task recently.	Arrange training or refresher training where necessary Provide reminder briefs for important tasks.	Permanent Way Manager / Responsible Director	Prior to restart with volunteer attendance	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Permanent Way</b> 4. Operation of On Track Plant	Risk of cross contamination with multiple operators of On Track Plant	Reduce operator interaction to a minimum.	Provide face coverings and gloves for staff as well as hand sanitiser. Provide sanitizing wipes for staff use.  May require disinfectant spray if allowed (sensitive equipment)	Permanent Way Manager / Responsible Director	Prior to restart with volunteer attendance	
<b>Permanent Way</b> 5. Messing facilities and toilets	Risk of virus contamination for staff and volunteers using messing facilities and toilets	Reduce staff and volunteer interaction during breaks by staggering times where possible.	If not possible to stagger breaks then keep distancing to 2m where possible and provide hand sanitiser, wipes and disinfectant spray.	Permanent Way Manager / Responsible Director	Prior to restart with volunteer attendance	
<b>Signal &amp; Telegraph / Telecommunications</b> 1. Risk of infection	Virus risk to staff and volunteers in S&T / Telecommunications Departments	Staff and volunteers regularly work outside where risk is lower.  Provide Covid-19 5 point information at any work location.  Staff briefing regarding government instructions and guidance	Provide face coverings and gloves for staff as well as hand sanitiser. Provide sanitizing wipes for staff use.  Regular deep clean and spray with disinfectant as necessary.	Permanent Way Manager / Responsible Director	Prior to restart with volunteer attendance	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>Signal &amp; Telegraph / Telecommunications</b></p> <p>2. Risk of infection when reduced distancing or working with others at locations</p>	<p>Virus risk to staff and volunteers in S&amp;T / Telecommunications Departments when carrying out tasks that require working closer than 2m</p>	<p>Staff and volunteers regularly work outside where risk is lower.  Provide Covid-19 five point information at any work location.  Staff briefing regarding government instructions and guidance.</p>	<p>Provide face coverings and gloves for staff as well as hand sanitiser. Provide sanitizing wipes for staff use.  Regular deep clean and spray with disinfectant as necessary  When working with others at location requiring S&amp;T work to be undertaken, consider how to maintain distancing and safe use of facilities..</p>	<p>S&amp;T / Telecoms Manager / Responsible Director</p>	<p>Prior to restart with volunteer attendance</p>	
<p><b>Corfe Museum</b></p> <p>1. Access for visitors and maintenance of social distancing on platforms</p>	<p>Visitors or staff with virus attend the museum and pass to staff and volunteers and other members of the public through breath or touch</p>	<p>Provide Covid-19 5 point information.  Staff briefing regarding government instructions and guidance.  Manager to provide clear instructions to staff regarding signing in, maintaining 2m distancing etc.</p>	<p>Provide static Hand Sanitiser at entrance to museum.  Restrict access to safe number of visitors to make sure social distancing is maintained.  Provide staff and volunteers with hand sanitiser, gloves and face coverings as required.  Wipe down any surfaces touched by visitors, eg donation boxes after each visitor.  Consider how a one way system can be introduced to reduce risk of contamination from others in the confines of the museum.</p>	<p>Trevor Parsons / Responsible Director</p>	<p>Prior to reopening</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Swanage Shop</b> Risk of infection	Visitors or staff with virus attend the Swanage shop and pass to staff and volunteers and other members of the public through breath or touch	Currently closed	<p>An on-site risk assessment has been carried out with Martin Trott and consideration given to removal of clothing from the shop but making it available if required. Display stands to be rearranged to suit social distancing. 2m markings on floor and provide a waiting area for exit after payment. Provide Perspex screen for one member of staff or volunteer at paypoint.</p> <p>Consider cashless payments only. Provide Hand Sanitiser, wipes, face coverings and spray for staff.</p>	Martin Trott / Responsible Director		
<b>Catering Facilities</b> Risk of Infection	Visitors or staff with virus attend catering outlets and pass to staff and volunteers and other members of the public through breath or touch	All currently closed	<p>Individual Risk Assessment carried out at Swanage Booking Hall. If considered that catering should reopen at Swanage, use additional door to allow separate entrance and exit in one way system. Perspex screen to be provided for staff at paypoint.</p> <p>Hand Sanitiser, wipes, face coverings and spray suitable for use near foodstuffs to be provided. Reduce catering facilities to drinks and pre-packed items only and consider cashless payment.</p> <p><b>CURRENTLY CLOSED.</b></p>	Martin Trott / Responsible Director	N/A	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Heritage Coach Group</b> 1. Risk of infection	Staff and volunteers pass virus through breath or touch.	All staff and volunteers must sign in to confirm that they have no symptoms and have not been in contact with anyone that has. (Signature sheet in Corfe station mess room)	Hand Sanitiser, wipes and gloves available for staff and volunteer use.  Reduce numbers of staff in Corfe Castle station Mess Room to a minimum, take breaks outside where possible.  Heritage Coach Group RA <ul style="list-style-type: none"> <li>➤ Volunteers not to attend if inclement weather is forecast.</li> <li>➤ No volunteer to report for duty if feeling unwell, or a household member feels unwell. No extremely vulnerable volunteer to attend.</li> <li>➤ As soon as you enter the mess room, wash your hands. Sign in and pick up car park ticket. Wash hands just prior to leaving mess room.</li> <li>➤ Volunteers to bring their own tools where possible.</li> <li>➤ All volunteers to maintain at least a 2m separation from others at all times except in case of emergency.</li> </ul>	Pete Short / Corfe Castle station Manager / Responsible Director	Immediate	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>Heritage Coach Group</b> 1. Risk of infection</p> <p>Continued...</p>			<ul style="list-style-type: none"> <li>➤ All to wear masks when inside a vehicle if likely to be close to another person. Volunteers to bring own masks and hand gel. Work to be performed outside where possible. Use of railway provided disposable gloves and dust masks to be used when the task requires as usual. Non disposable items such as ear defenders to be thoroughly cleaned with disinfectant after use.</li> <li>➤ All communal tools to be wiped with disposable wipe containing disinfectant after use.</li> <li>➤ All doors to be left open all day so that volunteers do not need touch them.</li> <li>➤ Volunteers to bring their own refreshments and refreshment breaks to be taken outdoors.</li> <li>➤ A hand washing facility will be set up with soap and cold water. After each use, the volunteer to dispose of the water and refill the bowl for the next user.</li> <li>➤ All communal equipment being put away to be cleaned with disinfectant wipes. Electrical switches, door handles and padlocks to be cleaned as above.</li> <li>➤ Volunteers to wash hands prior to signing out and to wash hands just prior to leaving.</li> </ul>	<p>Pete Short / Corfe Castle station Manager / Responsible Director</p>	<p>Immediate</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Norden Mining Museum</b> 1. Infection Risk	Visitors or staff with virus attend the museum and pass to staff and volunteers and other members of the public through breath or touch	Provide Covid-19 5 point information.  Staff briefing regarding government instructions and guidance.  Comprehensive Information already provided by Peter Sills:-  Use the hand sanitiser and wipes provided at the our signing on point in the engine shed.  Sign on in the engine shed, the signing on facility in the Foreman’s Office is currently withdrawn until further notice.  Sign ON and OFF using the normal signing on sheets – This information will be used for ‘track & trace’ if required in the future.  Continued below.....	When intending to reopen, provide static Hand Sanitiser at entrance and exit to museum.  Restrict access to safe number of visitors to make sure social distancing is maintained.  Provide staff and volunteers with hand sanitiser, gloves and disposable face coverings as required at sign on point in engine shed..  Wipe down any surfaces touched by visitors, eg donation boxes after each visitor.  Consider how a one way system can be introduced to reduce risk of contamination from others in the confines of the museum.	Peter Sills / Norden Station Manager / Responsible Director	Prior to reopening for volunteers	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>Norden Mining Museum</b></p> <p>1. Infection Risk Conitined....</p>	<p>Visitors or staff with virus attend the museum and pass to staff and volunteers and other members of the public through breath or touch</p>	<p>Read the COVID19 related safety poster and any additional SR Safety Notices at the signing on point. Read &amp; follow the COVID compliant Risk Assessments that have been prepared to help you and your colleagues work in a safe way whilst volunteering. Only one person at a time in the loco shed – front roller-shutter doors to be fully open whilst volunteers are signed on.</p> <p>Only outside work to be undertaken.</p> <p>No lone working or working without signing on.</p> <p>Work groups of no more than two people working together – Social distancing to be observed at all times</p> <p>If any visitors (either railway staff, volunteers or others) arrive onsite they MUST sign on at all times.</p>	<p>Responsible person to provide clear instructions to staff regarding signing in, maintaining 2m distancing etc.</p> <p>No practical demonstrations including running on track until further notice.</p>	<p>Peter Sills / Norden Station Manager / Responsible Director</p>	<p>Prior to reopening for volunteers</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>Norden Mining Museum</b> 1. Infection Risk Continued....</p>		<p>All food and drinks to be consumed outside in the open – Social distancing to be observed at all times.</p> <p>If any visitors (either railway staff, volunteers or others) arrive onsite they MUST sign on and off of the signing in book.</p> <p>All volunteers who wish to work need to contact Peter Sills (07976 437 467 or peter.sills@swanagerailway.co.uk ) by 17:00 the day before volunteering, so their names can be submitted to the railway before anyone arrives onsite</p> <p>After the working party has finished, volunteer names, arrival and departure times will be sent to the railway – This information will be used for ‘track &amp; trace’ if required in the future.</p> <p>Cars to be parked on the concrete apron at the Road-Rail interchange – please put your Norden Park car pass in the front window together with a note that you are working at PMMM should your car be needed to be moved during the day.</p>	<p>Responsible person to provide clear instructions to staff regarding signing in, maintaining 2m distancing etc.</p> <p>No practical demonstrations including running on track until further notice.</p>	<p>Peter Sills / Norden Station Manager / Responsible Director</p>	<p>Prior to reopening for volunteers</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Norden Mining Museum</b> 2. Skill fade	All Swanage Railway staff and volunteers that carry out tasks outside of their normal work. Risk of incorrect operation of machinery or lack of knowledge of instructions for operations within the museum resulting in an incident or accident	Competence maintained at source. Responsible person for Mining Museum.	Re-assess any competence for operation of machinery if lapsed. Brief staff and volunteers regarding safe restart procedures and any changes since the museum last operated.	Peter Sills / Norden Station Manager / Responsible Director	Prior to reopening	
<b>Norden Cranes</b> 1. Infection Risk	Staff and volunteers with virus attend to work on cranes and pass to staff and volunteers and other members of the public through breath or touch	Provide Covid-19 5 point information.  Staff briefing regarding government instructions and guidance.	Provide Hand Sanitiser, wipes and spray at Norden messing facility. Restrict access to safe number of volunteers to make sure social distancing is maintained.  Provide staff and volunteers with hand sanitiser, gloves and disposable face coverings as required.  Responsible person to provide clear instructions to staff regarding signing in, maintaining 2m distancing etc.  No practical demonstrations until further notice.	Fraser White / Norden Station Manager / Responsible Director	Prior to reopening with volunteers	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<b>Norden Cranes</b> 2. Skill fade	All Swanage Railway staff and volunteers that carry out tasks outside of their normal work. Risk of incorrect operation of machinery or lack of knowledge of instructions for operations in the cranes department resulting in an incident or accident	Competence maintained at source. Responsible person for Cranes.	Re-assess any competence for operation of machinery if lapsed. Brief staff and volunteers regarding safe restart procedures and any changes since the Cranes department last operated.	Frazer White / Norden Station Manager / Responsible Director	Prior to reopening with volunteers	
<b>Other considerations: Swanage Sleeping Car</b> Risk of infection	Staff or volunteers with virus attend the sleeping car and pass to staff and volunteers through breath or touch	<ol style="list-style-type: none"> <li>1. Deep clean throughout prior to reopening</li> <li>2. Static Hand Sanitiser to be provided at both entrances</li> <li>3. Government 5 point posters to be provided</li> <li>4. Surfaces to be wiped down before and after every use.</li> <li>5. Regular disinfectant spray (subject to safety in confined space risks to persons)</li> </ol> Note:- Normal practice is spraying with Zoono every 3 weeks - Responsibility for ensuring the spraying is carried out - Ops Mgr.	Booking of sleeping car compartments must be recorded and made available if required for Track and Trace.  Where possible, external doors to be kept open to allow air flow. (Subject to security considerations)	Operations Manager / Responsible Director	Complete	Complete 28/07/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do any- thing else to control this risk?	Action by who?	Action by when?	Done
<p><b>Other considerations:- Contractors working at Swanage Railway</b></p> <p>Risk of infection</p>	<p>Contractors attend Swanage Railway with virus and pass to staff and volunteers through breath or touch</p>	<p>Contractors must confirm that they have no symptoms and have not been in contact with anyone with Covid-19.</p> <p>Sign in procedure at Station House and other location on SR.</p>	<p>Amend sign-in procedure to add the declaration (left)</p> <p>SR to ask for confirmation that contractors have hand sanitiser, gloves and face coverings from Companies prior to attendance.</p>	<p>All departmental Managers / Responsible Directors</p>	<p>Prior to contractor attendance</p>	





# Swanage Railway Safety Risk Assessment

RA Ref No: SR/Restart/ Release  
1.7 14/08/20

The above risk assessment has been carried out in accordance with the requirements of the current Management of Health & Safety at Work Regulations.

**Summary of issues specific to this Risk assessment:** (Guidance, the responsible manager must use this section to list any controls that are not considered practicable together with the reasons why) **To be completed from feedback received.**

**NONE**

### Recommendation Tracking


This section must be completed if there are any recommendations following this risk assessment that need to be formally tracked to closure through the company recommendation tracking database.

Action to be tracked	Responsible Manager	Timescale
All actions completed prior to passenger operations re-starting	KU/PM/TP	Prior to July 11 <sup>th</sup> 2020

This risk assessment is valid until there is a significant change to Government guidance or procedures and must be reviewed prior to actual restarting of services.

I accept the findings of the above assessment and consider the safety risk has been reduced to as low as reasonably practicable. I agree to implement the required additional control measures identified above as soon as is practical. I will brief all affected staff on the significant findings of the risk assessment, ensuring that they understand the safe method of carrying out the work covered by this assessment. I will retain proof of this briefing on file.

Reviewed and accepted by

(Name/Role): 

**Gavin Johns**, *Chairman, Swanage Railway Company*

Date: **19<sup>th</sup> July 2020**