**ACTIVITY/TASK ASSESED: Platforms for Change – Scouts Groups Activities at Stations**

**Under The Supervision of Community Rail Partnership/ Adopt-a-Station Group/ Train Operating Company Employee**

**VERSION: 1**

**DATE ISSUED: 01 Jan 2024**

**LOCATION: Name of station to be inserted**

**PERSONS AFFECTED: Scout Leaders and their groups.**

A sign with a train and flowers

Description automatically generated

**Notes**

**Name of groups and age ranges**

* Squirrels – aged 4 to 6 years
* Beavers – aged 6 to 8 years
* Cubs – aged 8 to 10 ½ years
* Scouts – aged 10 ½ to 14 years
* Explorers – aged 14 to 18 years
* All groups will work alongside a lead organisation. Lead organisations are existing Adopt-a-Station groups, Community Rail Partnership (CRPs)   
  or Train Operating Company (TOC).
* No groups will be permitted to carry out activities at any station unless accompanied by the lead organisation.
* All works must be approved by TOC ahead of an activity being undertaken. A copy of site-specific risk assessment must be shared with TOC.
* Scout organisation must ensure that they have the appropriate number of adults in attendance to supervise the young people.

**Ahead of activities**

* A site visit between the scout leader and the lead organisation to take place at a mutually convenient time to both parties, please allow adequate time to walk around the station identify any risks and asking questions. During the visit, please complete a site-specific risk assessment that should consider the agreed activities in which young people will take part, any risks involved and their corresponding mitigations that have been put in place to ensure everyone’s safety.
* Lead organisation and Scout group should discuss and plan activities that young people will take part in, setting a plan of the activities will allow both organisations to agree the who/ what/ when of the activities and be clear on the responsibility of each organisation.

**Purpose**

“*Any person authorised to carry out an activity on a volunteer basis at a Railway station or on a train service.”*

**Volunteer Induction/ Safety Brief**

Scout Groups: The Scout Leader for all new groups must liaise with appointed contact at the station prior to any volunteering activity taking place, they will review safety brief and risk assessment criteria before activities are agreed. The Scout organisation is responsible for all relevant legal paperwork such as DBS, PVG and will be safeguarding trained.

**Briefing**

* All Scout leaders will receive a safety brief by the Lead Organisation ahead of/or on the day of the volunteering activity taking place. A record of date this briefing takes place will be kept on file.
* The Lead Organisation contact must ensure that the Scout group leader understands the contents and follows procedures included within the safety brief and risk assessment.
* The young people must be closely supervised throughout the activities to ensure that control measures are carried out and that learning objectives are being achieved.
* Volunteers are not permitted to carry out any volunteering activities within 6 feet (1.75 metres) of the railway line/platform edge.

**Weather**

Volunteers should be aware of the impact that the weather may have on themselves when carrying out activities at stations, eg. strong winds could mean that it isn’t safe to carry out some activities, in this case the activity should be postponed until weather improves. Groups should also consider halting activities if platforms and/or station because busy due to delayed and cancelled services.

**Clear Recognition and Visibility of Volunteers**

Approved high visibility vests, which **must be worn at all times** whilst performing volunteering activities on or near the platforms.

**First Aid**

* All staffed stations have first aid kits located within the station premises.
* At all non-staffed stations, the lead volunteer should ensure that they carry a basic first aid kit with them.
* In the event of serious injury/illness, you must dial 999 for an ambulance.
* All accidents, incidents and ill-health must be immediately reported to \*\*\*\*\*\*\*\*\*

**General Activity/ Workplace Assessment**

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| **ACTIVITY: Platforms for Change** |

| **HAZARD** | **RISK** | **Groups**  **at Risk** | **INITIAL RISK RATING  (WITHOUT CONTROL MEASURES)** | | | CONTROL MEASURES | **RESIDUAL RISK** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| L/HOOD | **SEVERITY** | **RISK** | **L/HOOD** | **SEVERITY** | **RISK** |
| **Overhead Electrified Lines**  **(OEL)** | **Electrocution**   * Direct contact with tools. * Indirect contact from materials or sprayed water. * Arcing of electricity and other persons coming to harm * **25,000 volts** | Volunteer(s)  Station staff  Visitor/ Contractors  Customers | **3** | **5** | **8** | * Public access and egress routes to be used when entering and leaving station. * Hose pipes and power washers  **must not** be used at any station, by a volunteer. * Long handle tools to be insulated (e.g. wooden handles), long tools carried horizontally on platform. | **1** | **5** | **6** |
| **Third Rail** | **Electrocution**   * Direct contact * **750 volts** | Volunteer(s)  Station staff  Visitor/ Contractors  Customers | **3** | **5** | **8** | * Public access and egress routes to be used when entering or leaving station. * Long handle tools to be insulated (e.g. wooden handles), long tools carried horizontally on platform. | **1** | **5** | **6** |
| **Working at height** | **Fall from ladders or platform**   * Coming into contact with OEL * Falling down & striking work materials or station furniture * Falling down & striking another person(s) | Volunteer(s)  Station staff  Visitor/ Contractors  Customers | **3** | **4** | **7** | * Volunteers’ feet **must remain,** on the ground, at all times. * Working at height is not permitted, under any circumstance. * Lead volunteers **must** contact TOC to request this type of work be carried out by approved and authorised contractors. | **1** | **4** | **5** |
| **Working on or near the track** | * Struck by train * Fall from platform edge * Tools and/ or equipment falling off edge of platform onto running line | Volunteer(s) | **3** | **5** | **8** | * Volunteers **must not** work within 6 feet (1.75 m) of the platform edge or railway line. * No equipment to be left or stored within 6 feet (1.75 m) of the platform edge or railway line. * Articles dropped onto the railway line **must not** be retrieved by volunteers. * All instances of dropped articles **must** **immediately** be reported to station staff. If no staff are on duty, then they **must** use the Help Point. | **1** | **5** | **6** |
| **Road Vehicles travelling and parking in station car parks** | * Being struck by a vehicle. * Volunteer driving their vehicle, striking a person * Volunteer’s vehicle and that of another vehicle striking each other. | Volunteer  Driver/ passenger of another road vehicle(s)  Any other person(s) | **3** | **4** | **7** | * Park only in designated parking bays. * Obey speed limits posted. Where no speed limit is posted, 5mph is the maximum speed in all station carparks. * More than one volunteer present if tasks are to be carried out in car park area, turning circle or drop off point – one volunteer to act as look-out for moving vehicles and pedestrians. Thus, a site survey before works commence to identify the need for a second person. | **1** | **4** | **5** |
| **Biohazards** | Contracting a potentially fatal viral infection e.g. blood-borne disease (Hep B and/ or C); waterborne disease (Hep A); Tetanus, Weil’s Disease. | Volunteer | **3** | **4** | **7** | * Avoid contact with body fluids or unknown substances. * Open wounds covered with waterproof dressing **prior** to commencement of any volunteering activity. * Gardening gloves **must** be worn. * Hands should be washed before **and** after any activity. *Can they use station facility? Or as part of station site survey identify if access to running water to make their own plans.* * During activities avoid touching face. * Where no handwashing facilities are available, volunteer(s) should make use of hand sanitiser which they should carry with them. However, hand sanitising gel is only effective on visibly clean hands. * When working at staffed station basic first aid kits are available. * Working at unstaffed station,  lead volunteer should always carry a basic first aid kit.   Volunteers must report all incident, regardless of if they feel their injury is minor – to station staff or if unavailable, using the Help Point. | **2** | **4** | **6** |

| **HAZARD** | **RISK** | **Groups at Risk** | **INITIAL RISK RATING  (WITHOUT CONTROL MEASURES)** | | | CONTROL MEASURES | **RESIDUAL RISK** | | | |
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| L/HOOD | **SEVERITY** | **RISK** | **L/HOOD** | | **SEVERITY** | **RISK** |
| **Weather** | **Sun**  Sun stroke, sunburn, heat exhaustion  **High winds**   * Equipment blowing away. * Unsteady on feet and potentially falling/ striking station furniture or own equipment.   **Heavy rain or snow**  Visibility reduced.   * May poorly judge edge of platform. * May slip and/ or fall on platform, or off platform | Volunteer | **3** | **4** | **7** | * Dress appropriately for the weather * Wear sunscreen and cover head, shoulders, and torso during sunny weather. * Carry and drink water to stay hydrated. * **Do not** carry out tasks during  high winds, heavy rain, sleet, or snow, when visibility is poor, and when there is a chance that items could be blown away and/ or when unsteady on feet. * Wear sensible closed-toe, low heel footwear during volunteering activities. | **1** | **3** | | **4** |
| **Ill-health** | Collapse due to underlying medical condition, or because of unknown medical condition,  e.g. diabetes, epilepsy | Volunteer | **3** | **3** | **6** | * Volunteers **must** advise \*\*\*\*\*\*\*of any underlying medical condition(s) **prior** to being approved as a volunteer. * Volunteers **must not** visit stations to carry out volunteering activities if they are feeling unwell. * Volunteers **must** advise TOC of any medications prescribed by their doctor **prior** to the commencement of any volunteering activities. * Group leaders must be aware of everyone’s health, within their group, before undertaking volunteering activities at stations.   Assistance available from Customer Service Centre, station staff & local management and by using Help Point. | **1** | **3** | | **4** |
| **Planters** | Injury caused by:   * Tripping over ground fixed planters * Striking head or upper body against hanging baskets,  at head height | Volunteers  Any other person | **4** | **4** | **8** | * Planters **must not** be placed within 6 feet (1.75m) of the platform edge. * Planters **must not** be placed on the normal walking route for access and egress to the station.   Where TOC has given permission for hanging baskets to be fitted and are approved by design and location, they **must not** be positioned in normal walking routes within the station. These would be fitted by TOC approved contractor. | **1** | **4** | | **5** |
| **Assault/ robbery by member of public** | * Psychological trauma. * Damage/ theft of property. * Verbal and/ or physical assault | Volunteer | **3** | **3** | **6** | * CCTV to station platforms * External lighting. * Customer Service Centre, (CSC)/ station staff & local management aware of volunteer presence on site. * If feeling threatened walk away if possible. Avoid confrontation. * BTP: 0800 405040 or  text 61016. Emergency 999  non-emergency. * Report incident via Help Point to Customer Services Centre. | **1** | **3** | | **4** |
| **Manual Handling** | Physical injury through poor manual handling technique, with the potential of musculoskeletal injuries. | Volunteer | **4** | **4** | **8** | * Bagged materials will have weight displayed. * Max bagged weight **15Kg.** * Reduce carrying by use of barrow. * Young persons should only move items under direction support and supervision of the responsible adult for their group. | **2** | **4** | | **6** |
| **Handling, using, and disposing of garden products that display a warning symbol, COSHH symbol** | Exposure to a substance that is hazardous to health, without suitable knowledge, understanding, and/ or wearing appropriate protective equipment.  Harm to the environment because of the way the substance hazardous to health is being used, handled, stored, and/ or disposed. | Volunteer  Any other person  Damage and harm to station due to contamination | **3** | **3** | **6** | * Acknowledgement and awareness of Control of Substance to Health Regulations (COSHH). * Acknowledgement, awareness, and understanding of COSHH symbols.   Substances Covered by COSHH | COSHH Examples | **2** | **3** | | **5** |

| **ADDITIONAL CONTROL MEASURES/ CONSIDERATIONS/ COMMENTS ACTIVITY:** | | |
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| **Action** | **By whom** | **By when** |
| 1. Volunteers must book-on via the station Help Point at unstaffed locations. 2. Failure of volunteers to follow any instructions in safety brief or risk assessment could result in them being asked to leave the premises. A member of the Train Operating Company (TOC) will investigate any breaches and will have a discussion with the volunteer group prior to any formal decisions being made as to whether activities can resume. 3. Volunteers should ensure that have read and understood the following:  * Volunteers’ Safety Brief * Sharps leaflet * HOT Principles leaflet * Leptospirosis leaflet * Basic manual handling leaflet * W.H.A.T * See it. Say it Sorted leaflet | Train Operating Company/CRP/ Adopt-a-Station Group | With each volunteer(s)/ volunteer group(s)  prior to working within a railway station. |

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| **High Risk** | **H** | **Medium Risk** | **M** | **Low Risk** | **L** |

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| **CALCULATING A RISK RATING:**  **ADD the LIKELIHOOD and the SEVERITY**  **Likely (3) + Injury / Over 3 Day (3) = Risk Rating of (6): Medium Risk** | | **5 Fatal/ Catastrophic** | **4 Major Injury** | **3 Injury/ Over 3-Day** | **2 Minor Injury** | **1 Near Miss** | **Severity Index** |
| **Likelihood** **Index** | **Certain 5** | **10** | **9** | **8** | **7** | **6** |  |
| **Very Likely 4** | **9** | **8** | **7** | **6** | **5** |
| **Likely 3** | **8** | **7** | **6** | **5** | **4** |
| **Unlikely 2** | **7** | **6** | **5** | **4** | **3** |
| **Very Unlikely 1** | **6** | **5** | **4** | **3** | **2** |
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| **Likelihood** | | **Severity** | |
| **5** | Certain (1 a day) | **5** | Fatality, Multiple Fatalities, Catastrophic damage, or loss |
| **4** | Very Likely (1 a month) | **4** | Major injury, damage, or loss |
| **3** | Likely (1 a year) | **3** | Injury – Over 3-day absence |
| **2** | Unlikely (1 in 5 years) | **2** | Minor injury – Off work up to 3 days |
| **1** | Very Unlikely (1 in 10 years) | **1** | Near Miss, Injury – No lost time |