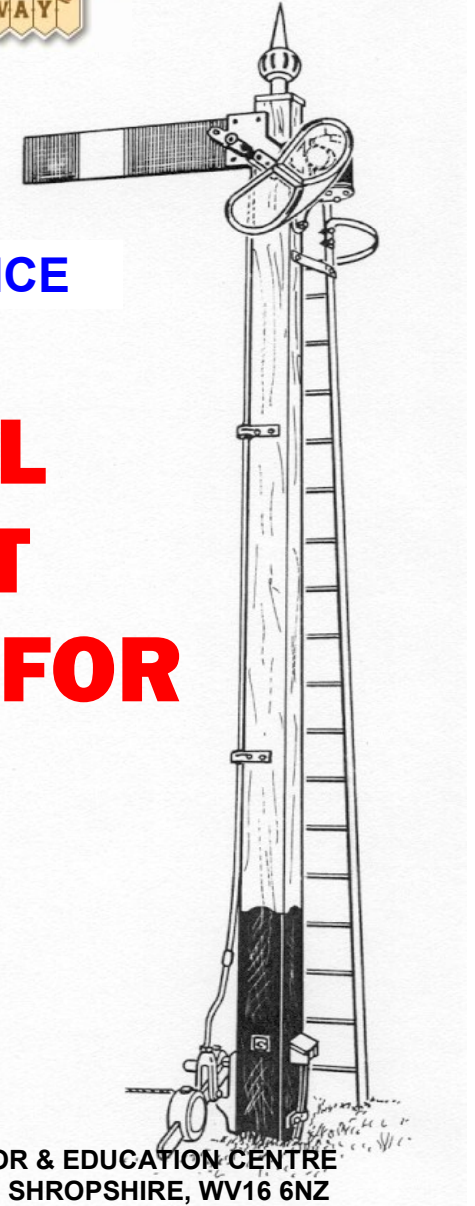


REV 01/12



**EDUCATION SERVICE**

**ESSENTIAL  
PRE-VISIT  
READING FOR  
SCHOOL  
GROUP  
LEADERS**



THE ENGINE HOUSE VISITOR & EDUCATION CENTRE  
STATION ROAD, HIGHLEY, SHROPSHIRE, WV16 6NZ  
Tel: 01746 862387

[education@svr.co.uk](mailto:education@svr.co.uk)

[www.svr.co.uk](http://www.svr.co.uk)

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Pond Dipping at Severn Valley Country Park					
HAZARDS	CONSEQUENCE OF RISK <b>C</b>	WORKING PROCEDURES RISK CONTROL	LIKELIHOOD OF OCCURRENCE <b>L</b>	TOTAL RISK RATING <b>T</b>	ACTION REQUIRED
Fall into water. Drowning.	<b>5</b>	Safety instructions. Pupils well spaced around the edge of the water. Lifebelt on hand. Activity from shallow bank site. Adult supervision.	<b>1</b>	<b>5</b>	Follow working safety procedure. Spare set of clothing. First Aid person available.
Disease from ingested water. Viral disease etc.	<b>3</b>	Safety instructions. Not to put any part of hands into mouth. Wash hands after activity.	<b>2</b>	<b>6</b>	Follow working safety procedure. First Aid person available.
Injury from steel rim of nets. Cuts and grazes.	<b>1</b>	Safety instructions. Pupils spaced well around edge of water. Nets need to be collected by the side of the pond and not carried any distance by pupils. Adult supervision.	<b>2</b>	<b>2</b>	Follow working safety procedure. First Aid person available. First Aid box available.
If sunny or hot, pond not shaded. Sunburn or sunstroke.	<b>1</b>	Limit time of exposure. Remove pupils to shelter of hedge etc. Advise that hats should be worn.	<b>2</b>	<b>2</b>	Follow working safety procedure. Sun hats available. Application of sun screen.

Arley Arboretum from the Severn Valley Railway (continued)					
HAZARDS	CONSEQUENCE OF RISK <b>C</b>	WORKING PROCEDURES RISK CONTROL	LIKELIHOOD OF OCCURRENCE <b>L</b>	TOTAL RISK RATING <b>T</b>	ACTION REQUIRED
Weather - sunny & hot. Burns or sunstroke.	1	Limit time exposed to the sun. Make use of shade eg woodland Sunhats & sunscreen.	2	2	Communicate with parents regarding suitable clothing, hats and sunscreen. Make additional drinks available.
Weather - rain/storm Cold or hypothermia.	1	Have alternative activities/options available.	2	2	Communicate with parents regarding suitable clothing. Alternative activity arranged.
Trip hazards in Arboretum. (roots especially)	2	Brief party members about the likelihood of roots which may form a trip hazard.	2	4	Carry First Aid kit.
Water features.	5	Do not permit running. Do not permit party members to go to the water's edge.	1	5	Keep to designated paths.
Vehicles moving around the Arboretum.	4	Arboretum staff pre-warned about school visits. Few vehicles in use within the grounds.	1	4	When vehicles approach tell party members to stand still out of road or pathway.
Falling trees and/or branches.	5	Arboretum to inform SVR if severe weather conditions have caused trees to become unstable. Arboretum to fence unsafe areas.	2	10	SVR to have alternative visit option available.
Poisonous plants, berries and fungi.	5	Do not pick leaves or berries. Wash hands before eating.	2	10	Use toilet block for hand washing before lunch. Warn group of the dangers of berries leaves and fungi.

*All of us here at the Severn Valley Railway (SVR) want the visit by your pupils to be enjoyable and rewarding. We know this visit will have taken a great deal of preparation and that it is a very big responsibility for all supervising adults whether teachers or not.*

*To help your visit go smoothly we hope that you will find the information in this booklet useful, not only on the day, but also in considering the safety issues involved and in making your final preparations prior to the event.*

## Your Tickets

You will be receiving your travel tickets. We call them Group Travel Tickets. They are always printed on blue paper for schools. Because of our policy of only asking pre-booked parties for a deposit prior to the visit it is important that you notify us, on arrival, of the number of people, adults and children, travelling in your party on the day. This is best done at the Booking Office of your departure station but occasionally this may need to be done on the train by a member of the Train Crew. The Booking Office or the Train Crew will retain the small perforated portion of your Group Travel Ticket. You will retain the large portion which you may be asked to produce for inspection on the train. Your invoice for the balance owing will be based on the information recorded on the small portion of the ticket. Tickets and group numbers may be checked on the trains.

**TIP** Please do not try to pay the balance owing on the day of travel. You have enough to think about without dealing with money as well!

## Risk Assessment

Before the day of your visit you will almost certainly be asked to complete a Risk Assessment concerning the activities that you propose for your children. Towards the end of this guide you will find tables which detail what we think are the main safety issues surrounding travel by train on the SVR and activities within the Severn Valley itself. Remember also that you may have arranged other activities for your pupils whilst they are out for the day. These activities may need to be included in your Risk Assessment.

**TIP** Arrange a meeting of all the adults who are helping you with the visit and go through the risk areas with them. Everyone needs to be clear about what is expected of them and what their responsibilities are.

## Insurance

The Severn Valley Railway is a fully recognised train operating company. As such it maintains full insurance cover for its passengers, other visitors and staff. A copy letter confirming the names of our insurers, the level of cover and the expiry date of any insurance is printed on page 4 of this booklet. Please remember that your group may well leave SVR property during the course of the day.

## Special Events for Schools

If you are booked to take part in one of the special events arranged by the Education Service or you have arranged for the services of the education staff, or perhaps a visit to The Engine House Visitor & Education Centre, information and practical arrangements will have been provided separately.

**TO WHOM IT MAY CONCERN**

Thursday, 26 January 2012

Dear Sirs,

**Severn Valley Railway (Holdings) Plc**  
Our Ref: 154325

We are the Risk and Insurance Managers for the above clients and have pleasure in confirming details of their insurance arrangements as follows:-

**Employers' Liability**

Insurer : Travelers Insurance Company Ltd  
Policy No. : UC TNH 3651941  
Expiry Date : 30/07/2012  
Limit of Indemnity any one occurrence : £10,000,000

**Public / Products Liability**

Insurer : Travelers Insurance Company Ltd  
Policy No. : UC TNH 3651941  
Expiry Date : 30/07/2012  
Limit of Indemnity any one occurrence and in the annual aggregate in respect of Products Liability : £10,000,000

**Excess Liability**

Insurer : Zurich Insurance Company Ltd  
Policy No. : Z/FN630678/619677 1  
Expiry Date : 30/07/2012  
Limit of Indemnity any one occurrence and in the annual aggregate in respect of Products Liability : £5,000,000 in excess of £10,000,000

This statement of cover extract has been prepared purely as confirmation of the insurance in force at the date of this letter which is subject to the terms and conditions of the insurance policy(ies). We accept no responsibility for any inadvertent or negligent act, error or omission on our part in preparing the statement or for any loss, damage or expense incurred by the recipient arising from reliance on the information given. We remain solely the agent of our Client and owe no legal duty or otherwise to any third party.

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours faithfully

**Anthony Taylor**  
Account Manager  
Direct Dial: 0116 247 2578  
Email: anthony.taylor@theovalgroup.com

**Insurance Broking**  
Oval Insurance Broking Limited  
5 Western Boulevard  
Leicester  
LE2 7EX  
Tel: 0116 254 6221  
Fax: 0845 833 9943  
[www.theovalgroup.com](http://www.theovalgroup.com)

Oval Insurance Broking Limited  
Registered Office: 3 South Parade,  
Waterfield WPI 1LR  
Company Registration No: 01195184  
Authorized and regulated by the  
Financial Services Authority

**Arley Arboretum from the Severn Valley Railway**

HAZARDS	CONSEQUENCE OF RISK C	WORKING PROCEDURES RISK CONTROL	LIKELIHOOD OF OCCURRENCE L	TOTAL RISK RATING T	ACTION REQUIRED
Narrow footpath on lane from station to river. Traffic hazard. (NB road is a cul-de-sac)	5	Party accompanied by experienced SVR staff. Group leader & staff warned of potential hazards prior to departing Arley station.	2	10	Divide children into groups with a designated leader. Remind groups about road dangers.
River footbridge. Ex ferry landing stage and waterside. Slip or fall into river.	5	Party accompanied by experienced SVR staff. Group leader & staff warned of potential hazards prior to departing Arley station.	1	5	Divide children into groups with a designated leader. Remind groups about road dangers. Remind groups about water dangers.
Narrow road from river bridge to Arley Arboretum. No footway in parts. Traffic hazard. (NB road is a cul-de-sac)	5	Party accompanied by experienced SVR staff. Group leader & staff warned of potential hazards prior to departing Arley station.	2	10	Divide children into groups with a designated leader. Remind groups about road dangers.
Child lost or separated from school party.	5	Composition of party noted. Children divided into groups with a designated group leader. Group leaders to check own numbers at regular intervals. Mobile phone available. (Poor signal sometimes)	1	5	Responsible adult at front and rear of party.
Medical emergency. Illness.	3	Carry list of known allergies and illnesses in party members. Carry necessary medications. Carry insect and sting medications.	2	6	Ensure first aider in group. Mobile telephone available. NOTE - The SVR does not guarantee the provision of a qualified first aider at any of its sites.

HAZARDS	CONSEQUENCE OF RISK <b>C</b>	WORKING PROCEDURES RISK CONTROL	LIKELIHOOD OF OCCURRENCE <b>L</b>	TOTAL RISK RATING <b>T</b>	ACTION REQUIRED
Child lost or separated from a school party.	5	Keep to paths. Supervisor at front and rear of group. Other helpers spaced throughout party. Supervisors allocated groups of children. Regular check of party numbers. Plan for dealing with 'lost child' situation. Mobile phone to alert relevant authorities and organisations. (Poor signal sometimes)	1	5	Give safety instructions. Give strategy about what a child should do if lost.
Falls, trips, scrapes, bruises, sprains & fractures.	2	Safety instructions. Not to run. Keep to designated paths. Leader sets the pace from the front. Mobile phone to alert relevant authorities and organisations. (Poor signal sometimes)	3	6	First Aid kit. First aid person in group.
Weather - sunny & hot. Burns and sunstroke.	1	Limit time exposure to the sun. Make use of shade e.g. woodland. Sunhats & sunscreen.	2	2	Communicate with parents regarding suitable clothing, hats and sunscreen Make additional drinks available.
Weather - rain/storm. Cold and hypothermia.	1	Have alternative activities and/or options available.	2	2	Communicate with parents regarding suitable clothing. Alternative activity arranged.
Scratches from brambles. Nettle stings.	2	Keep to designated paths. Walk everywhere. Safety instructions.	2	4	First Aid kit. First aid person in group.
Bee & Wasp stings.	4	Awareness of medical history. Mobile phone available. (Poor signal sometimes)	2	8	First Aid kit. First aid person in group. Appropriate medication.
Asthma & Hay Fever.	2	Awareness of medical history. Mobile phone available. (Poor signal sometimes)	2	4	First Aid kit. First aid person in group. Appropriate medication.
Wild fruits, berries & fungi. Poisons.	4	Safety talk prior to visit.	2	8	Mobile phone available. (Poor signal sometimes)

## Toilets

Toilets are available at most stations. In addition toilets are available throughout your train but we suggest they should only be used in an emergency. On-train toilets must not be used when the train is standing at a station. We advise you to arrange a 'toilet stop' for your pupils prior to joining the train. Toilets for disabled passengers are available at Kidderminster and Bridgnorth. Ramp access to conventional toilets is available at Bewdley.

Toilets at Kidderminster are adjacent to the station concourse; at Bewdley and Bridgnorth they are situated on platform 1.

Note– There are no toilets at Country Park Halt.

## The Train and the Train Crew

Beside the locomotive crew, the 'on-train' crew will usually consist of four or five other people. They are the Guard, the Travelling Ticket Inspectors (TTIs) and the Buffet Stewards. The crew are used to dealing with parties of all ages and the TTIs will welcome you to the train and show you to your reserved seats. The train crew will have chosen your seats with a number of factors in mind, including safety issues, and it is also important to remember that the Railway can be quite busy with other parties travelling on the same day. Also travelling will be casual passengers who arrive and purchase their tickets on the day. The SVR carries nearly a quarter of a million passengers every year!

**TIP** If you are unsure about anything on the day of your visit, ask a member of our staff. They have been chosen because of their helpful personality and they have been trained to deal with the wide range of issues that can affect a group visit.

## Access for All

The Severn Valley Railway welcomes passengers of all ages who have a variety of mobility or other special needs. All stations, except Northwood and Country Park Halt, are equipped to deal with passengers in wheelchairs and some trains have coaches which are specially adapted for disabled visitors. These coaches also have toilets which are specially designed for the disabled. Our staff will be pleased to help you make appropriate arrangements for members of your party who have these difficulties. The Engine House Visitor & Education Centre is fully disabled compliant. Other useful advice is available at our website.

## First Aid

In the unlikely event of an accident every station has a first aid kit and a similar kit is carried on every train. Please ask if you need to use a first aid kit and, of course, inform a member of the SVR staff if one of your party becomes sick or has an accident. They will do the rest. Many of our staff have first aid qualifications but we cannot guarantee that there will be a qualified first aid person at each of our locations along the line.

## Arrangements for Eating

If the weather is fine there are many places both on and off the Severn Valley Railway that are ideal for a picnic lunch. Designated picnic areas are available at Arley, Highley and at Hampton Loade. These locations have picnic tables and grassed areas. Country Park Halt also has a large

grassed area with picnic tables adjacent to the line. This area is fenced from the railway and is of sufficient size for 'after lunch' ball games etc. The riverside walks and the Country Park will also provide many locations for a pleasant picnic stop. Please remember that others may also be using the facilities described here. A small area with picnic tables is at Bridgnorth, whilst the concourse at Kidderminster offers covered accommodation.

If the weather is poor your party is welcome to eat on the train. Many of our coaches have tables at each seat but this cannot be guaranteed. The 'train crew' will provide you with advice if you are faced with inclement weather during your visit. The School Education Service also has contingency planning for certain situations caused by the weather.

## Dealing with the Unexpected

The staff at the Severn Valley Railway are usually very impressed with the way school parties conduct themselves, however even the best laid plans can go wrong. If you need help ask a member of our staff for advice. For instance, if a child is sick on the train, the train crew have the materials and equipment to help. They also have supplies of paper towels and plastic bags which they will readily provide if you need them. All of our staff, both on the trains and at our stations have easy access to advice and help from our Operating Department and Head Office at Bewdley. (01299 403816)

## The Engine House and Teacher/Guides

We may be able to provide a guide or teacher guide for your group. Please ask for details. If we do provide a guide, they will meet you at your departure station or, in the case of The Engine House, on Highley Station. All guides wear badges for ease of identification and security. Teacher Guides are sometimes provided for the structured school events that we organise.

If your party would like to visit **The Engine House Visitor & Education Centre**, this can be arranged at an additional cost. The Engine House is also able to offer 'classroom' facilities as part of planned activities with one of our Teacher Guides if available. **AD HOC VISITS TO THE ENGINE HOUSE ARE NOT PERMITTED.**

## Arriving at the Station and Coach Parking

Most importantly, please make sure that your coach driver takes you to the correct Severn Valley Railway station! A number of parties are taken to the wrong station each year. Don't let yours be one of them. Try to arrive at the station at least 30 minutes before train departure time. This will allow time for a leisurely walk to the train and a 'toilet stop' on the station if required.

**Although SVR car parks are 'pay and display' for general use, school parties may park free of charge on SVR car parks at Kidderminster, Bewdley and Bridgnorth. This arrangement applies whether you are using coaches, minibuses or cars. Parking vouchers are provided for groups using cars for their visit. Please order these on your booking form.**

The narrow country lanes are unsuitable for normal coaches at Arley, Highley and Hampton Loade. There are no parking facilities for large vehicles at these stations.

**TIP** Full details of 'drop off' and parking arrangements for coaches and other vehicles can be found below. Make a copy of the relevant sections for your coach driver. Make a note of your driver phone number and likewise supply yours. This can help in an emergency.

The Engine House - Visitor & Education Centre at Highley						
HAZARDS	CONSEQUENCE OF RISK	WORKING PROCEDURES RISK CONTROL	LIKELIHOOD OF OCCURRENCE	TOTAL RISK RATING	ACTION REQUIRED	
	<b>C</b>		<b>L</b>	<b>T</b>		
Short and low platform at the station. Consequent risk of trips and falls when alighting from the train.	<b>5</b>	Brief group members about this possibility. Do not permit children to operate carriage doors.	<b>2</b>	<b>10</b>	Groups seated in front four coaches of train. Position member of staff on platform prior to group disembarking from train.	
Level crossing at station. Groups with wheelchairs.	<b>5</b>	Group to cross track under close supervision particularly on the return to the station. Obtain crossing advice from local SVR staff (signalman/ platform staff/ Engine House staff).	<b>2</b>	<b>10</b>	Effective supervision by all responsible adults. Allow adequate time when transferring from The Engine House to the station (15 minutes minimum).	
Danger from road crossing between station and Engine House site.	<b>5</b>	Brief group members about this possibility. Close supervision at the road crossing. Use the footpath provided. Cross groups in small numbers.	<b>2</b>	<b>10</b>	Effective supervision by all responsible adults. Allow adequate time when transferring from The Engine House to the station (15 minutes minimum).	
Danger from collisions with large exhibits.	<b>3</b>	Strict 'no running' policy. Brief group members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to.	<b>2</b>	<b>6</b>	Group leaders to be present with group throughout the visit. Group split into smaller unit for supervision purposes.	
Raised viewing platforms and ramps.	<b>5</b>	Strict 'no running' and 'no climbing' policy. Brief group members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to. Adhere to warnings and advice given on signage.	<b>2</b>	<b>10</b>	Group leaders to be present with group throughout the visit. Group split into smaller unit for supervision purposes. Signage provided drawing attention to risks and required behaviours.	
Trip hazards on flooring and as a result of railway track present.	<b>3</b>	Strict 'no running' policy. Brief group members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to. Alert group members as to the nature of the building and the reason for any uneven surfaces.	<b>2</b>	<b>6</b>	Gaps in track infilled and walkways provided across tracks where appropriate. Use of designated walking routes only.	
Slippery surfaces as a result of oil seepage from exhibits or from footfall on wet days.	<b>3</b>	Strict 'no running' policy. Brief group members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to.	<b>3</b>	<b>9</b>	Engine House staff to manage liquids on floors with appropriate cleaning, signage and containment regimes.	

# On Severn Valley Railway trains

HAZARDS	CONSEQUENCE OF RISK	WORKING PROCEDURES RISK CONTROL	LIKELIHOOD OF OCCURRENCE	TOTAL RISK RATING	ACTION REQUIRED
Train length can often exceed the platform length at certain stations.	C 3	Brief party about this possibility. Do not permit children to operate carriage doors. Designate staff to operate carriage doors at arrival and departure stations.	L 3	T 9	Close supervision of all party members. Children only to explore, train under supervision. Party split into manageable groups with a designated group leader for each.
A serious fall is possible	C 3	Brief party about this possibility. Do not permit children to operate carriage doors. Designate staff to operate carriage doors at arrival and departure stations.	L 3	T 9	Close supervision of all party members. Children only to explore, train under supervision. Party split into manageable groups with a designated group leader for each.
Low platforms requiring a large step up or down when joining or leaving the train.	C 3	Brief party about this possibility. Do not permit children to operate carriage doors. Designate staff to operate carriage doors at arrival and departure stations.	L 3	T 12	Close supervision of all party members. Children only to explore, train under supervision.
A trip or fall is possible.	C 4	Brief party about this feature. Do not permit children into coach vestibule area. Do not permit children to operate carriage doors. Designate staff to operate carriage doors at arrival and departure stations.	L 3	T 6	Party split into manageable groups with a designated group leader for each.
Passenger operated coach facilities.	C 3	Brief party about this feature. Do not permit children into coach connection area unsupervised.	L 2	T 6	Close supervision of all party members. Children only to explore, train under supervision. Party split into manageable groups with a designated group leader for each.
A very serious fall is possible.	C 3	Brief party about this feature.	L 5	T 10	Position party members well clear of locomotives and platform edges.
Inter coach connections where it is possible for hands or feet to become trapped between moving surfaces when train is moving. (corridor connections)	C 2	Brief party members about this possibility.	L 2	T 6	Effective supervision by all responsible adults.
Low noises from locomotives. Noises occur without warning and can be frightening for the young or nervous causing them to react unexpectedly.	C 3	Brief party members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to.	L 2	T 6	
Climbing on tables and seats. A significant number of our passengers permit children to climb on seats and tables. This usually occurs with family and NOT school groups.	C 3	Brief party members concerning their required behaviour. Supervisors to regularly check that required behaviour is being adhered to.	L 2	T 6	

## Kidderminster Town Station

(Comberton Hill, Kidderminster, Worcestershire, DY10 1QX. Tel 01299 403816)



Kidderminster Town Station is situated in Comberton Hill, the A448 Kidderminster-Bromsgrove road and is signposted from Kidderminster Ring Road. It is also signposted from the M5 Junction 3 southbound and northbound, and M5 Junction 6 northbound. Follow the brown tourist signs. Our station is adjacent to the 'main line' railway station. There is a coach 'turning circle' immediately outside the our station entrance at Kidderminster. **Parties must be dropped off here**, then the coach should be moved to our car and coach park which is situated to the right of the station building. Not the Network Rail car park. **WE STRONGLY ADVISE YOU TO USE THE COACH DROP OFF POINT SHOWN ON THE MAP AS THIS WILL AVOID A SIGNIFICANT WALK TO REACH THE STATION PLATFORM FROM OUR COACH AND CAR**

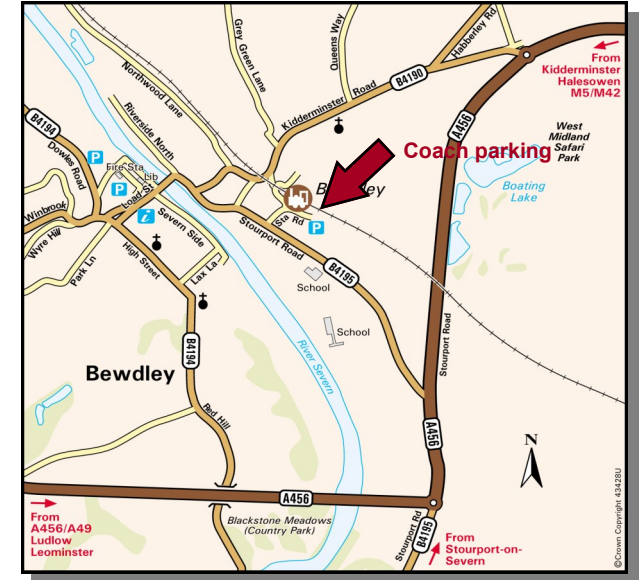
### PARK.

## Bewdley Station

(Station Approach, Bewdley, Worcestershire, DY12 1BG. Tel 01299 403816)

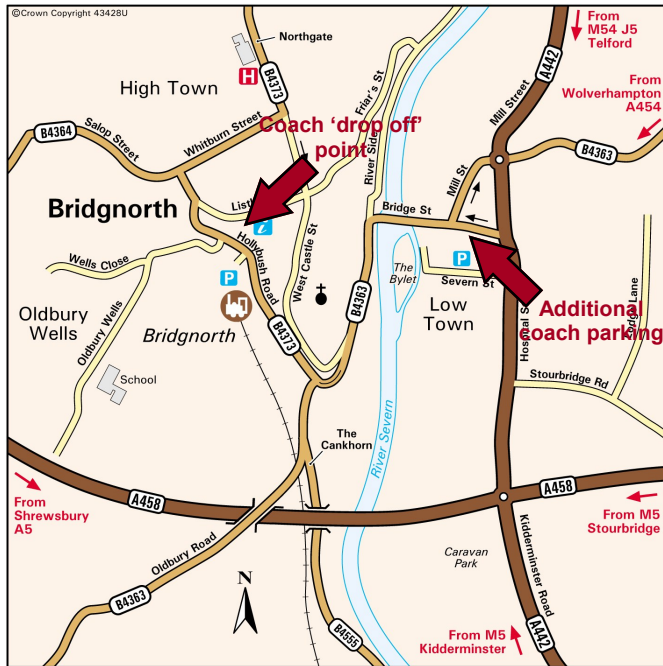
Bewdley Station is situated just off Stourport Road. Follow the brown tourist signs from the Bewdley bypass, the A456 Kidderminster-Leominster road.

At Bewdley there is a car and coach park adjacent to and within easy reach of the platforms.



## Bridgnorth Station

(Hollybush Road, Bridgnorth, Shropshire, WV15 5DT. Tel 01299 403816)



Bridgnorth Station is situated in Hollybush Road on the west side of the River Sever and is signposted from the A458 Birmingham - Stourbridge -Shrewsbury road and the A442 Telford - Kidderminster road.

The car and coach park at Bridgnorth is long and thin. You are strongly advised to use the coach parking bays provided at the bottom of the station approach road. There is a short uphill walk from the coach parking point to the station platforms. Children will need to be closely supervised on this car park.

If the SVR coach park is full the group should be dropped-off at the bottom of the slope leading up to the station and the coach then moved to the Severn Street coach park in Low Town, Bridgnorth.

Turn right out of the station car park into Hollybush Road and cross the river at Bridge Street. Follow signs for Kidderminster, the A442. The coach park is signposted and is to the right of the A442 in Severn Street.

## On and around Severn Valley Railway stations

HAZARDS	CONSEQUENCE OF RISK	WORKING PROCEDURES RISK CONTROL	LIKELIHOOD OF OCCURRENCE	TOTAL RISK RATING	ACTION REQUIRED
Using the Footbridge. Falling up and down steps.	C 2	Close supervision at all times. Walking slowly and carefully. Briefing of supervisors.	L 2	T 4	Careful supervision of all party members.
Injury from traffic on car and coach parks.	5	Close supervision when leaving or joining vehicles. Move around in controlled groups with designated leader.	2	10	Close supervision of all party members. Party split into manageable groups with a designated group leader for each. Running and playing not permitted.
Uneven walking surfaces. Slips and falls.	2	Instruct all concerned to wear appropriate 'sensible' footwear. Advise party members regarding the use of heritage surfacing materials on platforms etc.	3	6	Running and playing not permitted. Keep party members close to party leader. Point out hazards underfoot as party moves around the site.
Raised platforms at stations. Slips and falls.	5	Close supervision of groups. Move around in controlled groups with designated leader. Adult supervision.	2	10	Do not allow running. Keep party members close to party leader. Instruct all to stand still as trains approach. Keep well behind white edge safety line.
Slippery surfaces. Slips and falls.	2	Brief party about oil spillages on surfaces which may also be wet. Instruct all concerned to wear appropriate 'sensible' footwear.	2	4	Do not allow running. Keep party members close to party leader. Point out perceived hazards underfoot as party moves around the site.

## C - Consequence of the risk occurring

Score 1 - Nil or minor injury possibly requiring first aid on the spot.

Score 2 - Minor injury possibly requiring medical attention and time to recover.

Score 3 - Serious temporary injury e.g. broken limb.

Score 4 - Permanent injury causing disability.

Score 5 - Death.

Remember the formula.....

$$T = L \times C$$

Now use the following tables to extract the risks that you may feel are appropriate to your visit! The scores that we have applied we think are reasonable but, of course, you may disagree and score some or all of them differently.

***PLEASE NOTE - The Severn Valley Railway provides the following information in good faith to assist teachers in completing Risk Assessments. We ALWAYS advise teachers to make a preliminary visit, in order to assess any risks, prior to an educational visit. We also offer complimentary preview days for teachers.***

***The Severn Valley Railway DOES NOT guarantee that all risks are covered in the following tables and reminds teachers that risks can change due, for example, to changing weather conditions. Please see 'Open Tracks' information on our Education site.***

## Evaluation Questionnaire

We are keen to know what you thought of your visit to the Severn Valley Railway, the arrangements we made, and the way we looked after your party on the day of your visit. You will be provided with a short questionnaire when we send your invoice, please try to return this questionnaire.

We do read them and take notice of the issues raised!



## Safety Starts Here !!!

Virtually every activity that we undertake as human beings involves an element of risk. As teachers in charge of someone else's children you do, of course, have extra responsibility and a duty to ensure that your pupils are not exposed to danger while they enjoy their day away from the classroom.

This section highlights some of the potential risks that your group might face while making a visit to the Severn Valley Railway and the surrounding countryside. Some of the risks highlighted will apply to all visits to us whilst others relate particularly to special activities that we organise with other outside organisations.

Remember - **Making a risk assessment of your visit to us is your responsibility.** You will need to consider all aspects of the day including your travel arrangements to and from the SVR. We, of course, accept our responsibilities as a train operating company and tourist attraction but you must be aware that some of the activities that you undertake will take you off Severn Valley Railway property into places and situations where we have little or no control.



You may find it helpful to refer to the Department for Education website and download the booklet called Health & Safety of Pupils on Educational Visits. ([www.teachernet.gov.uk](http://www.teachernet.gov.uk))

## Making Sense of Risk Assessment

There are basically two elements to any risk. They are:

**The likelihood of the risk occurring (L)**

and

**The consequence of the risk occurring (C)**

The total risk (T) for any proposed activity is expressed as:

$$T = L \times C$$

**The final value of (T) is the most important consideration.**

If T = 1 to 9. This would be an acceptable minor risk. Unlikely to happen in practice and with minimal consequences if it did.

If T = 10 to 18. This would be a significant risk where steps would need to be taken to reduce the risk.

If T = 19 to 25. This would be an unacceptable risk. The activity must not be undertaken under any circumstances.

The tables on the following pages list potential risk areas in a variety of scenarios that you may come across when you visit the Severn Valley Railway. They give information about how the risk is controlled and what additional steps may need to be taken to safeguard both adults and children.

For each potential risk the formula given above ( $T = L \times C$ ) has been applied and a figure for the total risk (T) has been calculated.

### L - Likelihood of the risk occurring

Score 1 - Very unlikely, remote chance of occurrence.

Score 2 - Possible chance of occurrence.

Score 3 - Probable chance of occurrence, likely to happen.

Score 4 - Very likely to happen.

Score 5 - Highly likely to happen at any time.