



East Herts Miniature Railway Society Ltd

COVID-19 Risk Assessment

COVID-19 is a disease caused by a virus known as Corona Virus. This is a new virus and disease that affects the lungs and airways. Symptoms can be mild, moderate, severe, or fatal.

This risk assessment outlines the measures that East Herts Miniature Railway will be implementing for dealing with COVID-19 situations in the workplace and across the railway. The situation regarding COVID-19 is one that is changing on an almost daily basis, current UK government guidance can be found www.gov.uk/coronavirus.

Due to the ever-changing nature of the situation, this Risk assessment will be continuously reviewed and amended to reflect any changes. Members will be issued revised risk assessments when and where appropriate.

Where 'Social distancing' is mentioned, it must be considered to mean 2 metres unless otherwise stated. On 23rd June 2020, the Government relaxed social distancing to 1 metre + (which means no less than 1 metre provided additional measures are taken, such as wearing face covering).

All members are encouraged to carry their own personal hand sanitiser and use it prior to touching any communal surfaces, e.g. door handles; keys etc, and to wash their hands frequently.

RISK ASSESSMENT FORM

COMPANY: East Herts Miniature Railway DATE: September 2020

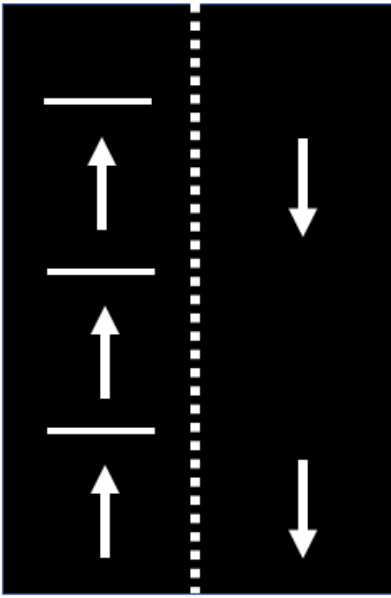
Risk Assessment: COVID 19 – Revision 3

COLUMN 1 Significant Hazard Associated With	COLUMN 2 Who Might Be Harmed & How	COLUMN 3 Risk Factor			COLUMN 4 How Is The Risk Controlled	COLUMN 5 List What Further Action Is Necessary To Control The Risk
		A	B	AxB		
<p>Spread of COVID-19 Coronavirus</p> <p>Within enclosed areas</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>The maximum number of people on site will be based on the number of members required to operate safely.</p> <p>Members and Visitors will be advised that access to enclosed spaces is to be limited as follows: Hut – 4 people (Kitchen – 2 people, Workshop 2 – people) Signal Box – 2 people Booking Office – 1 person Engine Shed – 2 people Garage & Container – 2 people</p> <p>All other buildings – 1 person</p> <p>Benches are provided outside to allow members and visitors to have breaks outside to maintain social distancing.</p>	<p>Everyone is reminded to wash their hands regularly and to maintain social distancing where possible at all times as per the current Government guidelines.</p> <p>Surfaces are wiped down regularly in the hut and toilets.</p>

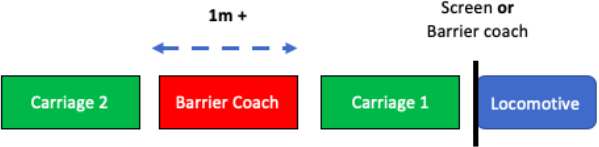
<p>Spread of COVID-19 Coronavirus</p> <p>Driving locomotives and riding the train</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>When taking over from another individual from driving a locomotive all controls of that locomotive are required to be wiped down with the appropriate cleaning fluid/wipes, these will be provided within the locomotives.</p> <p>If riding on the train as a member or visitor, you are required to follow the latest Government guidelines for social distancing measures.</p> <p>When carrying passenger's, members should avoid alighting from the locomotive when passengers have boarded the train, unless in an emergency situation.</p>	<p>Ensure the appropriate cleaning materials are provided.</p>
<p>Spread of COVID-19 Coronavirus</p> <p>Handwashing</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>Members and Visitors will be reminded to wash their hands regularly and maintain social distancing where possible at all times in line with current Government guidance.</p> <p>Towels have been removed and members are to use the blue roll dispenser and paper towel in the toilets.</p>	<p>Ensuring there is soap available to use at all times.</p> <p>Ensure that bins are emptied regularly.</p>
<p>Spread of COVID-19 Coronavirus</p> <p>When using hand and power tools</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>Where possible, everyone will be asked not to share the use of tools with others. Where required to use the same tools members and visitors are reminded to wipe over hand tools using suitable cleaning fluid/wipes</p> <p>Prior to handling tools, members and visitors are advised to wipe them down with suitable cleaning fluid/wipes.</p>	<p>Ensure the appropriate cleaning materials are provided and for tools to be available at all times.</p>

<p>Spread of COVID-19</p> <p>Individuals displaying symptoms</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>Anyone displaying the latest symptoms of the COVID-19 coronavirus which are provided on the Government website are asked to stay at home and follow medical advice.</p>	<p>Follow the latest advice on the Government website regarding the COVID-19 pandemic.</p>
<p>Spread of COVID-19</p> <p>Vulnerable members</p>	<p>Members and Visitors – Illness to person</p>	5	2	10	<p>Any members that are within the vulnerable shielding group are to follow the latest Government advice.</p> <p>We are continuing to make specific days available for members of this group, who wish to attend the railway for any reason, to do so in isolation from other members or visitors.</p>	
<p>Spread of COVID-19</p> <p>Outside areas</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>The advice on social distancing measures applies to everyone and should be followed wherever possible. Workplaces need to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of a minimum of 2 metres apart from other members and visitors (or 1 metre with risk mitigation where 2 metres is not viable). However please follow the latest social distancing guidelines released by the Government as and when they are updated.</p> <p>Where it is not possible to remain apart, members should work side by side, or facing away from each other, rather than face to face wherever possible.</p>	<p>Posters and reminders around the railway to inform them of social distancing measures.</p>

<p>Spread of COVID-19</p> <p>Cleaning</p>	<p>Members and Visitors – Illness to person</p>	4	3	12	<p>Where cleaning is required to work surfaces, use gloves provided in the PPE cupboard and dispose of them straight after the task.</p> <p>Use the appropriate cleaning materials provided.</p>	<p>Bins will be emptied regularly.</p>
<p>Spread of COVID-19</p> <p>Using the Kitchen Facilities</p>	<p>Members and Visitors. - Illness to person</p>	4	3	12	<p>On entry to the kitchen area and prior to using any of the facilities members and visitors must wash their hands with soap and water and use paper towel or blue roll to dry their hands.</p> <p>Members and visitors must cook or heat up their own food, rather than cooking for others.</p> <p>Where possible members and visitors must use the same mug or cup throughout the day. Current cleaning procedures of cutlery, plates, mugs and other utensils will be displayed within the kitchen area and must be followed.</p> <p>The surfaces and areas which we use will be cleaned regularly with the appropriate cleaning materials provided, following the cleaning risk assessment for COVID-19.</p>	<p>Posters will be kept up to date in the hut area with current advice from the EHMR Directors.</p> <p>Towels are removed from the hut and paper towel or blue roll is provided instead.</p>

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Spread of COVID-19 Coronavirus Whilst Queuing	Public – Illness to person	4	3	12	<p>Public will be kept 2m apart in their “bubbles” when queuing up the lane to the railway entrance using painted lines on the ground which are a safe distance apart on the ground and signage on the fence.</p> <p>Face coverings will be advised through signage around the railway.</p> <div style="text-align: center;"> <p>Entrance Lane to the railway</p>  <p>Entry only Exit Hut</p> </div>	Purchase suitable road marking equipment.

<p>Spread of COVID-19 Coronavirus</p> <p>Paying and receiving tickets</p>	<p>Public, Members and Visitors</p> <p>– Illness to person</p>	4	3	12	<p>Customers will only be able to pay via a cash donation placed in donation buckets or via PayPal (QR Codes will be on the posters around the railway). Tickets will not be issued.</p> <p>At the end of the day the cash will be counted and bagged up. During counting and bagging the member should avoid touching their face and wash their hands straight after.</p> <p>Customers will be asked to bring the correct change for their ride via notices and the website.</p>	<p>Purchasing suitable donation buckets.</p> <p>Training of volunteers over previous two weekends prior to opening.</p>
<p>Spread of COVID-19 Coronavirus</p> <p>Boarding trains</p>	<p>Public, Members and Visitors</p> <p>– Illness to person</p>	4	3	12	<p>A sanitising station will be provided on the entrance and exit to the railway and passengers will be asked to use it prior to entering and on exiting the site.</p> <p>The platform attendant will welcome independent household “bubbles” to board the train with each bubble separated by a barrier coach of 1m plus or a screen. Passengers must board starting from the rear of the train.</p> <p>Household “bubbles” must remain together on their coach separated from others. Children under the age of 16 must be supervised by an adult. If their household bubble occupies more than one coach, they may have to board separate trains.</p> <p>Coaches will be wiped down using cleaning spray between services, members will be advised to use disposable gloves and cleaning products provided.</p>	<p>Purchasing of sanitising stations and sanitiser.</p> <p>Training of volunteers over previous two weekends prior to opening.</p> <p>Fitting of screens where necessary and marking of barrier coaches “not for public use”.</p> <p>Benches will be removed in the station area and customers will be reminded by signage that those queuing must board the train.</p>



<p>Spread of COVID-19 Coronavirus</p> <p>Alighting trains</p>	<p>Public, Members and Visitors</p> <p>– Illness to person</p>	4	3	12	<p>Public must alight trains starting from the rear of the train and exiting via the rear gate out of the station.</p> <p>Passengers are asked to take their time when alighting the train to keep their distance.</p>	<p>Training of volunteers over previous two weekends prior to opening.</p>
<p>Spread of COVID-19</p> <p>Individuals displaying symptoms</p>	<p>Public, Members and Visitors</p> <p>– Illness to person</p>	4	3	12	<p>Members and Visitors displaying symptoms of the COVID-19 coronavirus are asked to stay at home and follow the medical advice.</p> <p>If customers display any symptom's they will be asked to leave immediately.</p>	<p>Following the latest advice on the government website regarding the COVID-19 pandemic.</p>
<p>Spread of COVID-19</p> <p>Interaction with members</p>	<p>Public, Members and Visitors</p> <p>– Illness to person</p>	4	3	12	<p>Once the customer/s has paid to board the train they should follow advice from operational staff and automated announcements.</p> <p>Members will not be able to assist anyone onto the train but can answer any questions from a safe distance.</p>	<p>Signs will be displayed to inform passengers of social distancing measures.</p>
<p>Spread of COVID-19</p> <p>Incident / Derailment</p>	<p>Public, Members and Visitors</p> <p>– Illness to person</p>	4	3	12	<p>If a derailment occurs whilst the train is in motion, you are to follow the incident code. If a coach becomes derailed passengers will be asked to alight the train safely to a safe distance to allow the members to re-rail the train, if this is not possible, they will be escorted back to the station.</p> <p>If the vacuum braking system fails during service and the valves need to be released under the coach, passengers will either need to be asked to de-train in a place of safety or escorted back to the station.</p>	

				<p>In an emergency situation where you need to assist, follow the current government advice which is where social distancing isn't possible try to reduce your interaction with that person to 15 minutes or less and where possible try not to face the individual. Face coverings will be provided in case of an incident or derailment where you need to be within a close proximity of a passenger or member. Members however are asked to provide their own supply of hand gel and a face covering where possible.</p> <p>If an incident occurs which requires first aid, the Van Hage first aider must be called as normal and assurance provided.</p>	
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Hazard Severity (a)		Likelihood of Occurrence (b)	
1 – Trivial	(eg discomfort, slight bruising, self-help recovery)	1 – Remote	(almost never)
2 – Minor	(eg small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(eg strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	5 – Very likely	(occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level