

## 5.33 ACTIVITY/NEW PROCESS RISK ASSESSMENT

### HOW TO ASSESS THE NEW PROCESS

- ✓ **Step 1-Activity**-Outline the process being assessed [new lift being installed etc]
- ✓ **Step 2-Significant risks**-List the significant risks associated with the new process described in Step 1 [Slips trips and falls, electrical shock, fire, contact with hot surface etc]
- ✓ **Step 3-List groups of people at risk**-List the groups of people at risk [staff, volunteers, group members etc]
- ✓ **Step 4-List the control measures you already have in place to reduce risks outlined in step 2**
- ✓ **Step 5-List additional control measures that are required in order to further reduce the new risks**

#### Groups Travelling

##### York – Birmingham return

Iain Mitchell	Staff	Beth Dale	Volunteer
Josie Clarke	Volunteer	Verity Peat	Volunteer
Diane Roworth	Volunteer	Caroline Hayward	Volunteer
Rick Asquith	Volunteer	Peter Monk Steele	Volunteer

##### Huddersfield – Birmingham return

David Quarmby	Volunteer
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**Step 1-Outline the activity/new process being introduced:**

**Train Travel for York SLC and West Yorkshire volunteers to attend the Volunteer Conference at the Aston Conference Centre, Birmingham 8<sup>th</sup> – 10<sup>th</sup> October.**

<b>Step 2- List Significant risks here</b>	<b>Step 3- List groups of People at risk</b>	<b>Step 4- List existing control measures</b>	<b>Step 5- List further control measures required</b>
People becoming detached and lost from the group	Volunteers	York and Birmingham New Street are large train hubs and get very busy. Volunteers could become separated and miss their train	<ul style="list-style-type: none"> <li>• Agree a set time and location to meet</li> <li>• Arrange for Passenger Assistance once at the station to coordinate moving the group to the correct platform</li> <li>• This will be repeated when returning to York</li> </ul>
Slips, Trips, Falls	Staff SLC Members General Public		
Fire/Emergency Evacuation	Staff SLC Members	<ul style="list-style-type: none"> <li>• There could be an emergency requiring the station(s) to be evacuated.</li> <li>• There could be an emergency on the train</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will follow instructions given from Station staff and transport police and follow their directive</li> <li>• Staff and volunteers will be advised by onboard staff</li> </ul>

			<p>and must follow their directions. This may require them to stay in their seats until further assistance comes or evacuate the train.</p> <ul style="list-style-type: none"> <li>• Staff will remain in contact with TPT and update them on the situation</li> </ul>
Disabled Facilities	Staff SLC Members	<ul style="list-style-type: none"> <li>• There are lifts available at both train stations for anyone who requires assistance with mobility.</li> <li>• There are disabled toilet facilities available at both stations and on the trains</li> </ul>	<ul style="list-style-type: none"> <li>• We have arranged for Passenger Assistance at both stations and will follow their guidance.</li> <li>• Seats have been requested close to the toilets on the train with additional room for assistance dogs.</li> <li>•</li> </ul>
Weather - Slips/trips/falls caused by water/ice/snow on surfaces.	Staff SLC Members General Public	There could be an adverse deterioration in the weather that could lead to delays or cancellations of transport services.	<ul style="list-style-type: none"> <li>• Extra time may need to be factored in to avoid any slips in wet weather</li> <li>• Staff will remain in contact with TPT to advise if there will be an delayed or cancelled service.</li> </ul>
Security of service users and belongings	Staff SLC Members	<ul style="list-style-type: none"> <li>• Train stations can be a terrorist target.</li> <li>• Luggage can become lost or stolen</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and volunteers are responsible for their own luggage and belongings and should ensure they have adequate insurance to cover luggage and</li> </ul>

			<p>belongings</p> <ul style="list-style-type: none"> <li>• Should any thefts take place the relevant authorities will be contacted.</li> </ul>
Communications	Staff SLC Members	Volunteers may become separated from the group and/or disorientated	<ul style="list-style-type: none"> <li>• Prior to the event SLC members will be sent relevant information regarding the day.</li> <li>• Attendees have all been contacted and have access to contact details for the EM and other contact numbers contained within their delegates information packs</li> </ul>
Crowd Management	Staff SLC Members General Public	Transferring 8+ disabled people safely to one location can cause minimal disruption if not organized and coordinated correctly.	<ul style="list-style-type: none"> <li>• Passenger Assistance has been requested in advance to minimize any disruption and ensure volunteer safety</li> </ul>
Staffing levels	Staff	Iain Mitchell Engagement Manager for TPT David Quarmbly volunteer travelling alone on a different service	<ul style="list-style-type: none"> <li>• Volunteers have staff contact details and alternative numbers in their delegation packs.</li> <li>• DQ has arranged passenger assistance and has relevant contact details also</li> </ul>
Electrical Equipment		N/A	

Waste Disposal/Sanitary Facilities	Staff SLC Members	All travelling may need to access toilets during the journey	<ul style="list-style-type: none"><li>• Toilet facilities will be available at the station and onboard the train.</li><li>• Waste disposal bins are available throughout train stations and in toilets onboard the train.</li><li>• A request has been made to sit close to toilet facilities on the train</li></ul>
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