

# QUALITATIVE RISK ASSESSMENT (QRA) FORM

Document Number:

NDSME-RA-006

Running of Ground Level for Public

QRA Title (e.g. Work, Activity, MOC, etc.)

NDSME Site

Location(s)

M. Rhodes  
B. Sayer

Qualitative Risk Assessment Team (Minimum 2 people)

18/06/2025


Date

TASK, PROCESS STEP, or PROPOSED CHANGE	THREATS / HAZARDS / ASPECTS <i>How can the TASK, STEP, or CHANGE go wrong? What are the potential Consequences? What are the Gaps?</i>	CURRENT CONTROLS / BARRIERS <i>including OPERATIONAL PROCEDURES</i> <i>What are the existing CONTROLS / BARRIERS, if any, to Control, Mitigate, Eliminate, or Prevent the identified THREAT / HAZARD / ASPECT?</i>  NOTE: For a RISK SCORE of 9 or greater (RISK LEVEL > 2), additional CONTROLS / BARRIERS must be proposed.	RISK SCORE		Risk Level	
			C	F		
<p><b>This risk assessment must be used in conjunction of "Running of Track RL or GL (No public)" (NDSME-RA-05)</b>  <b>This assessment only contains the addition risks and controls required taking public passengers</b></p>						
Running for public	Inadequate supervision	To run for the public there must be a minimum of 4 people on duty ( station master), Cashier, Guard and Driver. Station master is in charge and his directions must be followed. For each additional train in service requires an additional 2 people( Guard and driver)	3	2	6	2
Pre Running setup	Derailment, collision with pedestrians	Before commencement of public trains the track must be inspected for damage and obstructions. Station Master must follow documented procedures and must complete paperwork including obtaining signatures from participating members before commencing operations for the day.	2	1	2	1
Running trains	Insufficient braking or runaway trains Inexperienced personnel	All locomotives must have a working horn/whistle All GL train drivers must be able to apply the vacuum brakes on the passenger cars. All electric locomotives must be fitted with a Deadman's (switch/pedal) No Locomotive allowed on the track during public running without a Guard being present. Any driver or Guard must have undertaken additional training to be involved in the hauling of public passengers. Unless this has been completed and they are on the approved list they can not participate with hauling public passengers except if they are under supervision.	3	1	3	1
Use of NDSME rolling stock	Derailment, equipment failure due to poor maintenance	Any piece of NDSME equipment that is used for hauling public must be in good working order and had a inspection/maintenance performed in the previous 12 months as per NDSME procedures	2	2	4	1
Running Steam Locomotives	Burns caused by steam locomotives	All Steam locomotives must be fitted with a spark arrestor if entering a pulling area or hauling public passengers. Keep small unsupervised children away from Steam locomotives and do not allow them to touch	3	2	6	2
Loading Passengers	Slip trips falls	Keep site and station clear of trip hazards. Staff will not handle passengers. If help requested Staff may assist at their discretion	2	2	4	1

Unruly Passengers	Deraillments caused by passengers rocking the cars Personal injury due to arms legs being outside car	Children aged under 10 years must be accompanied at all times. Guard to keep a visual watch to ensure arms and feet are kept in (especially important in tunnel) Guard to verbally warn any passengers breaking rules. Guard to stop the train to address serious problems of this nature	2	4	8	2
Unscheduled stop of any Train	Collision with following train	Guard to tell passengers to stay seated Guard will then proceed down the track to warn any oncoming trains	2	3	6	2
Use of tunnel	Collision of trains Unscheduled stop within tunnel	The use of the tunnel token system is mandatory during the public running. If passengers need to be disembarked then tunnel lights to be turned on and passengers to be removed one at a time to the nearest tunnel entrance/exit	2	2	4	1
Testing of Locomotives during public running	Collision of trains due to unscheduled stop Derailment	A guard or second responsible person must still be present Permission of the station Master must be sought and given before going out. All public running rules must be followed Excessive testing should be avoided during public running times	2	2	4	1
<b>If Visiting Locomotives</b>						
Unfamiliarity with the Eaton Park track and public running procedures.	Collision. Derailment.	Established procedure for visiting locomotive that have experience pulling public at other locations is: One run without passengers with a qualified driver supervising visitor. Followed by 3 runs with passengers and a qualified driver supervising. If qualified driver is happy at this point visitor can then pull passengers without further supervision.	3	1	3	1

It is the responsibility of every member to Stop Work when unsafe conditions are recognized.  
NOTE: Risk Levels 4 and 5 REQUIRE STOP WORKS until controls are in place to reduce risk or impact.  
For risk levels 3 and below, if identified controls can not be implemented the members must stop and reevaluate task and determine new controls that can be implemented.

Qualitative Risk Assessment Team Completed by:	 (Signed)	M. Rhodes (Printed)	18/06/2025 Date
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Qualitative Risk Assessment Approved by:	 (Signed)	A. Mann (Printed)	18/06/2025 Date
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NOTE: C denotes the CONSEQUENCE SEVERITY if the identified IMPACT, THREAT, or HAZARD occurs or is encountered.  
F denotes the FREQUENCY or LIKELIHOOD of the identified IMPACT, THREAT, or HAZARD occurring or being encountered.  
CxF denotes Risk Priority Number (RPN) also known as the Hazard & Qualitative Risk Assessment score.