

Railway Ramblings

Issue 177

April 2025

The monthly newsletter of the RCTS Hitchin & Welwyn Garden City Branch



On the Mid Suffolk Light Railway this month (see p15)

Sir Berkeley was built by Manning Wardle of Leeds in 1890, and, at 125 years old, is from the generation of engines with no overall cab for crew protection.

(Photo: MSLR)

Railway Ramblings is published by the committee of the Hitchin & Welwyn Garden City Branch of The Railway Correspondence & Travel Society. Such committee does not endorse any personal opinions expressed in this publication.

Branch Programme

Note: In the event of any late change to the programme, everyone on the distribution list for this newsletter will receive an email advising the details of the change.

During April 2025

At Hitchin (14:00 – 16:30, doors open from 13:30)

8th April **A Caledonian Collection**

Roger Pidgeon

At Digswell, Welwyn (14:00 - 16:30, doors open from 13:30)

29th April **Sir Nigel Gresley – His Life and Work**

Simon Martin

During May 2025

At Hitchin (14:00 – 16:30, doors open from 13:30)

13th May **Cambridge Area Railways, Yesterday & Today (Part 2)**

Dave Scudamore

At Digswell, Welwyn (14:00 - 16:30, doors open from 13:30)

27th May **That Was the Year That Was - 1972**

Geoff Plumb

Donations are requested for attendance at branch meetings – these, together with book sales, go towards the costs of hiring the venues, speakers expenses/fees and the provision of tea/coffee & biscuits during the meeting. These are £3 for members and £5 for non-members.

The Hitchin meetings are held at St Mark's Church Hall, St Marks Close, Lancaster Avenue (off Bedford Road) SG5 1UR Note: these are afternoon meetings starting at 14:00.

Digswell, Welwyn meetings are held at Digswell Village Church Hall, Warren Way, Digswell, Welwyn AL6 0DH

Presentations Offered by Neighbouring Branches

Make the most of your RCTS membership. Why not attend a presentation offered by a neighbouring RCTS branch (Cambridge, Milton Keynes, South Essex, and Watford) The details are available in the *Railway Observer* and on the RCTS website.



Chairman's Platform

Thanks for the great turn-out and support at our Branch AGM. As Branch Chairman it is very satisfying to see how the branch has progressed since the Covid-19 pandemic. Our meetings, at both Hitchin and Digswell, have been well attended and now seem to have “a bit of a buzz” to them. And, after a few years when our venues and finances were causing us concern, we are now doing quite well.

At the AGM you elected Hugh Driscoll and Tony Stratford to join the Branch Committee. I am confident that their contributions will be invaluable. The AGM was followed by an excellent, and somewhat different, presentation from George Howe.

As reported last month, I have now completed Risk Assessments for both of our meeting venues. These are important as they identify potential risks to you and appropriate mitigation – these are published with this issue of *Railway Ramblings* (pages 22-24). I urge you to read these as some of the safety points relate to YOUR use of the venues. In addition, at Hitchin, when helping with the chairs, we have been asked not to drag them across the polished floor!

Finally, as noted last month, we are starting to consider the August 2025 outing. Several suggestions have been received, but if you have any ideas then talk with us about it. What we ideally need is somewhere preferably within about an hour's travel, with sufficient “content” for a day out and where we can probably organise extras above what you can normally expect if you made your own visit there. For those who have taken part in the August outings in recent years I think you will know what I mean. August is still quite a while away but the time will soon pass!

Steve Lacey

RCTS AGM

(Not to be confused with our Branch AGM!)

The 2025 AGM and Members Day is to be held on Saturday 5th April 2025 at Grand Station, Sun Street, Wolverhampton, WV10 0BF. The day commences at 10:30 (doors open 10:00) and will finish by 17:00.

It is a great opportunity to meet up with friends from around the country, to enjoy some excellent railway themed presentations, as well as taking part in the business part of the day. This is an important date in the RCTS diary and we would like as many members as possible to attend. Bookings for lunch at a cost of £10.00 per person are also open at <https://rcts.org.uk/product/agm-2025-lunch/>

In addition to the three speakers highlighted on page 146 of the March RO, we are also pleased to announce the addition of Steve Oates, Chief Executive of the Heritage Railway Association. We now have a truly star-studded line-up for Members' Day, and should you wish any question to be put to any of the guests, even if you cannot attend in person, please e-mail your question to James Milne at chairman@rcts.org.uk

James Milne
(RCTS Chairman)

The April Puzzle – Martin Elms

The first letter of the answer to the following questions will spell the name of a locomotive with a Welsh theme.

1. Name of diesel locomotive 56040	
2. ? And Llanfair Light Railway	
3. Station west of Welshampton	
4. Locomotive depot with code 87A	

5. Name of locomotive 6877 <i>Llanfair</i> ?	
6. Station south of Sugar Loaf	
7. Locomotive depot with code 86A Newport ?	
8. Station west of Port Talbot	
9. Name of locomotive 7032 ? <i>Castle</i>	
10. Station south of Wrexham	
11. Station west of Carmarthen	
12 Newcastle ?	
13. ? and Swansea Bay Railway	

Best of luck.

My answer to each of the questions and solution to the puzzle are on page 21.

Martin Elms

Lanyard Badges

If you are a fairly regular attendee you should by now have a lanyard name badge – and it is good to see you remembering to wear it at meetings. If you have not got a badge and feel “forgotten” then please let me (or Dave Elsdon, Paul Holloway or John Dossett) know and John will endeavour to get one prepared for your next visit. These are available to our non-members as well as members. It could be that there is already one waiting for you – there should be a list at the registration desk so that you can check.

Steve Lacey

Newsletter Distribution

This e-newsletter, *Railway Ramblings*, is distributed by the Branch Chairman (Steve Lacey). If you do not currently receive a copy directly but would like to do so, provide him with your email address and you will be added to the list. Conversely, if you currently receive a copy but wish to be taken off the distribution list then please advise him accordingly. Steve's email address is gricersteve@hotmail.com

Bounds Green 1992-4 (Part 2) – Hugh Driscoll

Last month, in Part 1, Hugh described a brief history of the site culminating with the depot layout that existed during the time he was there. We pick-up the story with the depot allocation at that time:

Depot Allocation

Bounds Green lost its allocation of HSTs after electrification was completed, although during my two years there, HSTs still visited on weekend nights for servicing. The depot had become home to the Class 91 fleet of 31 locomotives and the Mk4 vehicle fleet of 282 coaches and 32 Driving Van Trailers.

The Intercity charter fleet was also based at the depot, with 5 or 6 rakes of predominantly Mk1 coaches, with a few Mk2s amongst them. The Mk1s were painted in BR Southern Region green, BR Maroon and Intercity liveries (with white roofs). A small allocation of Mk3 sleepers remained at depot as part of the "Luxury Land Cruise" charter fleet.



A view of 08 222 on the former Palace Gates sidings at the north end of the depot. This loco was vacuum braked only, so was withdrawn in 1984 and lingered on-depot for around another 12 years. Note the white-roofed Mk1 charter stock behind. Photo: Adrian Nicholls

The one-off Class 89 loco was also allocated to Bounds Green. This loco suffered a traction motor choke failure in July 1990 and languished in Charrington's yard for some time. It was purchased for preservation by a group of Brush Traction engineers and moved to the Midland Railway Centre in December 1992.



91021 and 89001 in Charringtons Yard. Photo: David Burrell.

Depot staffing

There were three shifts working mostly around the clock, each with their own production manager and senior shift supervisor running maintenance and repairs. A shift technical supervisor dealt with maintenance documentation and train faults. A day shift and its supervisor worked in the repair shed.

There was a depot management team with admin staff on the upper storey of the admin block, next to 14 road.

The workshop staff consisted of dual trained fitter/electricians, welders, plumbers, vehicle builders and painters. Other staff included stores staff, a depot plant team, operations manager and staff, shunters, labourers and carriage cleaning teams. Day shift staff worked on larger repairs on vehicles, electronics repairs (mainly Mk4 coach static converters) and pantograph head carbon replacement.

A small team was based at Kings Cross station for running repairs and three travelling technicians (based along the route) rode and monitored "problem" sets to ensure reliability, as well as attending train failures.

The technical office was situated in a two storey portakabin-type block inside the repair shed. The technical stores and workshop were downstairs. Upstairs, the five of us shared our office with the BR warranty team as there were still some items on the Class 91s and Mk4s under manufacturer's warranty.



Getting to grips with new technology in the Technical Office, 1992.

The BREL/GEC Alstom warranty, materials and technical support teams lived in Portakabins just outside the repair shed.



08 472 on 12 Road, receiving attention. Note the raised platform and side pit below between 12 road (left) and 11 Road (right), and underside pits. The 08 is also fitted with a tightlock coupling adaptor (behind the 3-link coupler) for use with Mk4 coaches split from within a set. Photo: David Burrell.

Mk4 coach overhauls

In 1993, the early build Mk4 coaches were approaching their 4-yearly main works overhauls. These were originally scheduled to take place at Wolverton, but due to a change of heavy maintenance policy by BR, Bounds Green repair shed was equipped to carry out the work.

This involved significant investment in the depot: this included the installation of additional jacks, wheelset storage, bogie stands and stillages for other materials, as well as the recruitment of additional staff. Some came from the recently closed Euston Downside carriage shed.

The work included bogie replacement and overhaul within the depot using newly installed equipment. The air conditioning and power converter modules were replaced with overhauled items and internal refurbishment work was carried out.

At around the same time, the wheel drop installed by the LNER on 17 road (*Editor: For site plan see Part 1 in March issue*) was refurbished, giving more capacity for coach wheelset changes and freeing the jacks for other work.



Class 91s in (the now electrified) Charrington's yard, 1993. Palace Gates sidings to the left (the north ends of the former platform roads). Photo: Adrian Nicholls.

Technical Office duties

The work of the technical office was to assist depot staff with traction and rolling stock technical issues, and it held technical and maintenance documentation and drawings for this purpose. We also analysed faults and trends, carried out technical investigations and highlighted repetitive defects to the Intercity Projects team in Derby and/or the on-site manufacturers' representatives.

Special checks and modifications were drawn up to rectify repeat issues found through staff experience at the depot and in traffic. These modifications and checks were formalised and approved by senior engineers in the Derby Intercity Projects team. The technical office staff assisted the Derby team in the production of these checks and modifications, as well as assembling kits of material and advising on the content of work instructions to make them practical for depot staff to carry out.

Hugh Driscoll

Next month, in Part 3, Hugh will describe some of the jobs he undertook during his time at Bounds Green.



Steam services start from 30th March New Season - New Steam Loco



Good news from the Chinnor & Princes Risborough Railway - There are no ticket price rises in 2025 and there will still be *Kids-for-a-Quid* (3-15 years) for a £1 on all standard travel operating days. Standard Travel Day tickets are issued as go-as-you-please Day Rovers and are valid on every train and all day long. Stay for the whole or half day, just one return journey if you only prefer a taster. Plus you can choose to break your journey at Chinnor or Princes Risborough to explore the village or town, or enjoy a gentle walk or ramble.

No seat reservations are required on any Standard Day - which means that you can choose to sit in any non-dining areas on every train - look through the carriages and choose the seats that you like.

The first services in the new season will be on Mothering Sunday - 30 March 2025

Details of the visiting steam locomotive for the 2025 season will soon be revealed, once the contracts are signed. Until then, there's not much to say, other than it's big and something that won't have been seen on this country branch line before.

C&PRR Diesel Gala - Friday 4 to Sunday 6 April



Back by popular demand, the 3-day diesel gala features a fantastic line-up of classic traction, thanks to the support of the headline sponsor, Hanson & Hall. In addition to the resident Class 37 (37 227) you will see;

45 108 - courtesy of Peak Locomotive Company

50 008 "Thunderer" - courtesy of Hanson & Hall (running on 4th and 6th only)

50 015 "Valiant " - courtesy of Bury Valiant Group

31 108 - courtesy of A1A Locomotives Ltd

It's heavy haulage at its best, and with gradients like the 1 in 68 Chinnor Bank (and there are others as in Bledlow Cutting and the 1 in 100 from Thame Junction into Princes Risborough), this will be a truly intensive, three-day big diesel 'thrash'!

(Reproduced courtesy of C&PRR)



Spring Diesel Gala featuring 50021

25, 26 and 27 April



The home fleet, including the shunting locomotives, along with some interesting visiting locomotives will be put through their paces over some of the most challenging gradients in preservation. There'll be British Railways blue liveried locomotives working with blue and grey liveried coaching stock too!

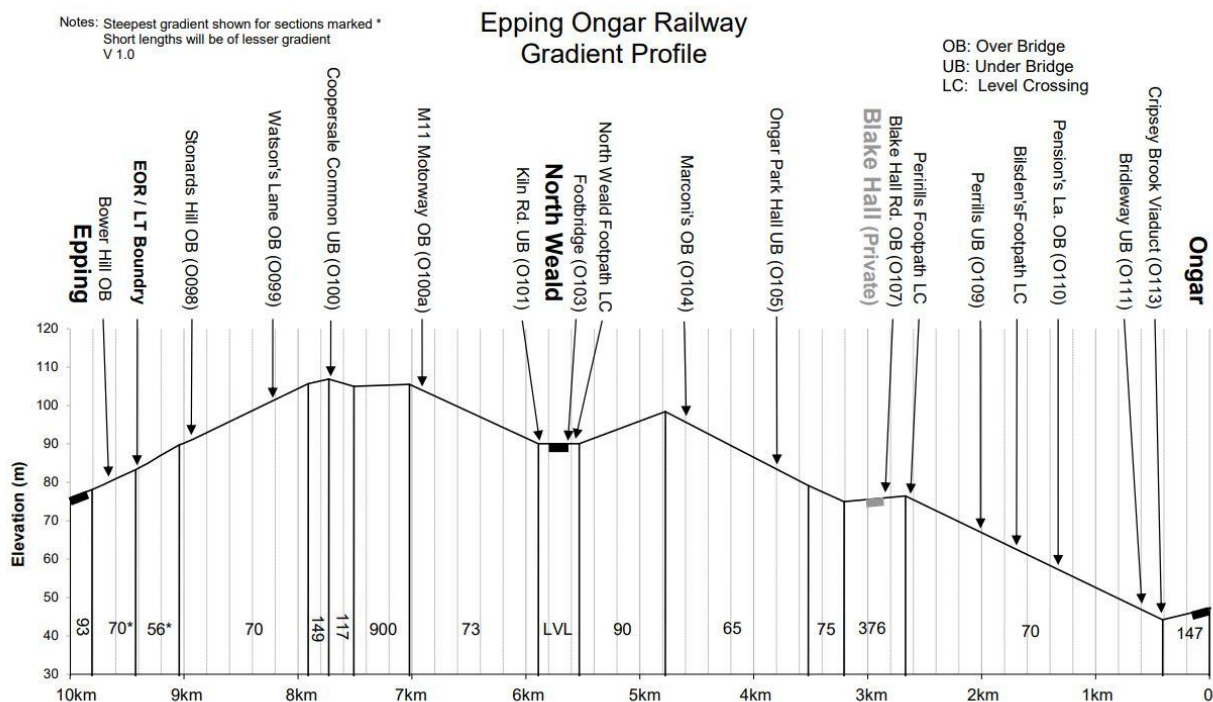


Featuring visiting locomotives, Class 50, 50021 "Rodney", and Class 14, 9529, alongside the home fleet of locomotives.

- Up to 6 locomotives in action!
- Visiting locomotive, 50021 "Rodney" in large logo blue livery
- Visiting locomotive Class 14, 9529 courtesy of Vince Middleton and the Nene Valley Railway
- Home fleet including, 20227, 47635, Class 03 D.2170 and 08114
- Blue locomotives on blue and grey coaching stock

As usual there will be a 3-train intensive service throughout the weekend with evening Real Ale trains on Saturday - these are included in a great value fare!

You'll be able to see our blue locomotives hauling our rake of blue and grey coaching stock, travel on shuttle trains into Epping Forest and hear the locomotives working hard over challenging gradients!



Vintage London buses will provide connections to Epping Underground station (Central Line, zone 6) with all EOR train services, with some bus services also operating to Shenfield station (for Greater Anglia and Elizabeth Line services).

Fares

All fares include unlimited travel on EOR train and vintage London bus services on the date of your visit.

In Advance: Adult: £27.50 Child: £10

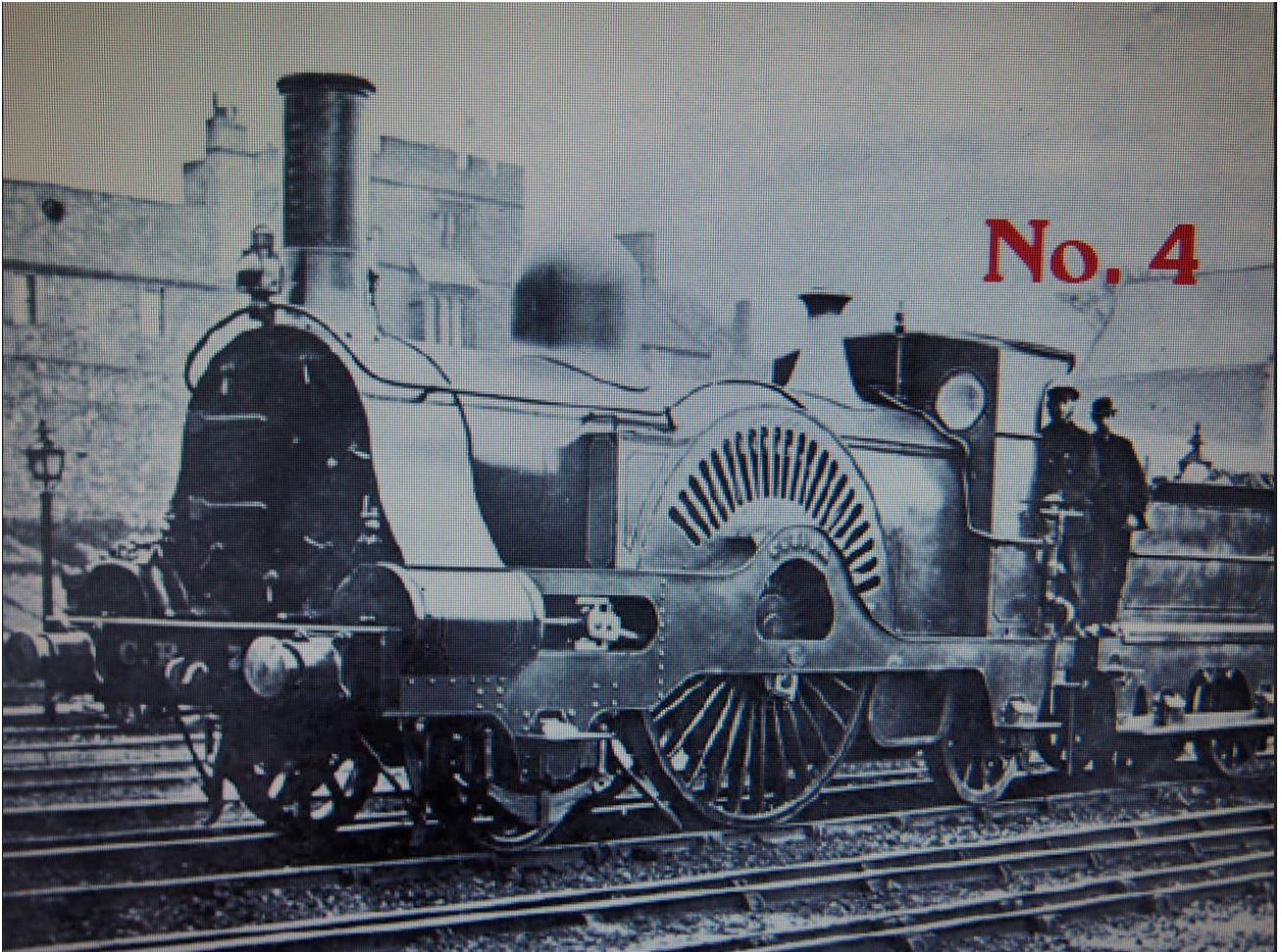
On the day: Adult: £29.50 Child: £12

(Reproduced courtesy of the EOR).

The April Presentations (1)

A Caledonian Collection

- Roger Pidgeon



8th April, at Hitchin

(An afternoon presentation starting at 14:00)

Caledonian express locomotive No 78 at the West Walls engine shed, just north of Carlisle Citadel Station. Loco rebuilt 1868. Photo around early 1870s

Note the 8 ft driving wheel, the big Crewe end and the Giffard injector by the cab door.



CR crest. With the Scottish red lion in the centre.

The motto, translated from latin, reads 'No one touches me with impunity'

Roger Pidgeon

The April Presentations (2)

Sir Nigel Gresley, His Life and Work

- Simon Martin



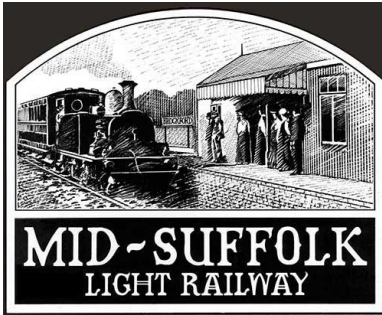
29th April, at Digswell

(An afternoon presentation starting at 14:00)

Following on from last year's lecture on Edward Thompson, we now turn our attention to his predecessor's work and designs, using fresh sources of primary information compared alongside previously conceived and published research. We can review his work and see in a fresh light with better understanding the real achievements and innovations Sir Nigel Gresley led the way in for the railway industry as a whole. In addition, we examine all of Gresley's designs and those of other engineers he modified during his tenure, and how he encouraged and nurtured others who would ultimately succeed him.

All of this is fully supported with a wealth of references, tables, graphs and a fabulous array of photographs, many of which have never been in print before, as we utilise the resources and archives of the Gresley Society.

Simon Martin



20 & 21 April – Easter Steam Gala Weekend

The first major weekend opening of 2025 will be a Gala Easter steam-up featuring three locos, Manning Wardle 0-6-0ST *Sir Berkeley* and two Andrew Barclay saddle tanks, 0-6-0 *Swordfish* and 0-4-0 *Lady Ingrid*. The MSLR is delighted to have all three locomotives for the Easter weekend Gala.



Sir Berkeley was built by Manning Wardle of Leeds in 1890, and, at 125 years old, is from the generation of engines with no overall cab for crew protection. A genuine part of British railway history, the loco is a real show stopper and a delight to see performing.



The two Andrew Barclays have a strong family resemblance and make a fine picture together. This will be a great opportunity for railway buffs and photographers to see them both in action.

All the Middy attractions, Museum, Restoration Shed, Tea Room and The Middy real ale bar will be open and the Middy will also be hosting the USAAF 34th Bomb Group's display again during 2025 - and their museum will also be open this weekend.

And of course there will be the traditional Easter Bunny hunt for the younger visitors!

Next up, on 25 & 26 May, will be the "Middy in the 1940s" weekend with re-enactors, displays, music, performers, military vehicles, even perhaps a Battle of Britain Memorial Flight flyover and, of course, steam trains. Steam train rides are in genuine Victorian Carriages. The railway is then open every Sunday from 26 May until 31 August.

(Reproduced courtesy of the MSLR)

Exhibitions

Three local exhibitions in April – two on the same day!

We will have an **RCTS** stand at all three – please call in and say hello.

DeHavilland Model Railway Society - Saturday 12th April 2025

At the Methodist Church, Ludwick Way, Welwyn Garden City, Hertfordshire, AL7 3PN
Opening Times: 10.00 – 17:00

Entrance Fees: Adult £6 Child £2

Wheelchair Friendly, Free Parking, Refreshments,

Description: A dozen layouts in a variety of gauges. Nearby shopper car parking.

Refreshments: Will be available in the hall and there are a number of take-away food shops across the road.

Disabled Access: A lift for wheelchair users and those of limited walking ability is available to access the first floor, please ask the stewards if you wish to use it.

Layouts: Tellindalloch - 00 Gauge, Phoenix Junction - HO Gauge, Achalraj - 009 Gauge, Witermarsh and the Twittens 009 Gauge, London Road - 00 Gauge, Bear Creek - N Gauge, Gracetown Bank - 00 Gauge, Harveys Wharf - 0 Gauge, Havil Junction - 00 Gauge, Mosquito Falls - on30 Gauge, Shabbey Road - Underground Ernie.

Royston & District Model Railway Club – Saturday 12th April 2025

At Bassingbourn Village College, South End, Bassingbourn Near Royston, Hertfordshire SG8 5NJ Opening Times: 10:30 - 16:00.

Entrance fee: £5

The visitor entrance to the exhibition is via the car park.

Disabled Parking is signed and next to the visitor entrance; the exhibition is all on one level.

Car parking is free, and is situated in the Brook Road car park at the adjacent Village Sports Centre. (Use the postcode SG8 5NP). Overflow car parking is available on the adjacent "North End" and "South End" roads. Please do not park on Brook Road itself. The car park is likely to be busiest between 11:00 and 13:00, if previous years give a guide.



The services of Preserved Eastern Counties Coach No. RE896 will be used to provide the shuttle bus service between Royston station and the exhibition.

Layouts: Ambleton Vale, Brenlyn, Cato Inferno, Cromer, Daisy Lane TMD, Hobbs Warren, Holcombe Beach, Little Colne, Marklin Gauge 1 Layout, Ousewell St Jude, PenPoll Quay, Plug Street, Providence Colliery, Putnoe Halt, Rails Thru Histon, Scarborough North Bay Railway, The Blitz Walworth Green, Tollesbury Quay, Zeedjk.

Luton Model Railway Club – Saturday 26th April

At Stopsley High School, St. Thomas' Road, Luton, Bedfordshire LU2 7UX

Opening times: 10:30 – 17:00

Entrance fee: Adults £8.00 Children £4.00 Family £20.00

The Luton Model Railway Club show returns to the new school premises, which provides great facilities including FREE CAR PARKING. A wide range of layouts are appearing, together with a good selection of traders and society stands. We welcome SQUIRES MODEL AND CRAFT TOOLS to our event - A chance to stock up with all those useful bits & bobs! A limited range of refreshments will be available.

Layouts: Appleton Dean O16.5, Books Bridge O16.5, City Basin Goods N, Daisy Field Train, Care OO, Dorcross N, East Quay OO, Fowlers End OO, Geeksville O, Hillport Goods O, Hornby 3-Rail OO, Hornby Play Trains OO, Lavender Hill OO, Morfrail OO, Oakgrove Central N, Pacific Crossing OO, Providence Colliery OO, Re-United Biscuits OO, Scarborough North Bay OO9, Warmsley N, Whaplode O.



The Nene Valley Railway is proud to support people with disabilities, both physical and mental. On 2nd April 2025 the railway is open to everyone, both people with autism and those who want to know more about it. Come and have a ride behind Thomas! Your ticket will allow you to ride any or all of the Thomas trains on the day. Thomas services are on the hour from 10:00 until 15:00. Thomas will take his branch line from Wansford to Yarwell, where you will have the opportunity to get off the train and view Thomas on the platform as he runs round to join the other end of the train.

For those who are sensitive to noise, you may wish to bring your ear protectors or anything that makes you feel comfortable. There will also be some quiet spaces for anyone who finds the noise overwhelming.

What's included and what can you see?

- A Rover ticket for the Thomas services
- Miniature Railway (additional £1 charge on the day)*
- Garden Railway*
- Shed Tours
- Access to quiet spaces
- Our Gift Shop, Cafe and Charity Shop will be open

Ticket Prices

Adult / Senior - £10.00
Child (3 to 15 Years) - £10.00
Toddler (1 to 2 Years) - £6.00
Baby (Under 1 Year) - £0.00
Carer - £9.00
Dog - £0.00

(Reproduced courtesy of the NVR)

Workshop Wanderings – Steve Lacey

This has been quite an eventful few weeks.

At the Nene Valley Railway, all of a sudden, we had steam traction coming out of our ears! We had *Thomas*, *656*, *Tornado* and some unknown engine called *Flying Scotsman* on site. As *Tornado* and *Flying Scotsman* left, they were replaced for a few days by *Britannia*! This was collectively known as the “Best of British” event.

During *Scotsman's* visit she offered a driver experience at £400/person and for a more modest £10, a visit to the cab, walk through the corridor tender and a workshop tour! I was involved in taking some of the tours round the workshop. She also hauled service trains and fish & chip supper trains. *Tornado* finally left the NVR with much whistling after repair. *Britannia* during her visit, undertook a photographic freight charter, using the wagons superbly restored by the wagon group, as well as hauling service trains over one weekend.



Britannia on the freight charter, just as the sun went in!

This week NVR shared that they had 10,642 passengers on 6 service trains, 1,812 footplate visits and served 396 portions of fish & chips, making a profit in excess of £140,000 over the whole “Best of British” event! Just shows it often pays to speculate. If the rumours of how much *Scotsman* cost to hire in are true, it was quite a risk!

This does NOT put the NVR out of financial danger, but does go some way to restoring its pre-Covid finances, along with what was said to be a financially successful Santa season.....I have yet to see solid figures.

During the time *Scotsman* was on site, one of our school parties got to have their photograph taken with *Scotsman* at no extra charge.....about the only thing not charged extra!



Meanwhile in the workshop, *Blue Circle* had a successful hydraulic boiler test to be followed by a steam test.



Helga the Swedish railcar's roof was rapidly being completed and sides being prepared for a repaint.

In other news: Our branch ran the RCTS stand at Ally Pally Festival of model railways on the 15th & 16th March, recruiting 3 new members (one from Biggleswade!) and selling 24 RCTS publications. Much to my surprise, we sold 8 copies of the new book "LNER Investments During the Interwar Years" a title that, in my opinion, does not do justice to a good book! I must thank Dave Elsdon who helped me set up the stand on Friday, joining me also on

Saturday and to John Dossett who joined me on the Sunday. At least we get the stand for free and with my electric car we didn't have to pay the ULEZ charge!



Dave on the stand at Ally Pally on Saturday

Meanwhile, at the workshop "up north", 92 Squadron was dressed as "The Golden Arrow" for their Friday night dining train and the "Devon Belle" for service trains during the East Lancs Winter Steam Gala. She continues to perform well and looks amazing in her newly varnished livery. Photographs courtesy of the ELR, I'm still waiting to visit!



Steve Lacey

Solution to the April Puzzle (page 4)

1. Oystermouth. 2. Welshpool. 3. Ellesmere. 4. Neath. 5. Grange. 6. Llandoverly.
7. Ebbw Junction. 8. Neath. 9. Denbigh. 10. Overton on Dee. 11. Whitland. 12. Emlyn.
13. Rhonda.

Answer: OWEN GLENDOWER

Martin Elms

Railway Ramblings is published by the committee of the Hitchin & Welwyn Garden City Branch of The Railway Correspondence & Travel Society. Such committee does not endorse any personal opinions expressed in this publication. The committee comprises Steve Lacey (Chairman), David Elsdon (Secretary), Paul Holloway (Treasurer) and John Dossett (Newsletter Editor). The Railway Correspondence & Travel Society is a Charitable Incorporated Organisation Registered with the Charities Commission.

Venue Risk Assessments

Hitchin



A Charitable Incorporated Organisation registered with the Charity Commission Registered Number 1169995

HEALTH AND SAFETY RISK ASSESSMENT FOR BRANCH MEETING VENUES

Venue... Hitchin St Marks Church Hall Lancaster Ave Bedford Road Hitchin SG1 5UR...

Branch Hitchin/Welwyn Garden City.....

Does the venue have its own risk assessment document? Y

Have you seen it? Y

Date of Branch Assessment...11th Feb 2025...Review Date (12 months).....11th Feb 2026.....

Risk	Detail	Y/N	Who needs to be aware?	Additional Detail	Mitigation	Checked - Satisfactory?
Entry to building	Step free entrance?	Y	Everyone		None required	Y
Getting to meeting room	Level access	Y	Everyone		None required	Y
Corridors	Are corridors around the building free of clutter	Y	Everyone		None required	Y
Meeting Room	Do you have cables lying across the floor where attendees could trip over them?	Y	Everyone		Protected by rubber car mats.	Y
	Can the screen be knocked by someone walking into it or round it?	Y	Everyone		Stand placed against rear wall protected by tables either side. Almost impossible to bump into!	Y

Risk	Detail	Y/N	Who needs to be aware?	Additional Detail	Mitigation	Checked - Satisfactory?
Laptop	Is it safely placed	Y	Chairman and committee		Placed securely on table with leads protected by rubber car mats. Remote presenter offered to speaker to progress images at a distance from table.	Y
Projector Stand	Can the projector/laptop table/stand be knocked by someone walking into it or round it?	Y	Everyone		Projector stand in centre aisle with adjacent chairs removed to allow wide enough aisle for attendees to walk past without contacting the stand. Leads are protected by rubber car mats.	Y
Chairs	Are they stacked?	Y	Chairman/Committee		Care to be taken removing chairs from stack, and replacing them after the meeting against the wall in accordance with the venue safe instructions	Y
Lighting	Is meeting room well lit?	Y	Everyone		None required	Y
Boxes of books	Are any boxes of books strong enough and not too heavy?	Y	Chairman/Committee		We store and display in stackable plastic boxes small enough to be lifted by one person but two people usually lift. Sack barrow used car to table.	Y
Fire Exits	Are they well signposted?	Y	Chairman/Committee		Also pointed out at start of meeting together with assembly point outside.	Y

(Continues on next page)

Risk	Detail	Y/N	Who needs to be aware?	Additional Detail	Mitigation	Checked - Satisfactory?
Fire Extinguishers	Are there any in your meeting room?	Y	Chairman/Committee	Also in Kitchen area Water/foam/blanket all available	Correct extinguishers present at appropriate locations	Y
Fire Safety Certificate	Where is this located in the building and what is its expiry date?	Y	Chairman/Committee	On church notice board dated 01/25	Check annually that updated.	Y
First Aid Kit		Y	Chairman/Committee	In kitchen area.	Chairman has medical degree and usually present! In addition defibrillator on outside wall of building.	Y
During meeting introduction		Y	Meeting Chairman		Advise all attendees at the start of a meeting about emergency evacuation procedures including fire exits and meeting points outside the building.	Y
Mid session Break	Kettle/hot-water boiler	Y	Chairman/Committee and tea crew	In kitchen area only accessed by tea crew	Care must be taken with use to avoid scalds and burns.	Y
	Liquid spillages	Y	Person/people serving refreshments Chairman/Committee		Clear up spillages straight away to avoid slipping accidents and warn anyone close by until it has been dealt with.	Y
Trip hazards around the building	Are there any other trip hazards around the building more generally eg uneven/worn flooring?	N	Chairman/Committee		Should any be noted we would protect physically and advise venue owners to rectify.	Y

Digswell



HEALTH AND SAFETY RISK ASSESSMENT FOR BRANCH MEETING VENUES

Venue... Digswell Village Church Hall, Warren Way, Digswell Welwyn Garden City AL6 0DH...

Branch Hitchin/Welwyn Garden City.....

Does the venue have its own risk assessment document? Y

Have you seen it? Y

Date of Branch Assessment... 11th Feb 2025... Review Date (12 months)..... 11th Feb 2026.....

Risk	Detail	Y/N	Who needs to be aware?	Additional Detail	Mitigation	Checked - Satisfactory?
Entry to building	Step free entrance?	Y	Everyone		None required	Y
Getting to meeting room	Level access	N	Everyone	3 steps down from entrance to meeting room level.	None possible at present. We will notify intending visitors via our newsletter mail shot, the next edition of our printed programme and on the RCTS website when the next web master is able to alter (the venue section not accessible to us).	Y
Corridors	Are corridors around the building free of clutter	Y	Everyone		None required	Y
Meeting Room	Do you have cables lying across the floor where attendees could trip over them?	Y	Everyone		Protected by rubber car mats.	Y

Risk	Detail	Y/N	Who needs to be aware?	Additional Detail	Mitigation	Checked - Satisfactory?
Screen	Ceiling mounted	Y	Everyone	Pulls down and self retracts against wall so minimal risk.	None needed	Y
Laptop	Is it safely placed	Y	Chairman and committee		Placed securely on table with leads protected by rubber car mats. Remote presenter offered to speaker to progress images at a distance from table.	Y
Projector Stand	Can the projector/laptop table/stand be knocked by someone walking into it or round it?	Y	Everyone		Projector stand in centre aisle with adjacent chairs removed to allow wide enough aisle for attendees to walk past without contacting the stand. Leads are protected by rubber car mats.	Y
Chairs	Are they stacked?	Y	Chairman/Committee	Stored against window wall on "Stage area"	Care to be taken removing chairs from stack, and replacing them after the meeting against the wall in accordance with the venue safe instructions	Y
Lighting	Is meeting room well lit?	Y	Everyone		None required	Y

Risk	Detail	Y/N	Who needs to be aware?	Additional Detail	Mitigation	Checked - Satisfactory?
Boxes of books	Are any boxes of books strong enough and not too heavy?	Y	Chairman/Committee		We store and display in stackable plastic boxes small enough to be lifted by one person but two people usually lift. Sack barrow used from car to table.	Y
Fire Exits	Are they well signposted?	Y	Chairman/Committee		Also pointed out at start of meeting together with assembly point outside.	Y
Fire Extinguishers	Are there any in your meeting room?	Y	Chairman/Committee	Also in Kitchen area Water/foam/blanket all available	Correct extinguishers present at appropriate locations	Y
Fire Safety Certificate	Where is this located in the building and what is its expiry date?	N	Chairman/Committee		Requested from booking manager Check annually that updated.	N
First Aid Kit		Y	Chairman/Committee	In kitchen area.	Chairman has medical degree and usually present!	Y
During meeting introduction		Y	Meeting Chairman		Advise all attendees at the start of a meeting about emergency evacuation procedures including fire exits and meeting point outside the building.	Y
Mid session Break	Kettle/hot-water boiler	Y	Chairman/Committee and tea crew	In kitchen area only accessed by tea crew	Care must be taken with use to avoid scalds and burns.	Y
	Liquid spillages	Y	Person/people serving refreshments Chairman/Committee		Clear up spillages straight away to avoid slipping accidents and warn anyone close by until it has been dealt with.	Y

Risk	Detail	Y/N	Who needs to be aware?	Additional Detail	Mitigation	Checked - Satisfactory?
Trip hazards around the building	Are there any other trip hazards around the building more generally eg uneven/worn flooring?	Y	Chairman/Committee attendees	Small raised stage at back of hall.	Edge marked with white line and protected by line of chairs. Any other defects will be temporarily protected by chair etc and notified to building owners for rectification.	Y