


| <b>Risk Assessment</b>  |  | Task Title: Educational Visits  |                                |            |          | Approved By Line Manager: Rachel Johnston        |  | Approval Date: 07/09/2016 |              | Date of Assessment: 07/09/2016  |                |     |                |              |                |   |
|---|--|---|--------------------------------|------------|----------|--|--|---------------------------|--------------|---------------------------------|----------------|-----|----------------|--------------|----------------|---|
|  |  | Assessment Number: MK001(NR)  |                                |            |          | Approved By Health & Safety Manager: Ray Moulder |  | Approval Date: 07/09/2016 |              | Date of Last Review: 02/09/2015 |                |     |                |              |                |   |
|   |  | Department: PAC - Education   |                                |            |          |  |  |                           |              | Date of Next Review: 07/09/2017 |                |     |                |              |                |   |
|   |  | Area: Education Centre  |                                |            |          | Assessment Team: Rachel Johnston and Ray Moulder |  |                           |              |                                 |                |     |                |              |                |   |
| Task No.  | Task   | Hazard Identified   | Persons at Risk                | Likelihood | Severity | Original Risk Score                              | Existing Control Measures  | Elimination               | Substitution | Engineering                     | Administrative | PPE | New Likelihood | New Severity | New Risk Score | Further Action Required (Action Plan)   |
| 1   | Transportation of visitors to/from MK site by road on coach/minibus.         | Risk of injury from road traffic accident due to drivers being unfamiliar with route or entrance/exit gate to site. | Visitors/Members of the Public | 3          | 5        | 15   | Maps including written instructions sent out to lead supervising adult prior to visit. Security at South/North gates to direct coaches/minibuses to Education Centre parking.  |                           |              |                                 | x              |     | 1              | 5            | 5              | Education Centre signage at entrance to site.                                     |
| 2   | Visitors offloading/boarding coach/minibus.                                  | Risk of death or injury from pedestrian/vehicle collision due to visitors being unaware of site traffic.            | Visitors/Members of the Public | 4          | 5        | 20   | All visitors to be met on the coach/minibus by Education Centre Manager and given a Health and Safety Briefing. All visitors to put on an orange high visibility jacket before offloading the coach. Education Centre Manager and supervising adults to monitor visitors as they cross the road. |                           |              |                                 | x              | x   | 2              | 5            | 10             | On site coach/minibus parking bay which segregates pedestrians from site traffic. |
| 3   | Transportation of visitors to/from MK site by public transport/on foot.      | Risk of injury due to visitors being unfamiliar with the route or entrance/exit gate to site.                       | Visitors/Members of the Public | 3          | 5        | 15   | Maps including written instructions sent out to lead supervising adult prior to visit. Security at South/North gates to direct visitors to Education Centre pedestrian meeting point.  |                           |              |                                 | x              |     | 1              | 5            | 5              | Education Centre signage at entrance to site.                                     |
| 4   | Transferring visitors from site gate to the Education Centre and vice versa. | Risk of injury from pedestrian/vehicle collision due to visitors being unaware of site traffic.                     | All People Groups              | 3          | 5        | 15   | All visitors will be accompanied to the Education Center/Site Gate by the Education Centre Manager. All visitors to wear an orange high visibility jacket and follow marked pedestrian walkway to/from the Education Centre.   |                           |              | x                               | x              | x   | 1              | 5            | 5              | All controls being implemented effectively.                                       |
| 5   | Transferring visitors from site gate to the Education Centre and vice versa. | Risk of injury from slips, trips and falls on pedestrian walkway.   | All People Groups              | 2          | 1        | 2  | All visitors will be accompanied to the Education Centre/Site Gate by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Hygiene and cleaning programme in place to ensure area is clean and clear of any obstructions.            |                           |              |                                 |                | x   | 1              | 1            | 1              | All controls being implemented effectively.                                       |
| 6   | Transferring visitors from site gate to the Education Centre and vice versa. | Risk of injury from turnstyle entry/exit gate at reception.   | All People Groups              | 3          | 1        | 3  | Education Centre visitors to use alternative entrance/exit gate without turnstyle.   | x                         |              |                                 |                |     | 1              | 1            | 1              | All controls being implemented effectively.                                       |
| 7   | Education Centre   | Risk of injury from slips, trips and falls due to adverse weather conditions.                                       | All People Groups              | 4          | 4        | 16   | All visitors will be accompanied by the Education Centre Manager during the visit. Visitors wearing inappropriate footwear will be prohibited from entering the site. Hygiene and cleaning programme in place to ensure area is clean and clear of any obstructions.                             |                           |              |                                 | x              |     | 2              | 4            | 8              | All controls being implemented effectively.                                       |

|    |                                    |   |                   |   |   |    |   |  |  |   |   |  |  |   |   |    |   |
|----|------------------------------------|---|-------------------|---|---|----|---|--|--|---|---|--|--|---|---|----|---|
| 8  | Education Centre.                  | Risk of injury due to fire.   | All People Groups | 3 | 5 | 15 | Health and Safety induction highlights fire evacuation route. Education Centre fitted with fire extinguishers and sprinkler system. Emergency fire evacuation route in place and signposted in Education Centre. Regular fire alarm tests.  |  |  | x | x |  |  | 2 | 5 | 10 | All controls being implemented effectively.   |
| 9  | Education Centre.                  | Risk of injury due to general requirement for first aid.                              | All People Groups | 4 | 2 | 8  | Emergency call points located in various areas of the Education Centre. Emergency call points tested/inspected periodically by Education Centre Manager. All First Aiders have access to the Education Centre. First Aid kit located in the Education Centre and replenished regularly.   |  |  | x | x |  |  | 3 | 2 | 6  | Education Centre Manager to be trained in the administration of first aid procedures. |
| 10 | Education Centre.                  | Risk of injury due to overcrowding/loss of control/discipline.                        | All People Groups | 3 | 4 | 12 | Maximum number of visitors per visit is 27. A minimum of 2 supervising adults is required per visit. 3 supervising adults is recommended. Education Centre Manager is a fully qualified teacher.  |  |  |   | x |  |  | 1 | 4 | 4  | All controls being implemented effectively.   |
| 11 | Education Centre.                  | Risk of injury from electric shock.   | All People Groups | 3 | 5 | 15 | Office equipment is new and double insulated. Building circuits are new and comply with building regulations. All portable equipment to be tested in line with company policy.  |  |  | x |   |  |  | 1 | 5 | 5  | All controls being implemented effectively.   |
| 12 | Education Centre.                  | Risk of injury due to failure in the power supply.                                    | All People Groups | 3 | 2 | 6  | Emergency lighting fitted throughout the education centre. Emergency torch located in the Education Centre. Emergency call points located in various areas of the Education Centre. Emergency call points tested/inspected periodically by Education Centre Manager.  |  |  | x | x |  |  | 2 | 2 | 4  | All controls being implemented effectively.   |
| 13 | Education Centre.                  | Risk of injury from manual handling.  | All People Groups | 3 | 3 | 9  | Non CCEP employees forbidden from lifting furniture. Heavy items only to be moved if fitted with wheels or on castors. Education Centre manager is trained in manual handling.  |  |  | x |   |  |  | 1 | 3 | 3  | All controls being implemented effectively.   |
| 14 | Education Centre.                  | Risk of injury from hazardous substances.   | All People Groups | 3 | 2 | 6  | Only cleaners authorised to use cleaning chemicals. Signage when cleaning is in process. Cleaning only to take place before 9am and after 5pm. Cleaning chemicals securely stored in cleaning store.  |  |  |   | x |  |  | 1 | 2 | 2  | All controls being implemented effectively.   |
| 15 | Stairway to/from Education Centre. | Risk of injury from slips, trips and falls in stairway to/from Education Centre.      | All People Groups | 4 | 4 | 16 | All visitors will be accompanied up/down the stairway by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Sensor lighting in stairway. Non-slip flooring on stairway. Safety signage and handrails on stairway. Education Centre Manager conducts daily check for damp areas and obstructions. Hygiene and cleaning programme in place. |  |  | x | x |  |  | 1 | 4 | 4  | All controls being implemented effectively.   |
| 16 | Disabled Lift.                     | Risk of injury from entrapment of disabled visitors in the event of a lift breakdown. | Visitors          | 2 | 4 | 8  | All disabled visitors will be accompanied up/down the lift by a supervising adult. Annual/6 month statutory service of lift. Lift tested/inspected periodically by the Education Centre Manager. Lift key stored in Education Centre Managers office.   |  |  | x | x |  |  | 1 | 4 | 4  | All controls being implemented effectively.   |

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|----|---|---|-------------------|---|---|----|--|---|--|--|---|---|---|--|---|---|---|--|
| 17 | Disabled Lift.  | Risk of injury from entrapment of disabled visitors the event of fire evacuation.         | Visitors          | 4 | 5 | 20 | Disabled lift must not be used in the event of fire evacuation. Health and Safety induction highlights fire evacuation procedure for disabled visitors. Education Centre fitted with fire extinguishers and sprinkler system. Emergency fire evacuation route in place and signposted in Education Centre. Regular fire alarm tests.                     | x |  |  |   |   |   |  | 1 | 5 | 5 | All controls being implemented effectively.      |
| 18 | Walkway to/from Education Centre Boardroom.               | Risk of injury from slips, trips and falls in walkway to/from Education Centre Boardroom. | All People Groups | 2 | 1 | 2  | All visitors will be accompanied along the walkway by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Sensor lighting in walkway. Non-slip flooring on walkway. Education Centre Manager conducts daily check for damp areas and obstructions. Hygiene and cleaning programme in place. |   |  |  | x | x |   |  | 1 | 1 | 1 | All controls being implemented effectively.      |
| 19 | Toilets.  | Requirment for separate toilet facilities from factory use.                               | Visitors          | 4 | 2 | 8  | Separate toilet facilities provided for sole use of Education Centre.  | x |  |  |   |   |   |  | 2 | 2 | 4 | All controls being implemented effectively.      |
| 20 | Toilets.  | Risk of injury due to opportunity for visitors to misbehave if unsupervised.              | Visitors          | 4 | 5 | 20 | Visitors to be accompanied by Education Centre Manager or supervising adult at all times.  |   |  |  |   | x |   |  | 1 | 5 | 5 | All controls being implemented effectively.      |
| 21 | Conference Room 1.  | Risk of injury due to opportunity for visitors to misbehave if unsupervised.              | Visitors          | 4 | 5 | 20 | Visitors to be accompanied by Education Centre Manager or supervising adult at all times. Health and Safety induction on arrival highlights that this area is for staff only. "Staff Only" signage on Conference Room door.  |   |  |  |   |   | x |  | 1 | 5 | 5 | Key Lock to be fitted onto Conference Room Door. |
| 22 | The Think Tank.   | Risk of injury due to opportunity for visitors to misbehave if unsupervised.              | Visitors          | 4 | 5 | 20 | Visitors to be accompanied by Education Centre Manager or supervising adult at all times. Health and Safety induction on arrival highlights that this area is for authorised persons only.   |   |  |  |   |   | x |  | 1 | 5 | 5 | Card Lock to be fitted onto The Think Tank Door. |
| 23 | Education Centre Boardroom.                               | Risk of injury from slips, trips and falls in the Boardroom.                              | All People Groups | 2 | 1 | 3  | All visitors will be accompanied in the Education Centre Boardroom by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Sensor lighting in boardroom. Education Centre Manager conducts daily check for damp areas and obstructions. Hygiene and cleaning programme in place.             |   |  |  |   |   | x |  | 1 | 1 | 1 | All controls being implemented effectively.      |
| 24 | Education Centre Boardroom.                               | People feeling unwell due to room temperature.  | All People Groups | 3 | 2 | 6  | Heating is kept off at all times. Airconditioning fitted in room. All visitors will be provided with a chilled juice/water drink.  | x |  |  | x | x |   |  | 1 | 2 | 2 | All controls being implemented effectively.      |
| 25 | Unaccompanied visitors in the Education Centre Boardroom. | Risk of injury due to opportunity for visitors to misbehave if unsupervised.              | All People Groups | 4 | 5 | 20 | Visitors to be accompanied by Education Centre Manager or supervising adult at all times.  |   |  |  |   |   | x |  | 1 | 5 | 5 | All controls being implemented effectively.      |

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|----|---|--|-------------------|---|---|----|---|---|--|--|--|--|--|--|--|--|---|---|---|---|---|---|
| 26 | Seating area in Boardroom.                                  | Risk of injury from slips, trips and falls.  | All People Groups | 4 | 4 | 16 | Health and Safety induction on arrival highlights the importance of not swinging on chairs.   |   |  |  |  |  |  |  |  |  | x | 2 | 4 | 8 | Swing proof chairs.                         |   |
| 27 | Taste Testing.  | Risk of injury due to allergic reaction and choking.                                       | All People Groups | 3 | 2 | 6  | All visitors to be asked about allergies prior to tast testing.   |   |  |  |  |  |  |  |  |  | x | 1 | 2 | 2 | All controls being implemented effectively. |   |
| 28 | Education Centre Factory Viewing Platform.                  | Risk of injury to disabled visitors from unsuitable access.                                | Visitors          | 5 | 5 | 25 | Disabled visitors are unable to visit the factory viewing platform. Disabled visitors must view the factory from the Disabled Visitors Viewing Windows.   | x |  |  |  |  |  |  |  |  |   | 1 | 5 | 5 | All controls being implemented effectively. |   |
| 29 | Education Centre Factory Viewing Platform.                  | Risk of injury to hearing.   | All People Groups | 5 | 4 | 20 | Health and Safety induction before factory visit highlights the importance of wearing hearing PPE. Hearing PPE to be worn at all times during factory visit. PPE signage.   |   |  |  |  |  |  |  |  |  | x | 2 | 4 | 8 | All controls being implemented effectively. |   |
| 30 | Education Centre Factory Viewing Platform.                  | Risk of injury from factory hazards due to visitors being unfamiliar with factory setting. | All People Groups | 4 | 5 | 20 | Key Safety Standards and Behaviours document sent to lead supervising adult before visit. This information must be communicated with all visitors before arriving on site. Copy of this document must be signed and handed to Education Centre Manager before visit. Health and Safety induction before factory visit highlights Key Safety Standards and Behaviours. PPE to be worn at all times during factory visit. |   |  |  |  |  |  |  |  |  | x | x | 2 | 5 | 10  | All controls being implemented effectively. |
| 31 | Stairway to/from Education Centre Factory Viewing Platform. | Risk of injury from slips, trips and falls in stairway to/from Education Centre.           | All People Groups | 4 | 4 | 16 | All visitors will be accompanied down/up the stairway by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Factory lighting on stairway. Non-slip flooring on stairway. Safety signage and handrails on stairway. Education Centre Manager conducts daily check for damp areas and obstructions. Hygiene and cleaning programme in place.                |   |  |  |  |  |  |  |  |  | x | x | 1 | 4 | 4   | All controls being implemented effectively. |
| 32 | Education Centre Factory Viewing Platform.                  | Risk of injury from slips, trips and falls on the Factory Viewing Platform.                | All People Groups | 2 | 1 | 3  | All visitors will be accompanied on the viewing platform by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Factory lighting on viewing platform. Non-slip flooring on viewing platform. Education Centre Manager conducts daily check for damp areas and obstructions. Hygiene and cleaning programme in place.                                       |   |  |  |  |  |  |  |  |  | x | x | 1 | 1 | 1   | All controls being implemented effectively. |

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|----|--|---|-------------------|---|---|----|---|---|--|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|
| 33 | Disabled Visitors Education Centre Viewing Windows.  | Risk of injury due to opportunity for visitors to misbehave if unsupervised.                    | All People Groups | 4 | 5 | 20 | Disabled visitors to be accompanied by Education Centre Manager, supervising adult or CCEP employee at the Disabled Visitors Viewing Windows at all times during factory visit.   |   |  |  |  |  |  |  |  |  | x |   | 1 | 5 | 5 | All controls being implemented effectively. |   |   |   |
| 34 | Transferring visitors from the Education Centre to the main factory entrance and vice versa to visit BIB/Line 2. | Risk of injury from slips, trips and falls on pedestrian walkway.                               | All People Groups | 2 | 1 | 2  | All visitors will be accompanied to the Education Centre/main factory entrance by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Hygiene and cleaning programme in place to ensure area is clean and clear of any obstructions.   |   |  |  |  |  |  |  |  |  |   | x |   | 1 | 1 | 1   | All controls being implemented effectively. |   |   |
| 35 | Transferring visitors from the Education Centre to the main factory entrance and vice versa to visit BIB/Line 2. | Risk of injury from process cylo tanks.   | All People Groups | 3 | 2 | 6  | All visitors will be accompanied to the Education Centre/main factory entrance by the Education Centre Manager. The Education Centre Manager will inform all visitors that they must not touch process cylo tanks. Safety signage in process cylo tank area.  |   |  |  |  |  |  |  |  |  |   | x | x |   | 1 | 2   | 2   | All controls being implemented effectively. |   |
| 36 | Transferring visitors from the Education Centre to the main factory entrance and vice versa to visit BIB/Line 2. | Risk of injury from pedestrian/vehicle collision due to visitors being unaware of site traffic. | All People Groups | 3 | 5 | 15 | All visitors will be accompanied to the Education Centre/main factory entrance by the Education Centre Manager. All visitors to wear an orange high visibility jacket and follow marked pedestrian walkway. The Education Centre Manager will ensure there is no moving site traffic and the vehicle entrance gate is closed before allowing visitors to cross over the zebra crossing.                               |   |  |  |  |  |  |  |  |  |   | x | x | x |   | 2   | 5   | 10  | All controls being implemented effectively. |
| 37 | Factory visit BIB/Line 2.  | Risk of injury to disabled visitors from unsuitable access.                                     | Visitors          | 5 | 5 | 25 | Disabled visitors are unable to visit BIB/Line 2.   | x |  |  |  |  |  |  |  |  |   |   |   | 1 | 5 | 5   | All controls being implemented effectively. |   |   |
| 37 | Factory visit BIB/Line 2.  | Risk of injury due to overcrowding/loss of control/discipline.                                  | All People Groups | 3 | 4 | 12 | Maximum number of visitors per visit to BIB/Line 2 is 15. A minimum of 2 supervising adults is required per visit. 3 supervising adults is recommended. Education Centre Manager is a fully qualified teacher.  |   |  |  |  |  |  |  |  |  |   |   | x |   | 1 | 4   | 4   | All controls being implemented effectively. |   |
| 38 | Factory visit BIB/Line 2.  | Risk of injury to hearing.  | All People Groups | 5 | 4 | 20 | Health and Safety induction before factory visit highlights the importance of wearing hearing PPE. Hearing PPE to be worn at all times during factory visit. PPE signage.   |   |  |  |  |  |  |  |  |  |   |   | x |   | 2 | 4   | 8   | All controls being implemented effectively. |   |
| 39 | Factory visit BIB/Line 2.  | Risk of injury from factory hazards due to visitors being unfamiliar with factory setting.      | All People Groups | 4 | 5 | 20 | Key Safety Standards and Behaviours document sent to lead supervising adult before visit. This information must be communicated with all visitors before arriving on site. Copy of this document must be signed and handed to Education Centre Manager before visit. Health & Safety induction before factory visit highlights Key Safety Standards and Behaviours. PPE to be worn at all times during factory visit. |   |  |  |  |  |  |  |  |  |   |   | x | x |   | 2   | 5   | 10  | All controls being implemented effectively. |
| 40 | Factory visit BIB/Line 2.  | Risk of injury from slips, trips and falls on factory floor.                                    | All People Groups | 3 | 3 | 9  | All visitors will be accompanied on the factory floor by the Education Centre Manager. Visitors wearing inappropriate footwear will be prohibited from entering the site. Factory lighting on factory floor. Visitors only permitted to walk on green non-slip flooring on factory floor. Hygiene and cleaning programme in place.  |   |  |  |  |  |  |  |  |  |   |   | x | x |   | 2   | 3   | 6   | All controls being implemented effectively. |



## Risk Assessment Calculation Table

|            |            | SEVERITY |                     |                      |                   |           |
|------------|------------|----------|---------------------|----------------------|-------------------|-----------|
|            |            | Fatal    | Long Term Disabling | Short Term Disabling | Medical Attention | First Aid |
| LIKELIHOOD | Certain    | 25       | 20                  | 15                   | 10                | 5         |
|            | Likely     | 20       | 16                  | 12                   | 8                 | 4         |
|            | Possible   | 15       | 12                  | 9                    | 6                 | 3         |
|            | Remote     | 10       | 8                   | 6                    | 4                 | 2         |
|            | Improbable | 5        | 4                   | 3                    | 2                 | 1         |

| Likelihood | Score | Severity             | Score |
|------------|-------|----------------------|-------|
| Certain    | 5     | Fatal                | 5     |
| Likely     | 4     | Long Term Disabling  | 4     |
| Possible   | 3     | Short Term Disabling | 3     |
| Remote     | 2     | Medical Attention    | 2     |
| Improbable | 1     | First Aid            | 1     |

| Risk Category                |
|------------------------------|
| > 15 STOP                    |
| 14 to 10 Seek input from H&S |
| 9 to 5 Review                |
| 1 to 4 Acceptable            |



## Milton Keynes Education Centre Risk Assessment Summary

### Before your visit:

- Ensure that you have read your booking confirmation letter, the “Key Safety Standards and Behaviours” document and the “Joining Instructions” document before your visit.
- Ensure that information contained in the “Key Safety Standards and Behaviours” document is communicated with everyone in your party before arriving on site.
- Failure to comply with our strict rules and regulations may result in the cancellation of your visit.

### On Arrival:

- You should aim to arrive on site 15 minutes before your visit start time to allow time for the arrival procedure at Security.
- If you arrive more than 15 minutes after your visit start time we may have to cancel or reduce the content of your visit.
- Coach/minibus parking is not available on site. Please park adjacent to the factory on Northfield Drive.
- Please send a teacher/supervising adult to report to the Gatehouse where they will inform the Education Centre Manager of your arrival.
- Hand in one copy of the “Names List” to the Gatehouse.
- The Education Centre Manager will meet you on your coach/minibus or outside the pedestrian entrance to site where they will remain with you for the duration of your visit.

### First Aid Incidents:

- Should you or anyone in your party require first aid treatment please notify the Education Centre Manager. They will contact one of the many qualified first aid personnel on site who are equipped to deal with minor incidents.
- In the unlikely event of a serious injury the nearest Accident and Emergency Unit is:

**Milton Keynes Hospital**

Standing Way,  
Milton Keynes  
Buckinghamshire  
MK6 5 LD

**Tel: 01689 863000**

- All accidents and injuries on site must be recorded in the site Accident Book. To do this please report all accidents to the Education Centre Manager. You are advised to contact your insurer immediately.

### Fire and Emergency Evacuation:

- The Education Centre Manager will escort the group out of the building and to the Emergency Assembly point via the nearest fire exit. Teachers/supervising adults are asked to ensure that members of their group remain calm and that they have a register at hand for those in their care.

**Group members remain the responsibility of teachers/supervising adults at all times.**