

Visitor Tour & Education Centre Risk Assessment

Reason for revision: Review and update to scored RA format and amalgamation of visitor centre and Tour RA into single assessment

Site: Wakefield - Area: Visitors tour & centre (NB. read in conjunction with zone and job specific risk assessments)

Mandatory review date: 31/07/14; or full document review following injury, HiPo, incident or area / equipment change

Assessed by:	(Signature)	Print:	Lucia Armitage	Title:	Education Manager	Date:	31/07/2012
Verified by:	(Signature)	Print:	Nigel Jones	Title:	H&S Coordinator	Date:	31/07/2012
Authorised by:	(Signature)	Print:	Steff Williams	Title:	H&S Manager	Date:	31/07/2012

Summary of last change	
Amended by:	
L.Armitage	
Date:	
31 st July 2012	
Summary of change:	
Review and update to scored RA format and amalgamation of visitor centre RA into single assessment	

People Groups	1	Admin / Clerical	8	FLT Drivers
	2	Agency	9	Management
	3	All People Groups	10	Operators
	4	Cleaners	11	Other
	5	Contractors	12	Members Of The Public
	6	Drivers / Hauliers	13	Visitors
	7	Engineers	14	Vulnerable People

Likelihood (L)	Certain	10	10	20	40	60	100
	Likely	6	6	12	24	36	60
	Probable	4	4	8	16	24	40
	Possible	2	2	4	8	12	20
	Unlikely	1	1	2	4	6	10
		1	2	4	6	10	
	Trivial	Minor	LTA	Major	Fatal	Severity (S)	

[Note: full change summary recorded on last page]

Reference	Description of Hazard Potential for Injury or Loss	People Groups	Risk Rating			Actions or controls adopted or in place at the specific site to control or reduce risks	De-risk Rating		
			S	L	=		S	L	=
1	<p>The site accommodates an average of 5 to 7 Thousand organised visitors each year</p> <p>The majority will be school children with specific focused groups from professional & community organisations.</p> <p>People who are unfamiliar with site rules and safety standards</p> <p>Vulnerable persons on site via young people of school / college age and visitors with disabilities.</p> <p>Risk of injury if precautions and procedures are not in place or not followed with appropriate arrangements and controls</p>	1, 2, 4, 9, 12,13, 14	6	6	36	<p>Pre-screening / planning of visit :</p> <ul style="list-style-type: none"> Information questionnaire supplied pre visit to establish any potential for concerns or disabled persons arrangements Information supplied in advance detailing the site Key Safe Behaviours Health / sickness declaration pre food plant visit Names of all visitors made available pre visit to gatehouse security for fire & safety purposes Pre visit Hazard & Risk evaluation request from outside agency or schools 	6	1	6

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2	<p>Disabled Visitors (wheelchair users) and their carers.</p> <p>Visitors to site who are in wheelchairs, with mobility restrictions.</p> <p>Fire & Risk of escape restrictions to visitors during an emergency / evacuation scenario</p> <p>Risk of fall Injury when moving around the site tour areas at different levels.</p> <p>Injury whilst moving around during access / egress of lifts or moving around through site visitor routes and doors</p>	12,13,14	6	4	24	<ul style="list-style-type: none"> Each visitor will have their level of needs fully assessed by their site contact prior to arrival at site. Carers must accompany disabled visitors on site visits and tours at all times and ensure their safety and well being The CCE contact will ensure on their arrival to site that the appropriate controls and precautions are clarified during their site induction. The disabled person(s) and their helper(s) shown their primary and secondary escape routes during the induction. CCE contact training ensures awareness of the planned routes and procedures in case of emergency / evacuation. 1st Aider contact made to ensure and agree pre arranged meet points in the event of an emergency 1st Aiders trained on evacuation of disabled persons and use of Evac chairs in case of Fire and disabled lift restrictions Site facilities standards with maintenance plans and reporting systems Maintenance / service contracts for lifts and evacuation equipment Signage and instruction in place on routes <p>Escape Routes and Fire Exit points identified :</p> <ul style="list-style-type: none"> Stairwells to Bay 21 from visitor centre Stairs and routes to Reception, production hall and Bay 22 from balcony tour 	6	1	6
3	<p>Tour party arrival & access / egress :</p> <p>Arrival on site by coach to disembark to route for gatehouse</p> <p>Transport / Pedestrian interfaces with potential for collision</p> <p>Pedestrian & vehicles entering or leaving site</p> <p>Visitors not aware of, or not applying site rules or Safe Behaviours – use of designated walkways and routes, pedestrian crossings and moving around safety behaviours (walk, not rushing, use of handrails on stairs etc)</p>	1, 2, 4, 9, 12,13, 14	6	4	24	<ul style="list-style-type: none"> Coach / minibus is met by site contact Visitors are dropped off at a designated bus stop area on a pedestrian walkway / pavement leading to a Zebra crossing into site at reception Dedicated marked parking area / bus stop to ensure students are not walking across car park, or roadways 	6	1	6

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4	<p>Visitors access / egress to Reception and site</p> <p>Transport / Vehicle Hazards: Transport / Pedestrian interfaces with potential for collision Heavy transport and traffic from HGV , local delivery and vending vehicles, vans and cars.</p> <p>Moving around - Slip Trip Fall risks</p>	1, 2, 4, 9, 12,13, 14	6	4	24	<ul style="list-style-type: none"> Education personnel reiterates all H&S rules and Key Safe Behaviours to be applied on site and expected conduct / behaviours Outside building pathway enclosed by barriers and zebra crossing Education personnel lead visitor groups onto site with visitor group leaders - Teachers, supervisors Site adverse weather plan and procedures – path / roadway clearing and gritting in winter periods Path & Roadway maintenance and repair plan in place 	6	1	6
5	<p>Visitors walking to and from Education Centre</p> <p>Moving around as a group on multiple stairways, corridors and balcony area Slip Trip Fall on routes and stairs. Distractions when moving around Wet floors during cleaning tasks Lost visitor due to wandering away from group if not monitored and controlled</p>	1, 2, 4, 9, 12,13, 14	6	4	24	<ul style="list-style-type: none"> All groups guided through building, health and safety behaviours clearly visible and signage in place. Behaviour monitored by Education personnel and group led and supervised at all times Clear instruction and expectations stipulated before and during tours Cleaning standards and hygiene schedule signage and marking controls 	6	1	6
6	<p>Tour Area - Lines 9/10 blow moulding hall</p> <p>40 Bar High Pressure air systems. Failure of equipment or machinery releasing Stored energy or fragments</p> <p>Hot work surfaces on Sidel perform ovens</p> <p>Noise – Hearing loss from noise exposure</p>	1, 2, 4, 9, 12,13, 14	6	6	36	<ul style="list-style-type: none"> Guided into area by Education personnel Clear instruction and guidelines established pre entry. Walking / standing areas. Visitors not aloud to move around towards machinery PPE worn during tours – Mandatory hearing protection 	6	1	6
7	<p>Tour Area – Canning</p> <p>Visitors on High Level walkway viewing platform</p> <p>Electrical Hazard & risk : Electrical PLC cabinets on balcony walkway Risk of electric shock if controls not applied</p>	1, 2, 4, 9, 12,13, 14	6	4	24	<ul style="list-style-type: none"> Platforms and handrails meet standards Control systems in place for restriction during electrical cabinets work : No entry to area if Electrical panels open Prohibition signage and fixed lock off gate in place 	6	1	6

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8	<p>Tour area - PET 3&4 Visitors on high level walkway above Line 3&4</p> <p>Electrical Hazard and Risk – as above in Canning</p> <p>Machinery Hazards – Visitors pass moving conveyors transporting product</p> <p>Trapping / nip points injury from Full Pack Conveyors during operation if restrictions and controls not applied</p>	1, 2, 4, 9, 12,13, 14	6	4	24	<ul style="list-style-type: none"> Area only accessed and viewed when in full operation Platforms and handrails meet standards Control systems in place for restriction during electrical cabinets work : No entry to area if Electrical panels open Prohibition signage and fixed lock off gate in place Visitors restricted and controlled during tours. No access near / close to conveyor system is permitted Machinery guarding and safety standards in place with maintenance and reporting systems to ensure standards maintained 	6	1	6
9	<p>Tour area - Line 5&6 Visitors on viewing High level walkway above Line 6 Viewing balcony</p> <p>Electrical Hazard & risk as above for other areas</p> <p>Potential for Injury from Chemical splash /spray and burns during hot caustic cleaning process :</p> <p>Potential burns from Hot surfaces following internal cleaning of tanks and pipework</p>	1, 2, 4, 9, 12,13, 14	6	6	36	<ul style="list-style-type: none"> Area only accessed and viewed when in full operation Platforms and handrails meet standards Control systems in place for restriction during electrical cabinets work : No entry to area if Electrical panels open No entry to viewing area during cleaning process of fillers / product tanks Prohibition signage and fixed lock off gate in place Visitors restricted and controlled during tours 	6	1	6
10	<p>Tour area – Visitors continue tour to the RSC RSC High level walkway and routes</p> <p>Slip Trip or Fall during tour High level routes – partial industrial walkway</p> <p>Different floor and pedestrian route surfaces : Polished / laminate floors</p> <p>Different stairs and walkway materials (industrial checker / durbar plate, polished floors, tiled floors)</p>	1, 2, 4, 9, 12,13, 14	4	4	16	<ul style="list-style-type: none"> Walkways and handrails meet building and regulations standards Visitors must apply Safe Behaviours when using High Level walkway & stairs Signage / Instruction on all steps / stairways – Hold handrail, one step at a time 	4	1	4

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11	<p>General site evacuation during tour</p> <p>In the event of fire or Evacuation at any time during the visit / tour</p>	1, 2, 4, 9, 12,13, 14	6	6	36	<ul style="list-style-type: none"> Alarm Investigation procedure and ETeam Fire / Emergency arrangements in place at all times All visitors led out of nearest exit by Education personnel and returned to bus / coach immediately. Visitor list supplied prior to site visit Roll call carried out on visitors vehicle Agreed safe methods with 1st Aid Team for disabled visitors - If wheelchairs are used, what is the best route to evacuate safely. 1st Aiders trained in Evac chair use and contact details agreed prior and during visit 	6	1	6
12	<p>1st Aid Response</p> <p>Potential Accident / Injury / Incident Personal condition / Health issues during visit</p>	1, 2, 4, 9, 12,13, 14	6	2	12	<ul style="list-style-type: none"> First Aiders available at all times First Aid box in visitor centre, and restroom on site First Aid rooms and arrangements in place with equipment and procedures to meet requirements First Aid contact paging system in place and maintained Emergency response procedures – Ambulance / Fire services Reporting and investigation procedures 	6	1	6
13	<p><u>Visitors Centre RA</u></p> <p>Slips & trips</p>	1, 2, 4, 9, 12, 13, 14	4	6	24	<p style="text-align: center;"><u>Visitors Centre RA</u></p> <ul style="list-style-type: none"> Whole centre has laminate floors - repairs effected as and when necessary Stairs fitted with handrails and stair caps maintained. Procedures and tissue towelling provided to mop up spillages High standards of house keeping maintained / hygiene schedules. Site incident reporting and Helpdesk reporting systems for hazards/fault/repairs as and when necessary. 	4	1	4
14	Exposure to Hazardous Substances	1, 4, 9	2	1	2	<ul style="list-style-type: none"> Cleaners only authorised to use chemicals - usual CCE contractor controls apply Other 'domestic' type cleaning agents – follow general instructions Material Safety Data Sheets and COSHH risk assessments held by safety contact. 			2

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15	Electric Shock risk	1, 2, 4, 9, 12 & 13	6	1	6	<ul style="list-style-type: none"> Office equipment is new and double insulated. Cabling runs and routing maintained to high standards. Building circuits new and on residual current and earth leakage trips Extension leads and all portable equipment to be tested in line with CCE Portable Appliance Testing Standards, listed and labelled (usually annually) Regular Planned Safety Inspections. 	4	1	4
16	Fire	1, 2, 4, 9, 12 & 13	10	2	20	<ul style="list-style-type: none"> Fire drill explained to all visitors. Means of Escape kept clear. Alarm call points marked, heat and smoke detection, emergency lighting and exits clearly lit. Alarms maintained with service records kept. Alarm tested weekly. Evacuation procedure understood. Emergency plan and roll call understood. Extinguishers in place and annually inspected. Site evacuations carried out. Procedure for exiting the building with a wheel chair / disabled person in place. Regular Planned Safety Inspections. 	10	1	10
17	Violent Assault	1, 9	6	2	12	<ul style="list-style-type: none"> Secure building & adequate lighting, phones available on site to summon assistance. 	6	1	6
18	Temperature / Ventilation	1, 2, 4, 9, 12 & 13	2	2	4	<ul style="list-style-type: none"> The room is air conditioned and well ventilated controlling both temperature and humidity. It is controlled by the occupants or facilities management. Air conditioning units are regularly maintained, and records held. Regular Planned Safety Inspections. 	2	1	2

Note: Maximum number of visitors per group = 30 but usually restricted to 25. Minimum of 1 CCE member of staff and 2/3 supervising staff for maximum group size.

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Change History

Amended by	Date	Summary of Change
Lucia Armitage	31 st July 2012	Review and update to scored RA format and amalgamation of visitor centre RA into single assessment
R.Wray	14 th September 2010	Reviewed following expiry of mandatory review period – Updated to new RA format
S.Hipkins	27 th August 2008	Reviewed following expiry of mandatory review period
K. McKeown	19 th January 2006	New Issue