

<b>Procedure:</b>	<b>Risk Assessment</b>
<b>Module:</b>	<b>Health And Safety</b>

**Attachment 1**

**Risk Assessment Form**

<b>Location:</b>	<b>Sidcup CCE Education Centre - General RA</b>	
<b>Assessors:</b>	<b>Stephen Southgate &amp; Caroline Mounter</b>	<b>31/08/2014</b>
<b>Authorised By</b>		
<b>Accountable Manager:</b>	<b>Bev Burnham</b>	
<b>Authorised By H&amp;S Manager:</b>	<b>John Burton</b>	
<b>Reviewed By:</b>		<b>Date:</b>

<b>People Groups</b>	<b>ADM</b>	Admin / Clerical	<b>OPS</b>	Operators
	<b>AGN</b>	Agency	<b>OTH</b>	Other
	<b>ALL</b>	All People Groups	<b>PUB</b>	Members Of The Public
	<b>CLN</b>	Cleaners	<b>VIS</b>	Visitors
	<b>CON</b>	Contractors	<b>VUL</b>	Vulnerable People
	<b>DRV</b>	Drivers / Hauliers		
	<b>ENG</b>	Engineers		
	<b>FLT</b>	FLT Drivers		
	<b>MAN</b>	Management		

<b>Likelihood (L)</b>	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
		<b>1</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>10</b>	
	Trivial		Minor	LTA	Major	Fatal	
<b>Severity (S)</b>							

Reference	Area / Activity	Hazard Code	People Group	Hazards (including description of the potential accident, injury or loss)	Baseline / inherent risk with no controls			Risk control measures	Ultimate possible risk with effective control measures			References		
					S	L	=		S	L	=			
1	Access and egress to Education Centre	Ac	ALL	Access and egress to the Education Centre via arrival/departure area, staircase, landings, ramp, disabled lift	6	6	36	<b>Overall objective of controls</b>			6	2	12	EtQ Hazard Symbols
								1	Visiting groups will have a site safety briefing by Education Centre Manager before alighting the coach; supervision of visitors at all times					
								2	Safety reminder signs on staircase: hold handrail, one step at a time, walk, do not run					
								3	Disabled lift: regularly maintained and inspected as per LOLER requirements; only 1 wheelchair occupant and carer allowed in lift at any time; auto stop button					
								4	Emergency evacuation procedure: refer to site emergency plan; Education Centre Manager to limit total number of visitors allowed at one time					
2	Slips, Trips and Falls: different level access and egress into Education Centre; adverse weather conditions, e.g. snow, ice etc; spillages and leaks; bad housekeeping	S	ALL	Potential of fracture or fatality	10	6	60	<b>Overall objective of controls</b>			10	2	20	EtQ Hazard Symbols
								1	Housekeeping: any spillages quickly cleared up, no extraneous objects en route					
								2	Visiting groups will have a site safety briefing by Education Centre Manager before alighting the coach; supervision of visitors at all times					
								3	In adverse weather, the appropriate walkway surface treatments will be applied					
								4	Adequate lighting on factory tour route					
3	Fire	F	ALL	Ineffective, complacent routines for recording individuals onsite, potential of scalds, burns, asphyxiation, and fatality	10	6	60	<b>Overall objective of controls</b>			10	2	20	EtQ Hazard Symbols
								1	Fire/smoke detection system; fire extinguishers in place; weekly fire alarm test					
								2	Visiting groups will have a site safety briefing by Education Centre Manager before alighting the coach; supervision of visitors at all times					
								3	Refer to Site Fire risk assessment; Education Centre Fire Assessment completed; emergency evacuation procedure in place; all supervisors told about procedure prior to entering the EC; sufficient supervision for non-mobile visitors so that escape can be made safely					
								4	Investigation required into fire alarms so that it is clear to ECM when there is a fire alarm sounding whilst on factory tour. Possibility of installing flashing lights to provide visual signal in addition to current audio alarm					
5	Each visiting group to provide Security and Education Centre Manager with a list of names of attendees on arrival													
4	Use of AV equipment; seating in all Education Centre areas	DSE/Eh	ALL	Electric shock, back injury	4	2	8	<b>Overall objective of controls</b>			2	2	4	EtQ Hazard Symbols
								1	DSE assessment					
								2	Supervision of visitors by Education Centre Manager and group supervisors					
								3	Annual PAT testing					
								4						

<b>Procedure:</b>	<b>Risk Assessment</b>
<b>Module:</b>	<b>Health And Safety</b>

No	Description	Ac	ALL	Hazard	6	6	36	Overall objective of controls	6	4	24	EtQ	
5	Factory tour; moving about on high level walkways in the factory	Ac	ALL	Falls from height; collision with motor vehicles	6	6	36	Overall objective of controls	6	4	24	Hazard Symbols	
								1					Visiting groups will have a site safety briefing by Education Centre Manager before alighting the coach; supervision of visitors at all times
								2					Handrail installed to CCE standards; one-way swing gates installed where necessary to prevent accidental falls; appropriate signage around factory, handrails etc
								3					Lights on factory tour route to be regularly checked and maintained. Non-functioning lights to be repaired as a matter of urgency
4													
6	Inappropriate behaviour; wandering into restricted areas; reaching to touch machinery etc; violent conduct	Beh	ALL	Injury; fatality	10	4	40	Overall objective of controls	10	2	20	Hazard Symbols	
								1					Visiting groups will have a site safety briefing by Education Centre Manager before alighting the coach; supervision of visitors at all times
								2					Visitors not permitted on factory floor; machines guarded to G4 standard
								3					A group supervisor to remain at rear of party at all times
4	Group supervisor to receive a letter in advance stating that they are responsible for the safe behaviour of their party; visitors displaying violent or inappropriate conduct may be escorted from site												
7	Noise	N	ALL	High Noise level exposures (> 80DbA) can lead to hearing defects such as Tinnitus	6	6	36	Overall objective of controls	6	2	12	Hazard Symbols	
								1					Visiting groups will have a site safety briefing by Education Centre Manager before alighting the coach; supervision of visitors at all times
								2					Noise survey
								3					PPE: during Factory Tour, visitors will wear hi-vis jackets, snood caps/hairnets, and headphones
4	Duration of exposure kept to a minimum												
8	Welfare: toilets	Wel	ALL	Lack of hygiene may lead to illness	2	6	12	Overall objective of controls	2	2	4	Hazard Symbols	
								1					Suitable welfare facilities
								2					Defect reporting
								3					Inspection and maintenance
4	PEEP evacuation plan												
9	Welfare: vulnerable people	Wel	ALL	Issues with access and egress to the Education Centre; contact with CCE employees	6	2	12	Overall objective of controls	6	1	6	Hazard Symbols	
								1					Disabled lift available; disabled visitors will require one-to-one carer within group
								2					Education Centre Manager has been CRB checked and will remain with visiting group at all times
								3					ECM to monitor traffic movement as visitors get on and off the coach/minibus; supervision by accompanying school staff to keep all students within the demarcated parking/walking areas. Groups using two vehicles to pay particular attention to safe access/egress
4	Corrective actions required: parking space for kitchen delivery lorry required in order to prevent it blocking coach bays; signpost at pinch-point by kitchen lift doors requires relocating to allow sufficient room on footpath for visitors												

# Coca-Cola Enterprises – Sidcup Education Centre

## Useful Information

### Before your visit...

- Ensure you have read your booking confirmation letter, the 'Key Information, Safety Standards and Behaviours' document attached to it and the Joining Instructions before your visit. Some of the information will need to be passed on to your students (such as suitable clothing/footwear, no jewellery etc) so do make sure you have done this in good time.
- The Sidcup Education Centre and factory tour is not currently suitable for wheelchair users or those with mobility difficulties. We are looking into this issue but, for now, would suggest the Edmonton Education Centre for parties with wheelchairs. Please accept our apologies for any disappointment or inconvenience caused.
- Ensure that at least **two members of school staff** are attending each visit.

### On arrival...

Please send a member of school staff to report to the Gatehouse (Security Control), where you should hand in one of the copies of the list of names of all visitors – including staff – in your party (the second copy should be given to the Education Centre Manager on arrival at the EC).

The coach will then be permitted to follow the site road clockwise around to the Education Centre, where the Centre Manager will board the coach and take you for an external tour of the site before entering the Education Centre. The Manager will then remain with you for the duration of your visit.

### First Aid Incidents

Should you or any of your party require first aid treatment please notify the Education Centre Manager. They will contact one of the many qualified first aiders onsite who are able to deal with minor incidents and call for appropriate medical or other help if required.

Please note that in the unlikely event of a serious injury, the nearest Accident & Emergency Unit is:

**Princess Royal University Hospital**  
Farnborough Common  
Orpington  
Kent  
BR6 8ND

**Tel: 01689 863000**

**Any accident or injury onsite must be recorded in a 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 via the nearest fire exit and to the Visitor Car Park where a register will be taken. To this end, teachers are asked to ensure that their students remain calm and that they have a register at hand for all those in their care.

**Students remain the responsibility of accompanying school adults at all times.**