

Visiting Chelmsford Education Centre Risk Assessment



Task:	c. Visitors working in the education centre	People Affected					
Department/Area:	Chelmsford Water Recycling Centre	Operators	N	Other employees inc. contractors	N	Public	Y
Assessor Name:	Nicole Walton	Assessment Date:	Review Date(s):	21/06/2021	3/3/22	28/2/23	
Signature:	N. Walton	17/2/2020	Reviewed By:	NW	E. Henderson	E. Henderson	

	Activity	Hazard	Required Control Measures (CM)	Required Monitoring Arrangements (MA)	CM & MA in place?		Risk Rating Score (RRS) L x S = R	Is RRS Tolerable?		Required Further Action - Timescale
					Yes	No		Yes	No	
1)	Visiting the centre	Fire	Only fight fires when small enough, use correct types of extinguishers. Dial 999 evacuate the building by nearest exit. Checks toilets, etc Assemble at assembly point at inlet, grab bag, take school details and keys. Do not re-enter the building until told to do so by emergency services	Fire RA. Regular fire drills (Emcor). Brief on arrival						

Risk Rating Tool

	Score	Description	Score	Description	Score	Description	Score	Description	Score	Description
Likelihood (L)	1	Very unlikely	2	Unlikely	3	Likely	4	Very likely	5	Almost certain
Severity (S)	1	No effect or trivial	2	Minor injury or illness	3	Lost time injury or illness	4	Major injury or illness	5	Fatal or disabling injury or illness
Risk Rating (L x S)	1-5 LOW	TOLERABLE no further action required		6-12 MED	REDUCE – introduce further controls and/or monitoring specified above			13-25 HIGH	INTOLERABLE stop process or activity until further controls are implemented	

Template Reference: CWRCECRA.01Visitors

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				Yes	No		Yes	No	
				Y		1x5=5	Y		

2)	Visiting the centre	Burns/ Scolds Cuts Bruises Etc Slip, trips Fall	No children allowed to use kettle/ hot water heater. Scissors children suitable. First aid kit available. Furniture checked regularly – tables feet locked. Tools and cleaning products stored in locked areas. Floors well maintained and non-slip cleaning materials used. Spills wiped up immediately.	Signs clearly displayed where pupils are not allowed access. Monthly EC checks for hazard identification. EC staff monitor EC during day for hazards.						
					Y		1x 4=4	Y		

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					Yes	No		Yes	No	
3)	Visiting the centre	Personal Attack	Doors locked when visitors on site. Badges given to visitors. No child to be left alone anywhere at any time. Contractors access to EC outside of school visits.	Visitors wear labels and visitor high vis.						
					Y		1x4=4	Y		
4)	Visiting the centre	Electrical shock	P.A.T testing each year	Check regular test carried out via labels on plugs Electrical items not used near water.						
					Y		1x5=5	Y		

Task Risk Assessment Guidance:

- this is a model RA - it needs to be made team/site specific
- always work safely - refer to the control measures listed
- if you cannot adhere to the control measures - STOP and seek advice
- if you identify other significant hazards that are not listed - STOP and seek advice
- for high risk tasks - permits and/or checklists must be used

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- an initial reality check needs to be completed which takes into account any extra issues at the moment of the task being done such as weather / time of day / lighting / location of site etc.

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