

### Chelmsford WRC site tour Risk Assessment

<b>Task:</b>	a. Site tour of WRC for visitors	<b>People Affected</b>					
<b>Department/Area:</b>	Chelmsford Water Recycling Centre	Operators	N	Other employees incl. contractors	N	Public	Y
<b>Assessor Name:</b>	Nicole Walton	<b>Assessment Date:</b>		<b>Review Date(s):</b>	14/06/2021		
<b>Signature:</b>	N. Walton	<b>21/2/2020</b>		<b>Reviewed By:</b>	N. Walton		

	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)	Walking around site	Slips trips and falls. (On level)  Falls from steps	Stick to designated walkways at all times.  Awareness briefing Ensure pupils shoelaces tied. Walk carefully in pairs.  No access to elevated sections of the works, limited access to steps required. Ensure use handrails used.	Escorted visit – all visitors to be briefed prior to going on site by AWS Staff (see also – unfamiliarity with site section) Paths cleared of all debris and stones prior to visits. Safety check and record prior to visit. Tour route most suitable areas – avoiding pipes and building work. Children walk in pairs. Briefing before tour begin						
					Y		2x2=4	Y		

**Risk Rating Tool**

	Score	Description	Score	Description	Score	Description	Score	Description
<b>Likelihood (L)</b>	1	Very unlikely	2	Unlikely	3	Likely	4	Very likely
<b>Severity (S)</b>	1	No effect or trivial	2	Minor injury or illness	3	Lost time injury or illness	4	Major injury or illness
<b>Risk Rating (L x S)</b>	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

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					Yes	No		Yes	No	
2)	Tour of site in wet and icy weather	Wet and icy weather conditions potentially making walking surfaces slippery	Most chosen routes are on level firm ground and weather conditions should not adversely affect tours  Pre visit tour of site  Grit footpaths in snow and icy weather	Attention will be drawn to potential hazards as required The school will be contacted the day before the visit to confirm go ahead should wet weather be forecast/ and to wear suitable footwear if muddy. On site discussion with ops staff on day of visits.						
					<b>Y</b>		<b>2x2=4</b>	<b>Y</b>		
3)	Walk beside water	Fall into tanks	All areas are appropriately guarded with hand railing and meshing. Visitors to stay on walkways and with escorted group only	Daily checks and record prior to tour of route, railing and meshing. Briefing before tour						
					<b>Y</b>		<b>1x5=5</b>	<b>Y</b>		

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					Yes	No		Yes	No	
4)	Tour of site	<p>Unfamiliarity with site</p> <p>Transport / vehicle movement</p> <p>Faulty machinery/ equipment e.g. tanks leaking</p>	<p>Visitors will be escorted at all times and stick to the walkways.</p> <p>Pupils closely supervised at all times. 1:6 ratio of adults to children (6-11 yrs) is essential to go on tour.</p> <p>Arrival on site – instructions of bus/ car drop off points to be sent prior to visit</p> <p>Beacon Light put on to warn drivers of people walking on site.</p> <p>AWS Teacher to meet the bus</p> <p>Speed control - speed humps and speed restriction signage in place</p> <p>Visitors to be marshalled once on site.</p> <p>Visitors all escorted on site. EC staff to do pre tour safety check and action any issues. All visitors briefed on site safety.</p> <p>Tour route diverted for safety if necessary.</p> <p>If necessary, site tour cancelled.</p>	<p>Visitors will be briefed on the key site safety information hazards</p> <p>Pupils and staff aware of traffic in briefing</p> <p>Pre visit site tour</p> <p>H&amp;S action log</p> <p>Regular meetings with site manager</p>						

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					Yes	No		Yes	No	
		Building work on site	Daily checks of the conditions of works. Route of tour adapted for safety whilst works continues. Timetable for visits sent to contractors and in mess room.	Pre visit site tour Brief visitors before tour.						Regular updates from site manager regards future use.
					Y		1x5=5	Y		
5)	Tour of site	Biological sewage	Visitors to be advised of AW hygiene policy. To be included in site briefing. Visitors will wear gloves provided to wear on site. No eating or drinking outside. Encouraged not to touching railings or surfaces Allergies/Asthma – first aid kit carried and mobile phone carried. School staff aware of allergies, bring inhalers at all times.	Visitors will be requested to report any cuts / abrasions received on site.  All visitors will be reminded to clean their hands following the visit with bacteriological soap.  Ensure hand washing facilities and gloves available.						
					Y		1x4=4	Y		
6)	Tour of site	Viewing platform at activated sludge	GRP degrades under sunlight – it is found on Activated sludge viewing platform. Annual check condition of material.	Daily pre tour check.  Annual checks of material condition.						
					Y		1x2 = 2	Y		

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**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
- **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.**