

Derby Sewage Treatment Works Risk Assessment



Activity being assessed	Conducting site tour for pre-booked visitors (including children): Derby STW	Ref No.
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People at risk	Frequency	Duration of exposure
Visiting Group Leaders	Once per visit	2 hour per visit
Visiting Supervisors	Once per visit	2 hour per visit
Visiting members of the public, inc. Children (40max)	Once per visit	2 hour per visit
STW Education co-ordinator and other staff	Working days, may include weekends	2.5 hours per day

The results of this assessment must be communicated to the relevant staff and the identified controls implemented for all users.

The risk assessment needs to be reviewed annually. Other changes (new staff, equipment procedures) or events (accident/near miss) may prompt a more frequent review.

Severity	NB: If Severity is 5 or above, review control measures					
Minor Injury	1	1	2	3	4	5
Moderate Injury	2	2	4	6	8	10
Significant Injury	3	3	6	9	12	15
Major Injury	4	4	8	12	16	20
Death	5	5	10	15	20	25
		1	2	3	4	5
	Likelihood	Rare	Unlikely	Even chance	Likely	Almost certain

Overall Assessment	High	Medium	Low	X
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Date Reviewed	10/2013	Reviewed by:	Edwina Woodland	Job Title:	Education Programme coordinator
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Potential hazards	Causes (how harm comes about)	Who is affected	Control measures to eliminate/minimise the risk	RISK			Further controls required By whom/when
				S E V	L I K	S X L	
Slip or trip	Uneven ground/ kerbs/steps	1 x Education Coordinator (STW staff member) per visit	Explain hazards to visiting group leaders have hazards explained	2	2	4	
		Average 32 x pupils per visit	Safety talk prior to commencement of tour Route inspected each morning prior to any site tour to identify any hazards	2	2	4	
		Average 4 x supervising adults per visit	Route is flat and defined by blue line Groups are required to wear appropriate footwear during the site tour Expected behaviour is discussed at the pre visit and during the safety talk Education co-ordinator has the right to refuse to take unruly groups on the tour	2	2	4	
Fall or slips	Fall from steps leading to injury	1 x Education Coordinator (STW staff member) per visit	Visiting group leaders have hazards explained	3	2	6	
		Average 32 x pupils per visit	Safety talk prior to commencement of tour Designated route with marked places for people to stand at talk points	3	2	6	
		Average 4 x supervising adults per visit	Potential hazards barred off and mesh fitted on hand rails to prevent access between Viewing of aeration channels to be managed by small numbers of visitors being permitted at a time and the railings being fitted with meshing to prevent access Expected behaviour is discussed at the pre visit and during the safety talk Education co-ordinator has the right to refuse to take unruly groups on the tour	3	2	6	
Contact with machinery	Trapping, crushing, entanglement leading to injury	1 x Education Coordinator (STW staff member) per visit	Visiting group leaders have hazards explained	4	1	4	
		Average 32 x pupils per visit	Safety talk prior to commencement of tour Potential hazards barred off / or protected by guarding	4	1	4	
		Average 4 x supervising adults per visit	Visitors segregated from site equipment Expected behaviour is discussed at the pre visit and during the safety talk	4	1	4	

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Strike against	Walking into handrails/barriers	1 x Education Coordinator (STW staff member) per visit	Visiting group leaders have hazards explained Safety talk prior to commencement of tour Expected behaviour is discussed at the pre visit and during the safety talk	2	2	4	
		Average 32 x pupils per visit		2	2	4	
		Average 4 x supervising adults per visit		2	2	4	
Sewage – potential exposure whilst on site tour e.g. On hand rails	Bio-hazard related to exposure to sewage (weils disease, gastro-intestinal illness, infections etc.)	1 x Education Coordinator (STW staff member) per visit	Visiting group leaders have hazards explained Safety talk prior to commencement of tour All staff and visitors can wear (latex free) gloves during tour of site Personal hygiene (wash hands) immediately after site tour is mandatory	4	1	4	
		Average 32 x pupils per visit		4	1	4	
		Average 4 x supervising adults per visit		4	1	4	
Fire and other emergencies	Burns, suffocation	STW staff	Visiting group leaders have hazards explained Fire evacuation procedures tested annually Designated route to fire assembly point Escape routes are identified to regulatory requirements Teaching co –ordinator trained in use of fire extinguisher	4	1	4	Check if Fire extinguisher training has been undertaken
Transport/ vehicles	Struck by moving vehicle	1 x Education Coordinator (STW staff member) per visit	Visiting group leaders have hazards explained Safety talk prior to commencement of tour Tour route clearly marked by painted line on tarmac Designated crossing points and signage at appropriate points Traffic management scheme in place – interaction between pedestrians and vehicles kept to a minimum throughout the tour Expected behaviour is discussed at the pre visit and during the safety talk	4	1	4	
		Average 32 x pupils per visit		4	1	4	
		Average 4 x supervising adults per visit		4	1	4	

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			Hi-viz jackets worn by all visitors and staff				
Young or immature persons failing to understand hazards	Inexperience/lack of understanding	1 x Education Coordinator (STW staff member) per visit	1:8 adult:child (under 16) ratio required Supervising adults identified as leader for sub-groups during tour, spread along the line with one at rear Young visitors reminded of expected behaviour, informed of hazards before activity begins and expected to follow safety guidelines as explained in safety talk prior to commencement of tour No horseplay to be tolerated at any time Minimum age of 7 for all visitors.	1	1	1	
		Average 32 x pupils per visit		2	2	4	
		Average 4 x supervising adults per visit		1	1	1	
Adverse weather conditions	Snow, ice, extreme heat, cold, wet	1 x Education Coordinator (STW staff member) per visit	Visiting group leaders advised that all members of their group should be appropriately dressed: suitable clothing & footwear for weather conditions (windy site in winter, exposed to sun in summer) Pre-visit site tour; check with any issues raised with site operations Route gritted in winter Education co-ordinator to ensure spare set of clothing is available to them	2	2	4	
		Average 32 x pupils per visit		2	2	4	
		Average 4 x supervising adults per visit		2	2	4	
		1 x Education Coordinator (STW staff member) per visit		2	2	4	
		Average 32 x pupils per visit		2	2	4	
Geese and their waste	Biological hazard and a slip hazard	1 x Education Coordinator (STW staff member) per visit	Visiting group leaders have Geese hazards explained Safety talk prior to commencement of tour Expected behaviour is discussed at the pre visit and during the safety talk Education co-ordinator to divert route if needed.	2	2	4	
		Average 32 x pupils per visit		2	2	4	
		Average 4 x supervising adults per visit		2	2	4	

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Box of leaflets and information guides provide for visiting groups to take away with them.	Potential for musculoskeletal injury as a result of incorrect manual handling practices.	1 x Education Coordinator (STW staff member) per visit	Resources packed in appropriate boxes/bags according to quantity and weight.	2	1	2	