

Coca-Cola Enterprises – Sidcup Education Centre Risk Assessment (Summary)

Date: September 2011	Assessed by: Caroline Mounter (Education Centre Manager) & Stephen Southgate (H&S Manager)	Location: Sidcup Factory	Revision Due: 01/09/2012
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Description of Task: **Educational Visit**

Main Hazards:	Risk Rating (S x L = R)				
	Severity	Likelihood	Risk		
1. Slips/trips/falls on site, especially when using stairs/steps	3	3	9		
2. Collision with motor vehicle on site	3	3	9		
3. Fire	3	3	9		
4. Noise from machinery on factory tour route causing hearing problems	3	2	6		
5. Potential fall from high level platforms on factory tour	3	3	9		
Likelihood	Very unlikely = 1	Unlikely = 2	Likely = 3	Very Likely = 4	Certain = 5
Severity	Minor Injury = 1	Minor requiring FA = 2	Serious Injury = 3	Likely Death or serious injury = 4	Certain Death = 5

Existing Precautions:

1. Handrails on all staircases. Clear warning signs in place. Steps highlighted with paint/markings to increase visibility.
2. 10mph speed signs throughout the site. Pedestrian crossings in place.
3. Fire evacuation plan in place. Fire alarms and escape route regularly tested.
4. Ear protection worn by all when inside production areas.
5. Handrail installed to CCE standards. One-way swing gates installed where necessary. Appropriate signage in place.

Recommended Precautions:	New Risk Rating (S x L = R)		
	Severity	Likelihood	Risk
1. H&S briefing given by Education Centre Manager before alighting coach/minibus and entering the Education Centre. Group supervised by Education Centre Manager/school adults at all times.	2	1	2
2. H&S briefing given by Education Centre Manager before alighting coach/minibus and entering the Education Centre. Group supervised by Education Centre Manager/school adults at all times.	2	1	2
3. Fire procedure and H&S briefing given by Education Centre Manager before alighting coach/minibus and entering the Education Centre. Group supervised by Education Centre Manager/school adults at all times.	2	2	4
4. H&S briefing before start of factory tour. PPE (including headphones) worn during factory tour. Exposure to noise kept to a minimum.	3	1	3
5. H&S briefing given by Education Centre Manager before alighting coach/minibus and entering the Education Centre. Group supervised by Education Centre Manager/school adults at all times.	3	1	3

Actions:	Action Agreed	Target Date For Completion	Completed	
			Yes	No
1. 'Key Information, Safety Standards & Behaviours' document issued with confirmation letter for every booking. Document to be completed by group leader and submitted on arrival.	C. Mounter	01/09/11	✓	
2. 'Key Information, Safety Standards & Behaviours' document issued with confirmation letter for every booking. Document to be completed by group leader and submitted on arrival.	C. Mounter	01/09/11	✓	
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5. 'Key Information, Safety Standards & Behaviours' document issued with confirmation letter for every booking. Document to be completed by group leader and submitted on arrival.	C. Mounter	01/09/11	✓	

Signed off by:

Person Completing (for CCE):	Line Manager:
Caroline Mounter	Bill Muirhead
Stephen Southgate	John Burton

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).

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.

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