



Risk Assessment Form

RISK RATING MATRIX

POTENTIAL SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	PROBABILITY					

Potential Severity

1 = Minimal
2 = Minor
3 = Moderate
4 = Major
5 = Fatality

Probability

1 = Improbable
2 = Remote
3 = Possible
4 = Probable/ Likely
5 = Very Likely

Overall Risk

1 – 6 **LOW**
8 – 12 **MEDIUM**
15 – 25 **HIGH**

POTENTIAL SEVERITY X PROBABILITY = RISK RATING

Location / Area: **VISITOR TOUR ROUTE**

Zone: **various**

Task: **n/a**

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1. RISK ASSESSMENT AND VISITOR INFORMATION SENT TO VISITORS IN ADVANCE OF THEIR VISIT
2. INSPECT ALL PERSONAL PROTECTIVE EQUIPMENT AHEAD OF THE TOUR TO ENSURE IT IS ALL IN GOOD CONDITION AND FIT FOR PURPOSE
3. WALK THE ROUTE TO BE TAKEN ON THE DAY AND IN ADVANCE OF COMMENCING THE TOUR
4. CHECK OPERATIONAL AND MAINTENANCE ACTIVITIES WITH CONTROL ROOM ON THE DAY
5. VISITORS WILL NOT UNDERTAKE ANY WORK WHILST ON SITE



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No	Hazard (Haz. Code)	Persons at Risk	Potential Severity	Probability	Risk Rating	Control Measures	Revised Risk Rating	Remarks
1	Fire (1)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Evacuation procedure included in visitor safety briefing Fire alarm/detection system in operation and checked weekly Emergency exits marked and kept clear of obstructions Emergency lighting tested monthly PEEP completed and dedicated escort provided for any disabled visitors Fire refuge points in foyers of Lecture Theatre / Classroom and stairwell of Boiler House 	5x1=5	Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales OS.HSE.03.16.F01 PEEP
2	Pedestrian access, obstructions, slips, trips and falls	Visitors	3	3	3x3=9	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas All areas are well lit Good housekeeping with floors and work areas kept clean and tidy Disabled walkways and ramps kept clear Pathways gritted in icy weather 	3x2=6	HSE 'Preventing slips and trips at work.' INDG225(rev2)
3	Moving vehicles / transport (3)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas All areas are well lit High visibility clothing to be worn in all operational areas Clear traffic signage / signals and 10mph speed limit Designated parking areas / bike racks 	5x2=10	Site Rules OS.SM.03.S01.DT HSE 'Workplace transport safety: A brief guide' INDG199



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						<ul style="list-style-type: none"> • Pedestrians and vehicles segregated by safe and well-marked pedestrian routes, including barriers, bollards, raised pavements and hatched lines • Vehicles fitted with and using audible reversing alarms • Restricted access to 'authorised personnel only' areas, eg Switch Gear Rooms / Transformer Bays 		
4	Roof garden / roof area Falling form height (4)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> • Safety railings and parapet wall • Escape routes from roof garden detailed in teacher-led activity instructions (for non-school groups, visitors will be escorted) 	5x1=5	
5	Kitchen electrical equipment	Visitors	5	1	5x1=5	<ul style="list-style-type: none"> • All electrical equipment PAT tested and registered • First aid kit and defibrillator available 	5x1=5	Provision and Use of Work Equipment Regulations 1998 (PUWER)
6	Lifts in the event of fire	Visitors	5	1	5x1=5	<ul style="list-style-type: none"> • All visitors to be escorted at all times in operational areas • Evacuation procedure included in visitor safety briefing and detailed in teacher-led activity instructions (for non-school groups, visitors will be escorted) • Lifts are not to be used in a fire emergency • Emergency exits marked and kept clear of obstructions • Emergency lighting tested monthly 	5x1=5	Lifts are inhibited in the event of fire OS.HSE.03.16.F01 PEEP



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						<ul style="list-style-type: none"> PEEP completed and dedicated escort provided for any disabled visitors Fire refuge points in foyers of Lecture Theatre / Classroom and stairwell of Boiler House 		
7	Manual handling / ergonomics (6)	Visitors	4	3	4x3=12	<ul style="list-style-type: none"> Visitors are not to engage in any lifting activities on site 	4x1=4	
8	Falling objects / materials (6)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Correct PPE to be worn Overhead activities to be deconflicted with visitor route 	5x2=10	Health and Safety at Work Act
9	Working near water	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> Warning notices and buoyance aid on access bridge / end of Air-Cooled Condensers Hazard identified to teachers when taking groups of children to the pond area 	5x2=10	HSE: Personal Buoyancy equipment on inland and inshore waters
10	Temperature and non-ionising radiation (17 / 21)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Visitor route avoids extremes of temperature and is assessed on day of visit Visitors advised to dress appropriately for the weather whilst maintaining good skin cover for protection in the Boiler House Advance warning posted of any non-destructive testing; visitor route may be adapted to avoid such activities 	5x2=10	



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11	Noise (18)	Visitors	3	3	3x3=9	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Visitor route avoids noisy areas Site design reduces noise impact to external areas Hearing protection available and/or radio headsets worn for technical tours which include a visit to the turbine hall 	3x2=6	
12	Biological agents (23)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> Good housekeeping to deter vermin hosting disease Vermin control in place around site Personal hygiene mandatory – clean hands after site tour Washing facilities, hot water and soap available Visitors advised through safety briefing not to touch waste 	5x1=5	
13	Flammable / explosive substances (24)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Visitor route avoids chemical storage areas Oil and chemical storage areas clearly marked and secured with warning notices and COSHH assessments displayed No smoking notices displayed (smoking in designated areas only) 	5x2=10	<p>The Smoke-free (Premises and Enforcement) Regulations 2006</p> <p>HMG 'Everything you need' Smoke free guidance</p>
						<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Visitor route avoids these environments 		



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14	Dust / fumes / vapours / mists (26)	Visitors	4	3	4x3=12	<ul style="list-style-type: none"> Visitors advised through safety briefing of potentially dusty, dry and hot areas (Tipping Hall and back of grate) Visitors with respiratory issues advised to carry inhaler(s) Dust levels suppressed by road sweeping and washing down as necessary Chemical spills to be cleared immediately as per Emergency Management Plan Safety glasses and dust masks available 	4x2=8	<p>Dust mask (EN149:2001 cat FFP3)</p> <p>HSE Appendix 3 (January 2013) gives full eye protection guide</p>
15	Moving / rotating parts (13)	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Visitor route avoids contact with such equipment Guards installed on all moving / rotating parts 	5x1=5	
16	Tipping Hall	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Enter Tipping Hall behind traffic barriers Cross Tipping Hall only under supervision of Waste Acceptance Operatives (WAOs) Tipping may only be observed from behind the barrier 	5x1=5	Tours will only be conducted by fully inducted members of MVV staff
17	Control Room	Visitors	2	2	2x2=4	<ul style="list-style-type: none"> All visitors to be escorted at all times in operational areas Duty Shift Team Leader (STL) / Assistant Shift Team Leader (ASTL) to be informed in advance 	1x1=1	Tours will only be conducted by fully inducted members of MVV staff



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18	Boiler House	Visitors	5	3	5x3=15	<ul style="list-style-type: none"> • Safety briefing delivered before commencing site tour • All visitors to be escorted at all times in operational areas • Route to take account of age and mobility of visitors • Safety glasses, dust masks, hearing protection and gloves available • Full length sleeves and trousers to be worn • Sturdy shoes / boots acceptable; safety footwear available for visitors with inappropriate shoes, eg sandals / high heels 	5x2=10	Tours will only be conducted by fully inducted members of MVV staff

Tour Routes

Schools and non-technical groups

Tipping Hall, via stairs at the back and enter behind traffic barrier; for disabled access, around to vehicle ramp and enter under supervision of WAOs. Observe waste deliveries on CCTV or from platform adjacent to Bay 5 (depending on time available and volume of traffic). Exit via same route as entry.

Control Room, via lift to 9th floor; for those with claustrophobia, the stairs may be used under supervision from a suitable adult. View of waste bunker, crane and control systems.

Waste fire, via lift to 3rd floor; for those with claustrophobia, the stairs may be used under supervision from a suitable adult. View of waste fire from back of grate; stepladders provided for smaller visitors to get a good view.