

Risk Assessment Report Form

Activity: Material Recycling Facility (MRF) visit at the Westbridge Depot **Date Reviewed:** 11/11/2011 Heather Marden

IDENTIFIED HAZARD	POTENTIAL OUTCOME OF HAZARD	LEVEL OF RISK	WHO IS AT RISK	CONTROL MEASURES REQUIRED TO REDUCE/MANAGE RISKS
Vehicles <ul style="list-style-type: none"> • Entering or leaving site • Working on the site 	Collision with vehicle	low	Pupils Accompanying adults WEO (Waste Education Officer)	<ul style="list-style-type: none"> • Everybody remains on the bus until the bus is met by the WEO • WEO to board vehicle and direct driver to designated area for the children to alight • WEO to stop all traffic if site roads are crossed • Visitors alight from the bus onto designated walkway and move straight into the centre • Visitors are picked up outside the centre • WEO to wear high visibility clothing when meeting the bus
Site machinery/plant	Injuries caused by collision with moving machinery	low	Pupils Accompanying adults WEO	<ul style="list-style-type: none"> • Hard hats and high visibility clothing: provided by the centre. Flat shoes must be worn for the tour by all visitors (no open toed shoes) • Children accompanied at all times • Pre-visit briefing note to the group leader • Pre-tour safety/fire briefing to the group • Safety signs, hand rails and guards on walkways and equipment • Tour parties to consist of a maximum of 15 children to 3 adults: one leading and one back marker plus WEO. • Authorised personnel must accompany all visitors. Areas are out of bounds unless escorted by WEO
Premises <ul style="list-style-type: none"> • Movement around MRF • Fire • Waste Education Centre (WEC) • Drainage/dispersal of water from bailer. Standing water 	Injuries caused by falls or falling materials Health problems exacerbated by exposure to dust or noise Interference with pacemaker Sharp edges on food containers Injuries caused by moving heavy equipment Dirty hands Use of anti-bacterial gel and soaps. Visibility restrictions Potential slips from standing water whilst on tour.	low	Pupils Accompanying adults WEO	<ul style="list-style-type: none"> • Hard hats and high visibility clothing must be worn by all who come on the tour • Do not allow visitors with respiratory problems, hearing problems or fitted with a pacemaker into the processing hall. If a child has severe asthma they will need to take all medication with them. Dust levels are checked before every tour and levels are managed. • Group leader to sign visitors' book to include total number of persons in group • First aid personnel and equipment available on site: (WEO not a First Aider) Names and contact details displayed in the centre and throughout MRF • Group leaders are responsible for ensuring that no child leaves the centre unaccompanied • Children must wear protective gloves provided when using conveyor belt game in centre • When moving conveyor belt game it must be dismantled and moved by a minimum of 4 people and transported in a vehicle with a suitable lift • Group Leaders and WEO must try and prevent small children



				<p>from touching their face and hands whilst they are walking around the factory as they may get dirty from touching hand rails etc. WEO to ensure that all visitors have the opportunity to wash their hands.</p> <ul style="list-style-type: none"> • Some children may be allergic to the anti-bacterial gel or soap. Group leaders to provide an alternative if any pupil have an allergy. • If natural daylight is low, the WEO will ensure lights are on in the plant to limit visibility restrictions. • Around by the bailer there is sometimes standing water, this is regularly controlled by a water vacuum. WEO checks for potential slips before every tour to reduce any risks. • The WEO always before every tour, walks around the site to ensure there are no risks and if and takes actions when required with the mrf managers.
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If you are approaching Northampton from the M1, you should exit the motorway at junction 15. From this junction head north towards the Town centre on the A508 London Road which then becomes A45 Nene Valley Way.

At the third major Interchange, leave the A45 and take the first exit towards the Town Centre on the A428 Bedford Road. Continue along this road passing Beckett's Park on your left, until you get to the next set of traffic lights. Take a left turn at these lights onto Victoria Promenade.

Follow this dual lane road around over a mini roundabout, several sets of lights and past Carlsberg Brewery to your left, where the road now becomes St. Peter's Way continue to the large roundabout and take the second exit (still on St. Peter's Way), signposted Station and St. James.

At the next set of traffic lights take the left lane onto St. James Road, passing the station to your right. Follow this road for approximately a quarter of a mile., Turn left at the traffic lights (just before the Thomas A Beckett public house) onto St James Mill Road. Westbridge Depot is the second turning on your left. If you are travelling in a coach or mini bus, go through the gatehouse and park in designated space. If in a car, 30 yards from the first turning is a blue gate, again on your left. This is where you can park cars.



The Waste Education Centre
Westbridge Depot
St James Mill Road
Northampton
NN5 5JW

