

Risk Assessment for a Group Visit to the Exeter Energy from Waste plant (EfW)

The adult in charge of the group visiting the Exeter EfW plant and the Lead Officers conducting the tour are required to read and sign this risk assessment form prior to the start of the visit.

Date:..... **Time:**.....

Name of Group:.....

Contact name:

Contact phone number:..... **Email:**.....

Number of Adults:

Name of Lead Officer conducting tour:

Arrangements for visit:

A Lead Officer will greet the visiting group on site and conduct a brief health and safety talk and make sure all visitors have signed the Visitors Book. The group will be taken first to the Visitor's Room where tea and coffee will be served. The group will then be guided to the education room where they will have a presentation about the plant and a question and answer session. The group will then be split into two groups, of no more than 10 adults. One group will go to the control room where they will (hopefully) see lorries unloading waste and it being manoeuvred into a hopper ready to be incinerated. The other group will be shown out onto the Viewing Platform and shown the Kiln turning from the doorway into the main plant. At all times the group will remain with an Education Officer. At the end of the visit the Lead Officer will make sure that the group is supervised in leaving the building and that all group members have signed out of the Visitors Book.

The Group Leader must ensure that all group members obey all instructions given by the Lead Officers. The Lead Officers reserve the right to terminate the visit at any time if they feel that any Health and Safety considerations have been breached. They also reserve the right to cancel the visit at any time due to unforeseen circumstances.

The Group Leader should have a list of names ready at the start of the visit; this would be used in case of a roll call requirement in the event of emergency.

If you have a member of the group who has extra needs (a physical or mental disability) then the group will be required to provide a designated person to assist and accompany that person at all times during the visit.

Possible hazards and appropriate precautions:

Uneven surfaces - risk of slips, trips and falls - All group members should wear sensible footwear (no open toed sandals) during the visit. Legs must be covered at all times, no shorts or dresses. Group members will be told to walk around the site and to be careful whilst using the stairs, holding the railing when going up or down the stairs.

Sensory issues: Loud noises / smell / overwhelm - The EfW plant is a working waste management facility and there are places where strong smells, loud noises and flashing lights may be present and can be overwhelming for some individuals. Group leader to ensure that members of their group are aware of this before the visit and take appropriate precautions.

Personal Protective Equipment (PPE) – All visitors will be provided with a hard hat and protective glasses to wear whilst on the viewing platform.

Contact with waste - risk of disease and / or physical or chemical injury

Group members will be kept away from the waste and will view it through a window.

Inhalation of dust - Anyone who has respiratory issues or uses an inhaler will be advised to carry it with them. If possible reaction is severe; it is advised that the person does not visit the viewing platform. The group leader must inform all group members of this risk before the day of the visit.

First aid cover - We cannot guarantee there being a first aider available during the visit, so groups should ensure they have their own first aid cover.

Risk of catching or passing on infectious diseases (e.g. Influenza and Covid)

No person with a highly infectious disease should take part in the trip. Hand washing facilities are available. All Government guidelines at the time of the visit will be followed.

Active supervision - The Group Leader is responsible for the behaviour and discipline of the group at all times, and must ensure that participants obey all instructions given by the Lead Officers. They must also be vigilant of potential hazards in order to help keep the group safe. If the group supervision is deemed to be inadequate by the Lead Officers then the tour will be suspended or terminated.

Mobility issues - In the event of an evacuation, where we cannot use the lifts, visitors will be expected to walk down 61 steps. If there are any members of your group who cannot manage this, please could you make us aware BEFORE your visit so we can ensure your safety.

DBS - All activity leaders are DBS checked and approved.

Movement of vehicles - Group members to beware of large vehicles entering and moving around site. All drivers to obey the speed limit and reverse park. Group members arriving on foot or by bike to enter via the pedestrian access.

Agreement:

I have read the above risk assessment and understand the risks and necessary precautions required.

Group Leaders signature: Date: