

Project:	Operator Plant Training	RA No:	60B	Review Date 31/01/2027
Operation / Task:	Training Grounds Operations	Persons at risk:	Trainers, Trainees, Visitors, Drivers.	
Location / Area:	City & Guilds Training & L Lynch Training, HMP Highpoint, CB8 9YG	Public at risk:	No	
Monitoring Responsibility:	HSQE Team, Recruitment Manager, Training Manager, Trainer			

KEY		S = Severity Rating	L = Likelihood of Occurrence	RR = Risk Rating									
	Most effective		- Negligible - Minor Injury - Major Injury (RIDDOR) - Fatality - Multiple Fatality	- Improbable - Remote 1 – 10% - Possible 10 – 50% - Probable 50 – 90% - Almost certain 90%+	Severity	5	5	10	15	20	25		Unacceptable risk, plan out or add further controls. Acceptable only if no other method viable & with high level controls in place. Acceptable with suitable controls. Acceptable, no further action required.
		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	Likelihood					

- R** Unacceptable risk, plan out or add further controls.
- O** Acceptable only if no other method viable & with high level controls in place.
- Y** Acceptable with suitable controls.
- G** Acceptable, no further action required.

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Arrival at site entrance Vehicle movements across the site Driving vehicles & plant around the training ground Walking across the training ground	Traffic movement or obstruction, incorrect access point used, unfamiliarity with site rules, poor communication, poor plant condition, inadequate certification, struck-by or crush injury, slips and falls, pinch points, collision with people, plant or structures, speeding, wrong direction, unauthorised use.	4	3	12	- All visitors must report to the training facility supervisor before entering site. All visitors must sign in and attend a full site induction. - All drivers/deliveries must be booked in 48hrs before arrival. - All access gates must be closed after entry. - All visitors must be accompanied & escorted by a key trained member of staff or training team member. - Site rules, traffic routes and speed limits must be briefed, understood and followed; route plans must be available. Traffic signage must be displayed. - Mandatory PPE must be worn in accordance with the SSOW. - Delivery or collection documentation must be reviewed prior to any movement permitted. - Plant condition must be checked for leaks, damage and safety-critical defects; service logs and driver/operator competencies must be verified (A50/68). - The training ground must be segregated using fencing/barriers. Full perimeter of the training area has raised ground & ditches all around to prevent inmates trying to leave the premises. - All machines on site have "kill switches" to turn off machines immediately in case of emergency. - Good site housekeeping standards to be maintained. - Pedestrian routes available, segregated and clearly marked. Pedestrians must remain within designated walkways and crossing points. - Reversing alarms and beacons must be maintained in good working order and used at all times while on site. Trainer visibility must be maintained at all times. - Access routes must be kept clear at all times.	4	2	8	Recruitment Manager Training Manager Trainer

Owner: Head of HSQE	Version: 3	LF263
Uncontrolled if printed or copied. Always check for latest version.	Internal Use	Page 1 of 5

Project:	Operator Plant Training	RA No:	60B	Review Date 31/01/2027
Operation / Task:	Training Grounds Operations	Persons at risk:	Trainers, Trainees, Visitors, Drivers.	
Location / Area:	City & Guilds Training & L Lynch Training, HMP Highpoint, CB8 9YG	Public at risk:	No	
Monitoring Responsibility:	HSQE Team, Recruitment Manager, Training Manager, Trainer			

KEY		S = Severity Rating		L = Likelihood of Occurrence		RR = Risk Rating						
Most effective Least effective	Elimination Substitution Engineering Controls Administrative Controls PPE	1. Negligible 2. Minor Injury 3. Major Injury (RIDDOR) 4. Fatality 5. Multiple Fatality	1. Improbable 2. Remote 1 – 10% 3. Possible 10 – 50% 4. Probable 50 – 90% 5. Almost certain 90%+	Severity	5 4 3 2 1	5 4 3 2 1	10 8 6 4 2	15 12 9 6 3	20 16 12 8 4	25 20 15 10 5	R O Y G	Unacceptable risk, plan out or add further controls. Acceptable only if no other method viable & with high level controls in place. Acceptable with suitable controls. Acceptable, no further action required.
						Likelihood						
						12345						

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Loading, unloading plant and ancillary equipment Accessing and exiting plant / vehicle Parking the plant & vehicles in a safe manner	Crush injury, struck-by injury, slips, trips and falls, pinch points, PPI, traffic impact, incorrect tipping location, contamination, entrapment.	4	3	12	- Loading, unloading must only take place in designated areas and in accordance with RA21 Loading Unloading of Plant Transporters by competent drivers (A50/68). - No loading or unloading must take place on the public highway unless separately planned and controlled. - Chains, slings and strops must be certified, in date and attached from ground level. - Tie-downs must be removed from ground level and stored safely. - Three points of contact must be maintained when accessing or exiting vehicles or plant; factory-fitted steps and handrails must be used. - Pedestrian access to the loading/unloading area must be controlled; pedestrians must remain in clear view of the driver/operator. - Exclusion zones and Plant Red Zones must be maintained; no unauthorised personnel permitted unless plant is fully stopped, isolated, and a clear Thumbs-Up signal is given. - Hands must be kept clear of pinch points. - Parking must only take place in designated areas. - Keys must be removed and returned to the office.	4	2	8	HSQE Team Recruitment Manager Training Manager Trainer
Welfare provision	Lack of welfare, dehydration, poor hygiene, inadequate rest facilities	2	2	4	- Welfare facilities including toilets, drinking water, rest areas and classrooms must be provided within close proximity to the training ground. - Welfare access must be included in the site induction. - Welfare facilities must be maintained in a clean, hygienic and serviceable condition. - Suitable shelter must be available for breaks during adverse weather. - Hand-washing facilities must be available and stocked.	2	1	2	HSQE Team / Recruitment Manager / Training Manager / Trainer

Owner: Head of HSQE	Version: 3	LF263
Uncontrolled if printed or copied. Always check for latest version.	Internal Use	Page 2 of 5

Project:	Operator Plant Training	RA No:	60B	Review Date 31/01/2027
Operation / Task:	Training Grounds Operations	Persons at risk:	Trainers, Trainees, Visitors, Drivers.	
Location / Area:	City & Guilds Training & L Lynch Training, HMP Highpoint, CB8 9YG	Public at risk:	No	
Monitoring Responsibility:	HSQE Team, Recruitment Manager, Training Manager, Trainer			

KEY	S = Severity Rating	L = Likelihood of Occurrence	RR = Risk Rating		
Most effective	Elimination Substitution Engineering Controls Administrative Controls PPE	1. Negligible 2. Minor Injury 3. Major Injury (RIDDOR) 4. Fatality 5. Multiple Fatality	1. Improbable 2. Remote 1 – 10% 3. Possible 10 – 50% 4. Probable 50 – 90% 5. Almost certain 90%+	Severity 5 4 3 2 1 5 4 3 2 1 10 8 6 4 2 15 12 9 6 3 20 16 12 8 4 25 20 15 10 5 Likelihood 1 2 3 4 5	R O Y G Unacceptable risk, plan out or add further controls. Acceptable only if no other method viable & with high level controls in place. Acceptable with suitable controls. Acceptable, no further action required.

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Operating plant on Training Ground	Unclear instructions, environmental impact, plant collision, blind spots, overturning.	3	3	9	- CPCS/NPORS training & testing standards and lesson plans to be followed at all times. - Plant must be shut down and secured when unattended. Misuse of plant will result in removal from the training ground. - Only one plant item must operate within each designated zone. - Exclusion zones must be maintained. - Trainer visibility must be maintained at all times. - Plant to be operated on firm, level ground. - The training ground must be used in accordance with its intended design. - Plant training must be carried out in line with lesson plans.	3	2	6	HSQE Team Recruitment Manager Training Manager Trainer
Wellbeing	Fatigue, site security, unauthorised access, violence.	3	3	9	- Regular breaks must be scheduled throughout the training day. - Training activities must be paused if weather conditions create unsafe ground conditions or visibility issues. - Noise and vibration exposure must be managed in line with CPCS training durations and lesson plans. - Access to the training ground must be controlled at all times; only authorised personnel may enter the facility. - Visitors must sign in and be accompanied at all times while on site. - Perimeter fencing, gates and access points must be secured to prevent unauthorised entry. - Trainers to be in possession of a “kill switch” during training. - Report any suspicious behaviour to training manager & prison guards/staff immediately. - HMP Highpoint staff members must be notified once the situation is resolved.	3	2	6	

Owner: Head of HSQE	Version: 3	LF263
Uncontrolled if printed or copied. Always check for latest version.	Internal Use	Page 3 of 5

Project:	Operator Plant Training	RA No:	60B	Review Date 31/01/2027
Operation / Task:	Training Grounds Operations	Persons at risk:	Trainers, Trainees, Visitors, Drivers.	
Location / Area:	City & Guilds Training & L Lynch Training, HMP Highpoint, CB8 9YG	Public at risk:	No	
Monitoring Responsibility:	HSQE Team, Recruitment Manager, Training Manager, Trainer			

KEY		S = Severity Rating	L = Likelihood of Occurrence	RR = Risk Rating	
	Elimination	1. Negligible	1. Improbable	5	5
	Substitution	2. Minor Injury	2. Remote 1 – 10%	4	4
	Engineering Controls	3. Major Injury (RIDDOR)	3. Possible 10 – 50%	3	3
	Administrative Controls	4. Fatality	4. Probable 50 – 90%	2	2
	PPE	5. Multiple Fatality	5. Almost certain 90%+	1	1

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
					- Zero-tolerance approach to violence, aggression or threatening behaviour must be enforced; any incident must be escalated in accordance with company procedures. - Staff must not work alone in isolated areas of the training ground without communication equipment and supervisor awareness. - Emergency contact procedures must be briefed during induction and accessible to all personnel.				
Environmental Conditions	Ground contamination, airborne dust, noise exposure, fuel spills, poor air quality, environmental nuisance.	3	3	9	- Training ground surfaces must be maintained to minimise airborne dust; water suppression must be used during dry conditions where required. - Noise exposure must be managed in accordance with training durations and PPE requirements; hearing protection must be worn where identified in the SSOW. - Spill kits must be provided at refuelling and plant parking areas; spills must be contained and managed in accordance with RA47 Spill Response. - Refuelling must be carried out only in designated areas with drip trays or hard-standing surfaces. - HVO or low-emission fuels must be used where available to reduce environmental impact. - Engines must not be left idling unnecessarily; plant must be shut down when not in use. - Waste materials must be segregated and disposed of in accordance with site waste procedures. - Activities must be paused if weather conditions create unsafe or environmentally harmful conditions (e.g., high winds causing dust migration).	3	2	6	HSQE Team / Recruitment Manager / Training Manager / Trainer
Emergency Response - accidents, first	Delayed response, incorrect	4	3	12	- Situations must be assessed without placing personnel in danger. - The scene must be made safe where possible. - First aid must only be provided by trained personnel following DRABC.	4	2	8	HSQE Team Recruitment Manager

Owner: Head of HSQE	Version: 3	LF263
Uncontrolled if printed or copied. Always check for latest version.	Internal Use	Page 4 of 5

Project:	Operator Plant Training	RA No:	60B	Review Date 31/01/2027
Operation / Task:	Training Grounds Operations	Persons at risk:	Trainers, Trainees, Visitors, Drivers.	
Location / Area:	City & Guilds Training & L Lynch Training, HMP Highpoint, CB8 9YG	Public at risk:	No	
Monitoring Responsibility:	HSQE Team, Recruitment Manager, Training Manager, Trainer			

KEY	S = Severity Rating	L = Likelihood of Occurrence	RR = Risk Rating
Most effective			

- R** Unacceptable risk, plan out or add further controls.
- O** Acceptable only if no other method viable & with high level controls in place.
- Y** Acceptable with suitable controls.
- G** Acceptable, no further action required.

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
aid, fire, spill, escalation and reporting	treatment, escalation of incident, uncontrolled spill, fire growth. Inadequate incident reporting - near misses, unsafe behaviours				- Emergency services must be contacted via 999 or 112 with clear information. - Fire alarms must be raised and evacuation to the muster point carried out. - Only trained fire marshals must attempt to extinguish small fires. - Spill kits must be used to contain contamination; RA47 Spill Response must be followed. - Spill kit locations must be briefed during induction. - Head Office must be notified once the situation is controlled. - Incident details must be recorded factually, including dates, times, names and witness information; accident book must be completed. - The Lynch CIR reporting system must be used for near misses and unsafe acts.				Training Manager Trainer
Paperwork and procedures	Incorrect or missing records, incomplete work, misunderstanding of training programme.	3	3	9	- A site walk must be completed before training commences. - Daily plant checks must be completed and verified before work starts. - Documentation must be checked, signed and completed before departure. - Lesson plans must be followed in full.	3	1	3	Training Manager Trainer

Risk Assessment Prepared By:

Daniela Rizvan

Signature:



29/06/2026

Risk Assessment Reviewed By:

Paul Lynch

Signature:



29/06/2026



Owner: Head of HSQE	Version: 3	LF263
Uncontrolled if printed or copied. Always check for latest version.	Internal Use	Page 5 of 5