

Project:	Operator Plant Training	RA No:	60C	Review Date 31/01/2027
Operation / Task:	Training Grounds Operations	Persons at	Trainers, Trainees, Visitors, Drivers.	
Location / Area:	Colchester Institute & L Lynch Training, Colchester Institute Training Academy (CITA), CO3 3LL	Public at	No	
Monitoring Responsibility:	HSQE Team, Recruitment Manager, Training Manager, Trainer			

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

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 visitors must be accompanied & escorted by a key trained member of staff or training team member. - All drivers/deliveries must be booked in 48hrs before arrival. Depending on time of year (term times), deliveries will only be accepted before 8am & after 3pm Mon to Fri (School holidays, times will vary). Deliveries to training area will only be agreed by L Lynch/CI Staff. - 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. - All machines on site have "kill switches" to turn off machines immediately in case of emergency. - Good site housekeeping standards to be maintained. Access routes must be kept clear at all times. - 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.	4	2	8	Recruitment Manager Training Manager Trainer

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	Most effective		1. Negligible	1. Improbable	Severity	5	5	10	15	20	25	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.
			2. Minor Injury	2. Remote 1 – 10%		4	4	8	12	16	20	
			3. Major Injury (RIDDOR)	3. Possible 10 – 50%		3	3	6	9	12	15	
			4. Fatality	4. Probable 50 – 90%		2	2	4	6	8	10	
			5. Multiple Fatality	5. Almost certain 90%+		1	1	2	3	4	5	
	Least effective					1	2	3	4	5	Likelihood	

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

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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 <table><tr><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr><tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> Likelihood	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	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.
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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 & The Colchester Institute immediately. - Colchester Institute must be notified once the situation is resolved.	3	2	6	

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					- 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

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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



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