

| Risk Assessment: Learning visits |                                           |                       |            |                 |                                                                                     |
|----------------------------------|-------------------------------------------|-----------------------|------------|-----------------|-------------------------------------------------------------------------------------|
| Site, department, work area      | WWT Llanelli Learning Department          |                       |            |                 |  |
| Task being assessed              | Learning visit to Llanelli Wetland Centre |                       |            |                 |                                                                                     |
| Risk Assessor/s                  | Sarah Mitchell                            |                       |            |                 |                                                                                     |
| Date of original Assessment      | 25/01/2019                                | Date of latest Review | 19/01/2026 | Next review due | 19/01/2027                                                                          |

| What is the hazard?                                              | Persons at risk- who might be harmed?            | How might people be harmed? | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Risk Rating With existing control measures<br>L x S = RR |                  |             | Is this acceptable?<br><br>Yes/No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
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|                                                                  |                                                  |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Likelihood of harm                                       | Severity of harm | Risk rating |                                   |                                            | Likelihood of harm                                         | Severity of harm | Risk rating |                                      |
| Water borne and air borne diseases passed from animals to humans | Children, teachers, visitors, volunteers & staff | Zoonotic infection          | <ul style="list-style-type: none"> <li>Zoonosis policy and reduction procedures in place at WWT.</li> <li>WWT staff provide clear hygiene instructions at start of session.</li> <li>Covering any cuts on the hands with a plaster is recommended.</li> <li>Hand washing signs &amp; facilities around site.</li> <li>School groups are not given close access to livestock.</li> <li>Good adult to child ratios to help with vigilance.</li> <li>Regular cleaning of surfaces around site.</li> <li>School to eat any packed lunches in designated areas.</li> <li>If handfeeding of birds takes place, this is kept to designated areas, clear instructions are given and hands are washed afterwards.</li> </ul> | 1                                                        | 4                | 4           | Yes                               |                                            |                                                            |                  |             |                                      |
| Nettles and plants                                               | Children, teachers, visitors & staff             | Stings, cuts and scratches  | <ul style="list-style-type: none"> <li>WWT staff check areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult: child ratios to help with vigilance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1                                                        | 3                | 3           | Yes                               |                                            |                                                            |                  |             |                                      |
| Berries and fungi                                                | Children, teachers, visitors & staff             | Poisoning from ingestion    | <ul style="list-style-type: none"> <li>WWT staff provide clear health and safety instructions at start of session.</li> <li>Hand washing signs and facilities around site.</li> <li>Good adult: child ratios to help with vigilance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1                                                        | 5                | 5           | Yes                               |                                            |                                                            |                  |             |                                      |
| Insects                                                          | Children, teachers, visitors and staff           | Bites and stings            | <ul style="list-style-type: none"> <li>WWT staff check teaching areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>Nests cordoned off/removed in public areas.</li> <li>Vegetation well managed by site team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             | 1                                                        | 3                | 3           | Yes                               |                                            |                                                            |                  |             |                                      |

| What is the hazard?                       | Persons at risk- who might be harmed? | How might people be harmed? | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Risk Rating With existing control measures<br>L x S = RR |                  |             | Is this acceptable ?<br><br>Yes/ No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
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|                                           |                                       |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Likelihood of harm                                       | Severity of harm | Risk rating |                                     |                                            | Likelihood of harm                                         | Severity of harm | Risk rating |                                      |
| Stings and bites                          | Children, teachers, visitors & staff  | Allergic reaction           | <ul style="list-style-type: none"> <li>WWT staff check teaching areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult: child ratios to help with vigilance.</li> </ul>                                                                                                                                                                                                                                                                                                                         | 3                                                        | 3                | 9           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Aggressive bird pecking                   | Children, teachers, visitors & staff  | Injury                      | <ul style="list-style-type: none"> <li>Learners informed how to behave near birds.</li> <li>WWT staff check teaching areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>WWT staff notify Living collections/ reserve teams of problem birds.</li> </ul>                                                                                                                                                                                      | 1                                                        | 1                | 1           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Uneven surfaces & change in surface types | Children, teachers, visitors & staff  | Slips, trips                | <ul style="list-style-type: none"> <li>Regular inspection and maintenance of surfaces &amp; matting.</li> <li>WWT staff check areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>Sensible footwear to be worn by all – closed toe.</li> </ul>                                                                                                                                                                                                | 2                                                        | 2                | 4           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Litter and debris                         | Children, teachers, visitors & staff  | Cuts, scratches             | <ul style="list-style-type: none"> <li>Daily litter picking and site checks.</li> <li>WWT staff check areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult: child ratios to help with vigilance.</li> </ul>                                                                                                                                                                                                                                                                                   | 2                                                        | 1                | 2           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Moving vehicles or machinery/ equipment   | Children, teachers, visitors & staff  | Injury from contact         | <ul style="list-style-type: none"> <li>Learning team informed of any contractors on site.</li> <li>Health and safety controls in place for WWT staff and volunteers operating vehicles and machinery.</li> <li>Contractors needing to move plant during opening hours- health &amp; safety controls will be put in place prior to commencement of task.</li> <li>Learning staff check areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult to child ratios to help with vigilance.</li> </ul> | 1                                                        | 5                | 5           | Yes                                 |                                            |                                                            |                  |             |                                      |

| What is the hazard? | Persons at risk- who might be harmed? | How might people be harmed?                                                                                                                      | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                | Risk Rating With existing control measures<br>L x S = RR |                  |             | Is this acceptable?<br><br>Yes/ No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br><br>(Person & date) |
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|                     |                                       |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                          | Likelihood of harm                                       | Severity of harm | Risk rating |                                    |                                            | Likelihood of harm                                         | Severity of harm | Risk rating |                                          |
| Water               | Children, teachers, visitors & staff  | Drowning (falling into ponds whilst walking around site)<br>Hypothermia<br>Cold water shock<br>Secondary drowning (water inhalation)<br>zoonosis | <ul style="list-style-type: none"> <li>• Clear verbal H&amp;S advice given at start of visit.</li> <li>• Water bodies designed and managed to give a clear water's edge/ delineation.</li> <li>• Water bodies risk assessed.</li> <li>• Wearing of suitable footwear by all</li> <li>• Cuts on hand covered with a plaster.</li> <li>• Duty 1st aider appointed each day.</li> <li>• Adult: child ratio helps with vigilance.</li> </ul> | 1                                                        | 5                | 5           | Yes                                |                                            |                                                            |                  |             |                                          |
| Equipment           | Children, adults                      | Cuts, bruising due to incorrect use                                                                                                              | <ul style="list-style-type: none"> <li>• Learning staff check areas and equipment prior to learning sessions.</li> <li>• Clear verbal instruction/practical demonstration given by WWT staff before individuals use equipment.</li> <li>• Duty 1st aiders appointed each day.</li> <li>• Good adult: child ratios to help with vigilance.</li> </ul>                                                                                     | 2                                                        | 2                | 4           | Yes                                |                                            |                                                            |                  |             |                                          |
| Hides               | Children, teachers & staff            | Slipping/ tripping on steep steps, slipping off high benches, trapping fingers in windows, bumping heads on window ledges                        | <ul style="list-style-type: none"> <li>• Clear verbal Health &amp; Safety advice given at start of visit.</li> <li>• Duty 1st aider appointed each day.</li> <li>• Adult: child ratio helps with vigilance.</li> <li>• Hides checked and maintained regularly.</li> <li>• Use of Discovery Hide preferable for schools.</li> </ul>                                                                                                       | 2                                                        | 2                | 4           | Yes                                |                                            |                                                            |                  |             |                                          |

| What is the hazard?                | Persons at risk- who might be harmed? | How might people be harmed?                                 | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                               | Risk Rating With existing control measures<br>L x S = RR |                  |             | Is this acceptable ?<br><br>Yes/ No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
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|                                    |                                       |                                                             |                                                                                                                                                                                                                                                                                                                                                                                         | Likelihood of harm                                       | Severity of harm | Risk rating |                                     |                                            | Likelihood of harm                                         | Severity of harm | Risk rating |                                      |
| Hot and cold weather               | Children, teachers, visitors & staff  | Sunburn, heatstroke, dehydration hypothermia                | <ul style="list-style-type: none"> <li>Clear advice given to teachers prior to visit regarding appropriate clothing/ footwear/equipment.</li> <li>More suitable location used if necessary.</li> <li>Shelter provided for lunch breaks.</li> <li>Duty 1st aiders appointed each day.</li> <li>Tap water available.</li> <li>Good adult: child ratios to help with vigilance.</li> </ul> | 3                                                        | 1                | 3           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Ice and/or snow                    | Children, teachers, visitors & staff  | Slip/fall. Feeling cold/ hypothermia                        | <ul style="list-style-type: none"> <li>Daily site checks by grounds staff.</li> <li>Path gritting procedures in place at sites.</li> <li>Health and safety talk by WWT staff.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>Wearing of suitable footwear and clothing</li> </ul>                                                                                   | 2                                                        | 2                | 4           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Pond dipping                       | Children, teachers, visitors & staff  | Infection, poisoning from water borne disease/ algal blooms | <ul style="list-style-type: none"> <li>WWT staff provide clear hygiene instructions at start of session.</li> <li>Hand washing signs and facilities at Pond Zone.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>Pond dipping areas regularly checked and maintained.</li> </ul>                                                                                    | 1                                                        | 3                | 3           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Pond dipping - Misuse of equipment | Children                              | Cuts and bruises                                            | <ul style="list-style-type: none"> <li>WWT staff to provide clear health and safety instructions at the start of sessions including appropriate behaviour.</li> <li>Good adult: pupil ratios to help with vigilance.</li> <li>WWT staff and attending school adults to remove equipment if misuse is suspected.</li> </ul>                                                              | 2                                                        | 2                | 4           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Pond dipping - Water creatures     | Children, teachers, visitors & staff  | Bites from Greater water boatmen & Dragonfly nymphs         | <ul style="list-style-type: none"> <li>WWT staff check areas prior to learning sessions.</li> <li>Duty 1st aiders appointed each day.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>Warn participants that some creatures bite so not to touch any.</li> </ul>                                                                                                     | 1                                                        | 3                | 3           | Yes                                 |                                            |                                                            |                  |             |                                      |

| What is the hazard?                                       | Persons at risk- who might be harmed?  | How might people be harmed?                     | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Risk Rating With existing control measures<br>L x S = RR |                  |             | Is this acceptable ?<br><br>Yes/ No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
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|                                                           |                                        |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Likelihood of harm                                       | Severity of harm | Risk rating |                                     |                                            | Likelihood of harm                                         | Severity of harm | Risk rating |                                      |
| Hand sanitiser.                                           | Children, teachers, visitors & staff   | Irritation, allergic reaction                   | <ul style="list-style-type: none"> <li>Individuals with sensitive skin advised to use soap and water.</li> <li>Please note that use of alcohol-based hand gel by Muslims is allowed as contributes to personal hygiene and the alcohol is not absorbed into the body.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1                                                        | 1                | 1           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Using play areas                                          | Children, teachers, visitors and staff | Falls, cuts, other injuries from play equipment | <ul style="list-style-type: none"> <li>All play areas and apparatus comply with standards.</li> <li>Play areas regularly inspected and formally accessed by a competent person.</li> <li>Areas cleaned and litter picked daily.</li> <li>Duty 1st aider always available.</li> <li>Adult helpers and staff to encourage safe play.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    | 2                                                        | 2                | 4           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Child or adults at risk becoming separated from guardians | Children, adults at risk               | Trauma, injury                                  | <ul style="list-style-type: none"> <li>WWT staff provide clear instructions at start of session re staying together.</li> <li>Teaching staff and helper vigilance.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>WWT's Lost child procedure implemented if necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2                                                        | 1                | 2           | Yes                                 |                                            |                                                            |                  |             |                                      |
| Safeguarding risks                                        | Children, adults at risk               | Inappropriate behaviour, abuse, kidnapping      | <ul style="list-style-type: none"> <li>WWT safeguarding policy, reporting system and guidance in place and training provided to all WWT staff and volunteers.</li> <li>If a copy of the policy is needed or education staff have any questions prior to the visit, please do not hesitate to ask your WWT contact. They can also ask the WWT safeguarding lead to contact you if necessary.</li> <li>Learning staff all have enhanced DBS clearance.</li> <li>Vigilance of all staff and volunteers (radios)</li> <li>Photography not allowed of areas/activities when children participating, unless consent has been given.</li> <li>Good adult: child ratios to help with vigilance.</li> <li>WWT's Lost child procedure implemented if necessary.</li> </ul> | 1                                                        | 5                | 5           | Yes                                 |                                            |                                                            |                  |             |                                      |

| What is the hazard? | Persons at risk- who might be harmed? | How might people be harmed? | Existing Control Measures                                                                                                                                                      | Risk Rating With existing control measures<br>L x S = RR |                  |             | Is this acceptable ?<br><br>Yes/ No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
|---------------------|---------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------|-------------|-------------------------------------|--------------------------------------------|------------------------------------------------------------|------------------|-------------|--------------------------------------|
|                     |                                       |                             |                                                                                                                                                                                | Likelihood of harm                                       | Severity of harm | Risk rating |                                     |                                            | Likelihood of harm                                         | Severity of harm | Risk rating |                                      |
| Fire                | Children, teachers, visitors & staff  | Burns, smoke inhalation     | <ul style="list-style-type: none"> <li>In case of fire, WWT staff will lead evacuation procedure.</li> <li>Teachers to be aware of signage and follow instructions.</li> </ul> | 1                                                        | 5                | 5           | Yes                                 |                                            |                                                            |                  |             |                                      |

### WWT RISK SCORING MATRIX

| Consequence of Accident/Incident       |                                            |                                               | Likelihood of Accident/Incident occurring |                    |          |          |             |                |
|----------------------------------------|--------------------------------------------|-----------------------------------------------|-------------------------------------------|--------------------|----------|----------|-------------|----------------|
|                                        |                                            |                                               |                                           | Extremely Unlikely | Unlikely | Possible | Very Likely | Almost Certain |
| Equip/Property                         | Injury                                     | Disease                                       |                                           | 1                  | 2        | 3        | 4           | 5              |
| Insignificant Damage, no rework        | Insignificant No lost time                 | Insignificant Not applicable                  | 1                                         | 1                  | 2        | 3        | 4           | 5              |
| Minor Damage requiring rework < 2 hrs  | Minor Injury with up to 3/7 days lost time | Minor Non – Disabling                         | 2                                         | 2                  | 4        | 6        | 8           | 10             |
| Moderate Damage requiring rework> 2hrs | Moderate Over 7 days lost time             | Moderate Disabling, but fit for normal duties | 3                                         | 3                  | 6        | 9        | 12          | 15             |
| Major Damage requiring rework > 8hrs   | Major Long term absence                    | Major Disabling, Unfit for normal duties      | 4                                         | 4                  | 8        | 12       | 16          | 20             |
| Catastrophic Scrap of Eqpt/ plant      | Catastrophic Death                         | Catastrophic Death attributable to disease    | 5                                         | 5                  | 10       | 15       | 20          | 25             |

## Emergency information

|                                               |                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location of nearest phone                     | Llanelli Wetland Centre<br>01554 741087                                                                                                                                                                                                                                                                                       |
| Local hospitals (emergency and non-emergency) | <b>Prince Philip Hospital</b> , Bryngwyn Mawr Dafen Rd, Llanelli, Carmarthenshire, SA14 8QF (Minor A&E)<br>01554 756567<br><b>Morrison Hospital</b> , Heol Maes Eglwys, Morrison, Swansea, SA6 6NL (Major A&E)<br>01792 702222<br><b>Singleton Hospital</b> , Sketty Ln, Sketty, Swansea, SA2 8QA (Minor A&E)<br>01792 205666 |
| Access points for emergency services          | Main yard gates, Millennium Wetlands gates, access to most of the grounds via the visitor centre from main car park.<br>Liaise with Duty Manager.                                                                                                                                                                             |