

Risk Assessment: Learning visits					
Site, department, work area	WWT Welney				
Task being assessed	Learning visit to Welney Wetland Centre				
Risk Assessor/s	Emma Brand				
Date of original Assessment	15/08/2018	Date of latest Review	02/02/2026	Next review due	02/02/2027

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 L x S = RR			Is this acceptable? Yes/No	Further Action needed to Control the Risk?	Risk Rating With additional control measures L x S = RR			To be Actioned by (Person & date)
				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	- Zoonosis policy and reduction procedures in place at WWT. - Covering any cuts on the hands with a plaster is recommended. - Hand washing signs & facilities around site. - School groups are not given close access to livestock. - Good adult to child ratios to help with vigilance. - Regular cleaning of surfaces around site. - Learning groups to eat any packed lunches in designated areas	1	4	4	Yes	No				
Nettles and plants	Children, teachers, visitors & staff	Stings, cuts and scratches	- Duty 1st aiders appointed each day. - Good adult: child ratios to help with vigilance.	1	3	3	Yes	No				
Berries and fungi	Children, teachers, visitors & staff	Poisoning from ingestion	- Hand washing signs and facilities around site. - Good adult: child ratios to help with vigilance.	1	5	5	Yes	No				
Insects	Children, teachers, visitors and staff	Bites and stings	- Duty 1st aiders appointed each day. - Good adult: child ratios to help with vigilance. - Nests cordoned off/removed in public areas. - Vegetation well managed by site team.	1	3	3	Yes	No				
Stings and bites	Children, teachers, visitors & staff	Allergic reaction	- Duty 1st aiders appointed each day. - Good adult: child ratios to help with vigilance.	3	3	9	Yes	No				

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Uneven surfaces & change in surface types	Children, teachers, visitors & staff	Slips, trips	- Regular inspection and maintenance of surfaces & matting. - Duty 1st aiders appointed each day. - Good adult: child ratios to help with vigilance. - Sensible footwear to be worn by all – closed toe.	2	2	4	Yes	No				
Litter and debris	Children, teachers, visitors & staff	Cuts, scratches	- Duty 1st aiders appointed each day. - Good adult: child ratios to help with vigilance.	2	1	2	Yes	No				
Moving vehicles or machinery/ equipment	Children, teachers, visitors & staff	Injury from contact	- Teachers informed of any contractors on site. - Health and safety controls in place for WWT staff and volunteers operating vehicles and machinery. - Contractors needing to move plant vehicles during opening hours- health & safety controls will be put in place prior to commencement of task. - Duty 1st aiders appointed each day. - Good adult to child ratios to help with vigilance.	1	5	5	Yes	No				
Water	Children, teachers, visitors & staff	Drowning (falling into ponds whilst walking around site) Hypothermia Cold water shock Secondary drowning (water inhalation) zoonosis	- Clear verbal H&S advice given at start of visit. - Water bodies designed and managed to give a clear water's edge/ delineation. - Water bodies risk assessed. - Safety hook present and available at pond dipping stations. - Wearing of suitable footwear by all. - Cuts on hand covered with a plaster. - Duty 1st aider appointed each day. - Adult: child ratio helps with vigilance.	1	5	5	Yes	No				
Equipment	Children, adults	Cuts, bruising due to incorrect use	- Clear verbal instruction/practical demonstration given by WWT staff before individuals use equipment. - Duty 1st aiders appointed each day. - Good adult: child ratios to help with vigilance.	2	2	4	Yes	No				

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Hides	Children, teachers & staff	Slipping/ tripping on steep steps, slipping off high benches, trapping fingers in windows, bumping heads on window ledges	- Clear verbal Health & Safety advice given at start of visit. - Duty 1st aider appointed each day. - Adult: child ratio helps with vigilance. - Hides checked and maintained regularly. - Use of Main Hide preferable for schools	2	2	4	Yes	No				
Hot and cold weather	Children, teachers, visitors & staff	Sunburn, heatstroke, dehydration hypothermia	- Clear advice given to teachers prior to visit regarding appropriate clothing/ footwear/equipment. - More suitable location used if necessary. - Shelter provided for lunch breaks. - Duty 1st aiders appointed each day. - Tap water available. - Good adult: child ratios to help with vigilance.	3	1	3	Yes	No				
Ice and/or snow	Children, teachers, visitors & staff	Slip/fall. Feeling cold/ hypothermia	- Daily site checks by grounds staff. - Path gritting procedures in place. - Health and safety talk by WWT staff. - Good adult: child ratios to help with vigilance. - Wearing of suitable footwear and clothing.	2	2	4	Yes	No				
Pond dipping	Children, teachers, visitors & staff	Infection, poisoning from water borne disease/ algal blooms	- Hand washing signs and hand sanitiser provided at pond dipping platforms. - Good adult: child ratios to help with vigilance. - Pond dipping areas regularly checked and maintained.	1	3	3	Yes	No				

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Pond dipping - Misuse of equipment	Children	Cuts and bruises	- Good adult: pupil ratios to help with vigilance. - Teachers and attending school adults to report to WWT staff if any equipment is broken or faulty.	2	2	4	Yes	No				
Pond dipping - Water creatures	Children, teachers, visitors & staff	Bites from Greater water boatmen & Dragonfly nymphs	- WWT staff check areas prior to learning sessions. - Duty 1st aiders appointed each day. - Good adult: child ratios to help with vigilance. - Warn participants that some creatures bite so not to touch any.	1	3	3	Yes	No				
Hand sanitiser.	Children, teachers, visitors & staff	Irritation, allergic reaction	- Individuals with sensitive skin advised to use soap and water. - 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.	1	1	1	Yes	No				
Child or adults at risk becoming separated from guardians	Children, adults at risk	Trauma, injury	- WWT staff provide clear instructions re staying together. - Teaching staff and helper vigilance. - Good adult: child ratios to help with vigilance. - WWT's Lost child procedure implemented if necessary.	2	1	2	Yes	No				

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Safeguarding risks	Children, adults at risk	Inappropriate behaviour, abuse, kidnapping	- WWT safeguarding policy, reporting system and guidance in place and training provided to all WWT staff and volunteers. - 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. - Relevant staff all have enhanced DBS clearance. - Vigilance of all staff and volunteers (radios) - Photography not allowed of areas/activities when children participating, unless consent has been given. - Good adult: child ratios to help with vigilance. - WWT's Lost child procedure implemented if necessary.	1	5	5	Yes	No				
Fire	Children, teachers, visitors & staff	Burns, smoke inhalation	- In case of fire, WWT staff will lead evacuation procedure. - Teachers to be aware of signage and follow instructions.	1	5	5	Yes	No				

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	Shop or admissions 01353 860711
Local hospitals (emergency and non-emergency)	Princess of Wales Hospital, Lynn Road Ely CB6 1DN 01353 652000 Minor injuries Queen Elizabeth Hospital Gayton Road Kings Lynn PE30 4ET 01553 613613 A&E
Access points for emergency services	Visitor Centre (What3Words – deflaction.cargo.reach) OS Grid Ref TL 547 946 Hundred Foot Bank Welney Norfolk PE14 9TN