

Risk Assessment for Deot
Assessed by E Pearce
Date of Assessment 14 April 2010

Reviewed
 28th August 2012
 3rd Sept 2013
 17th Dec 2013
 21st August 2014
 12 May 2015
 11 Jan 2016
 9 Jan 2017 29/05/2018

Date for next review **29/05/2019**

Scoring Rating	Aspect		Resulting Risk	Action required?
	Likelihood	Severity		
1	Improbable	nil	0	None required
2	Possible	slight risk to health	<10	None required
3	Quite possible	moderate risk to health	10 to 14	May need attention. Be aware
4	Likely	significant risk to health	15 - 24	Must be addressed soon
5	Very likely	very high risk to health	25	Must be addressed immediately

Activity/Location	Hazard	Potential Problem	Who is affected?	Likelihood	Severity	Risk (likelihood x severity)	Control Measures in Place
Site/ Pond dipping/ Raised pond/ Pond Explorer/Boats	Water	Falling in	Staff/volunteers/visitors	2	3	6	Vigilance. Remain on marked paths. First aider on site at all times. Advised to sit down whilst pond dipping sit down throughout boat trip child ratio met by visiting group Advised to correct adult to boat rides require
Site/Pond Dipping/ raised pond/ Pond Explorer/Boats	Water	Drowning	Staff/volunteers/visitors	2	5	10	Vigilance. Remain on marked paths. First aider on site at all times. Advised to sit down whilst pond dipping sit down throughout boat trip child ratio met by visiting group adult child ratio of 1:3 Advised to correct adult to boat rides require life jackets and throw lines in use
Site	Adverse weather	heat stroke sunburn exposure	Staff/volunteers/visitors	4	3	12	Advise sensible clothing. First Aider on site at all times Check weather forecasts and advise staff/volunteers and visiting groups pre visit Ensure shelter available to all Provide water provide sun cream to staff and volunteers Snare clothing available- fleeces, coats
Site/ garden areas	Poisonous plants/berries/ fungi	Allergies reactions.	Staff/volunteers/visitors	3	4	12	Advise not to touch or eat any plants. Advise to wash hands after handling and do not put hands into mouth First aider on site at all times.
Site	Nettles/Brambles	cuts/ stings/ allergic reactions	Staff/volunteers/visitors	2	2	4	Ensure adequate nettle/bramble control through mowing or clearing of areas in public use advised not to touch First aider on site at all times.
Site	Litter	Cuts/abrasions	Staff/volunteers/visitors	5	2	10	Regular litter picking First aider on site at all times Check area prior to use, particularly for schools or other groups
Site	Vehicles and Plant	Injuries	Staff/volunteers/visitors	1	5	5	Vehicles to travel at slow speeds and with hazard lights on No public vehicles on site. On event days exhibitor vehicle movements will be restricted.
Site	Ice, mud, debris on paths	Slips/trips/cuts/falls	Staff/volunteers/visitors	3	3	9	Site inspection. Advise on adequate clothing/footwear Good daily cleaning programme Regular site checks, particularly after extremes of weather.
Site	Water borne and avian diseases E.G. Wills disease and bacteria from birds' faeces	Illnesses	Staff/volunteers/visitors	2	5	10	Inform of risk. Cover any open cuts or wounds, plasters/plastic non latex gloves available at pond explorer and raised pond. Avoid putting objects that have been in contact with water or birds near mouths. Ask visitors to wash hands after contact with wildfowl, faeces and water. Hands not to be placed in mouth. Avoid sick and dead birds. Ensure visitors and staff wash hands at hand washing facilities nearby. Hand wash gel provided at main points of contact. Staff given card of zoonotic diseases as part of induction process
Site	Slips, trips and falls	cuts, bruises, abrasion	Staff/volunteers/visitors	4	3	12	Advise of slippery surfaces Site inspection Remove debris or potential trip hazards
Site	Stings and bites	Allergic reactions	Staff/volunteers/visitors	3	5	15	First aider on site at all times If with a school, one teacher should be trained to administer epi-pens Staff epi pens held in the safe. All duty managers have access to safe.
Site	Duck, geese and swan attacks	Injuries	Staff/volunteers/visitors	2	4	8	First aider on site at all times Advise group if birds are particularly territorial -particularly in springtime Birds that prove to be excessively aggressive will be fenced in and paths will be closed where possible
Site	Electric fence	Electric shock, burns	Staff/volunteers/visitors	2	5	10	signs in place Vigilance Regularly checked in line with safety standards
Site	Hand feeding birds	Allergic reactions	Staff/volunteers/visitors	3	5	15	Advise hand washing after this activity If in a group, a first aider who is epi-pen trained must come with them. Do not put hands near/in mouth Signs in place to advise First aider on site at all times
Site	Contact with algal blooms	allergic reactions	Staff/volunteers/visitors	3	5	15	Water quality tested regularly wash hands after contact with water and advise public to do so Do not put hands in mouth. First aider on site at all times If a group, a first aider who is epi-pen trained must come with them.
Site	play areas	capacity	visitors	3	3	9	Up to 1 class (up to 35 students) at a time in the play area. If schools bring more than 1 class of children then they are asked to take it in turns to use the equipment. Play areas only to be used by children up to the age of 11 years Students must be supervised at all times by accompanying teachers Students and teachers are asked to be considerate of other site users.
Site	Moving around	crowd control	visitors	1	1	1	Visitors must stick to marked pathways Area that are not open to the public have appropriate signage in place or will be chained and padlocked. Larger groups must be considerate of other site users and must not obstruct pathways. School/Groups must have adequate adult supervision to meet the ratios stated within WWT Arundel booking documentation.
Site	Gates	Trapped fingers	Staff/visitors/volunteers	3	1	3	Gates have appropriate signage to inform visitors of push/pull action required. First aider on site at all times

Site	Wheelchairs moving around	crowd control	Staff/visitors/volunteers	1	1	1	<p>Disabled parking and toilets available. Toilets are unlocked there is no need to go to reception for a key. Pathways are tarmac and level.</p> <p>Reed bed boardwalk is wooden in construction and wide enough to accommodate a wheelchair. Passing places in place for safe movement through the reed bed.</p> <p>Pond explorer boardwalk is not wide enough to accommodate safe passing/turning of a wheelchair. An area for wheelchair users to dip from is close the pond explorer building and 2 can be accommodated at any one time. Wheelchair users can still access pond explorer building but should be advised of the steep slope into the area.</p> <p>Wheelchair users can do pond dipping at the raised pond. please advise of wheelchair users at time of booking.</p> <p>Powered wheelchairs may not use the boats, but manual wheelchair users can if accompanied by a person capable of getting them into and out of the boat. Boat specific risk assessment details procedure for loading/unloading wheelchair users.</p>

Pond Explorer/ raised pond	Crowd control	Separation from the group	Staff/volunteers/visitors	2	3	6	Ensure correct ratio of adults to children with groups. Control entry using rope at entrance to area Session leader to have radio at all times Control number in pond explorer area Control number dipping at any one time. Policies in place for lost or loan child situation 2 x wheelchairs may dip at the pond explorer station in the designated area.
Pond Explorer/ raised pond	Slips trips and falls	cuts, bruises	Staff/volunteers/visitors	4	3	12	Session leaders to carry radio at all times. First aider on site at all times Advise of slippery surface on decking at pond explorer Advise hand washing. Hands not to be placed in mouth. Plasters available at both ponds at all times. Hand sanitising gel available at ponds
Pond Explorer	Falling in water	Drowning, minor injuries	Staff/volunteers/visitors	2	5	10	Advise of appropriate behaviour near water Children must sit on their bottoms when dipping Hand sanitizer at Pond explorer for use after activity. Session leaders to remind all to wash hands
Garden areas	Touching soil	illnesses	Staff/volunteers/visitors	2	5	10	Advise hand washing. Hands not to be placed in mouth Session leader to advise on appropriate behaviour
Site/Garden areas	Poisonous plants/berries/fungi	Allergies reactions.	Staff/volunteers/visitors	3	4	12	Advise not eat any plants. Advise to wash hands after handling and do not put hands into mouth
Site	Nettles/Brambles	cuts/ stings/ allergic reactions	Staff/volunteers/visitors	2	2	4	Ensure adequate nettle/bramble control through mowing or clearing of areas in public use first aiders on site at all times staff epi pens in safe
Boats	Users	School groups	Staff/visitors	2	5	10	There is a boat specific risk assessment for further detail on boating activity and procedures. Specific to school groups are the following aspects: 1 School children will be treated as normal passengers, with the following extra precautions. 2 School boat trips will last no longer than 30 minutes and this time includes putting on/taking off life jackets. Should groups be running late then shorter trips will take place. Schools will be advised before hand of their departure times, and it is the responsibility of the teacher to be at the jetty on time. 3. Groups should not access the jetty without a member of WWT staff. 4 Control and discipline of the group remains the responsibility of the teachers with the students. However if drivers feel that behaviour whilst travelling is unsafe they should return immediately to the jetty. 5 All staff and students to wear life jackets if primary age. For secondary school groups the choice will be given to the teachers regarding life jackets. 6 Ratios of 1:3 will apply with students up to the age of 16.
Boat Drivers	Equipment	Minor injuries	Staff	2	3	6	Boat drivers trained prior to giving public tours Boat drivers must always wear life jackets provided Drivers shown correct procedures for setting up boats with motors Drivers must always have an oar on board in case of emergency All drivers to carry a radio and conduct radio check before taking to the water. All drivers to complete manual handling training as part of induction.
Boat Jettys	Crowd control	Minor injuries	Staff/volunteers/visitors	2	3	6	General public not allowed on to jettys without a member of staff Signs in place to advise public Boat drivers to control number of people on jetty and boarding boats See boat specific risk assessment for further information
Feeding Bay in World Wetlands (staff refer to this pen diversity)	Using feeding bay area	slips/trips/falls	Staff/volunteers/visitors	3	3	9	Visitors must not cross barriers to enter water as algae on the surface of the concrete makes this slippery. Staff only may only enter water whilst wearing appropriate clothing/PPE. Access to feeding bay down a slope - slope and feeding bay gritted in icy weather. Signage in place to advise of slope to wheelchair users and pedestrians School groups advised of behaviour whilst on feeding bay by session leader
Crafts	Use of craft materials e.g. glue, scissors	Minor injuries	Staff/volunteers/visitors	2	1	2	Supplies come from suppliers producing child specific resources. Glue and paint will be solvent free Instructions on containers of glue and paint relating to their use and storage will be followed according to manufacturers instructions Children must be accompanied by an adult at all times Scissors will be standard safety scissors and will be checked to be in good order prior to their use. Staff/volunteers will be available at all times during the craft sessions, and advise as to the use of craft resources/equipment First aider on site at all times
Crafts	crowd control	minor injuries caused by too many people in room	Staff/volunteers/visitors	3	3	9	volunteers to advise participants once room is full, and suggest to wait or to come back at a later time to participate. First aider on site at all times
Crafts	hot drinks	burns	Staff/volunteers/visitors	3	3	9	Hot drink consumed by volunteer and parents of children in room must be brought in continued in takeaway cups with lids. Designated area/tray for cups will be allocated. First aider in site at all times
Crafts	The Holt location	Distance from centre	Volunteers	2	2	4	If at the Holt then a radio must be taken. Ideally volunteers will work in pairs when at the Holt Not all volunteers are DBS/CRB checked