

# RISK ASSESSMENT FORM

Reference: LDE(Schools)\_\_\_\_\_

Location: Castle Espie\_\_\_\_\_

Date: \_\_\_6/2/18\_\_\_\_\_

L= Likelihood S= Severity RV= Risk value RL= Risk Level (Low / Medium / High)

TASK	HAZARD	WHO IS EXPOSED	EXSISTING CONTROLS	RISK LEVEL				ADDITIONAL CONTROLS	RISK LEVEL			
				L	S	RV	RL		L	S	RV	RL
Schools debussing.	Car park traffic.	Staff and school children.	Designated safe coach parking provided and debussing supervised by both WWT staff and schools staff essential.	2	5	10	M	Monitor situation and inform drivers of designated safe debussing zones. Staff trained and risk assessment provided.				
Moving around the grounds.	Grounds maintenance causing injury to visitors.	Staff and school children.	Cooperation at all times with grounds staff to stop work when required & H&S officer informed, in advance of all work likely to cause disruption to schools programmes. All such work should be regulated and made safe in accordance with H&S guidelines. Learning staff should be liaised with on a daily basis as to what is happening and forewarned at least a week in advance of any work likely to disrupt schools programme.	2	2	4	L					

<b>Moving around grounds.</b>	<b>Litter and Glass.</b>	<b>Staff and school children.</b>	<b>Grounds to be ready and litter free for all groups.</b>	1	4	4	L				
<b>Moving around the grounds.</b>	<b>Uneven ground, icy paths, slipping hazards, resulting in trips and falls.</b>	<b>Staff and school children.</b>	<b>All groups are supervised by staff and school teachers.</b>	3	3	9	M	<b>Grounds staff to maintain pathways to an acceptable standard.</b>			
<b>Moving around the grounds.</b>	<b>Debris and low hanging branches or potentially dangerous foliage or structures.</b>	<b>Staff and school children.</b>	<b>Paths, structures and foliage should be monitored and assessed for risk by grounds staff and H&amp;S officer. Dangerous and potentially dangerous obstructions or hazards should be dealt with immediately.</b>	2	4	8	M	<b>All groups are supervised by staff and school teachers.</b>			

<b>Use of rooms and indoor facilities.</b>	<b>Room Facilities. Fixtures and fittings, and educational materials.</b>	<b>Staff and school children.</b>	<b>Rooms should be clean and furniture, electrical appliances, educational materials and toilet facilities should be monitored and dealt with appropriately if shortcomings or faults are discovered.</b>	1	2	2	L					
<b>Working outside.</b>	<b>Adverse weather conditions. Severe flooding, heavy snow, high winds and storm damage.</b>	<b>Staff and school children.</b>	<b>Schools staff to ensure appropriate clothing is worn for their visit. Shelter to be provided by WWT.</b>	1	5	5	M	<b>In case of severe/dangerous weather conditions, centre to be closed with realistic notice given if possible and at the discretion of the centre manager.</b>				
<b>Contact with flora and fauna.</b>	<b>Insect bites, stings, cuts and abrasions, ingestion of fungi/berries and food allergies.</b>	<b>Staff and school children.</b>	<b>First aid staff and appropriate equipment always available. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision.</b>	3	5	15	H	<b>Where applicable, hazard reduced by removal of cutting risks and stinging/poisonous plants from areas used by schools by grounds staff on a regular basis.</b>				

<p><b>Contact with collection.</b></p>	<p><b>Zoonotic Diseases.</b></p>	<p><b>Staff and school children.</b></p>	<p><b>Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. Bird collection is monitored and faeces removed prior to school visits. All allergies will be documented by schools on WWT booking form.</b></p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>L</p>					
<p><b>Contact with water.</b></p>	<p><b>Waterborne diseases/Pond dipping.</b></p>	<p><b>Staff and school children.</b></p>	<p><b>Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements.</b></p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>L</p>					
<p><b>Feeding the birds.</b></p>	<p><b>Grain handling/Feeding birds. Allergic reactions.</b></p>	<p><b>Staff and school children.</b></p>	<p><b>Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision.</b></p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>L</p>					

Moving around the grounds.	Deep water. Drowning.	Staff and school children.	Verbal warnings are given by WWT Learning staff, signage is also evident as are life rings at appropriate areas. Where possible, areas of risk are cordoned off. All groups are supervised by staff and school teachers.	2	5	10	M	Areas of potential risk could be highlighted to staff and avoided all together if possible.				
Using outdoor play areas.	Play Structure	Staff and school children.	A separate risk assessment is available for all play structures. Children to be supervised at all times by both WWT staff and school staff.	3	3	9	M	On wet or frosty days the play area could be avoided if surfaces were deemed unsafe. All structures could be monitored and safety records documented on a weekly basis.				
Staffing.	Child and vulnerable adult protection.	School children and vulnerable adults.	All WWT staff are vetted and cleared through the relevant policing policy. It is incumbent on schools to make sure all similar checks are carried out on their staff.	1	4	4	L					

<b>CAN THE TASK PROCEED?</b> (Tick one box)	<input type="checkbox"/>	Safe using existing control measures	
	<input type="checkbox"/>	Requires additional control measures	
	<input type="checkbox"/>	Not safe to proceed, review control measure	
<b>ARE THERE ANY LONG TERM CONTROLS?</b>			
<b>ASSESSED BY:</b>	Printed Name John McCullough	Signature	Date 6/2/18
<b>AUTHORISED BY:</b>	Printed Name John McCullough	Signature	Date 6/2/18

