

	Activity/ Location	Describe Hazard(s)	Person(s) at risk or in danger	Severity 1 - 5	Likelihood 1 - 5	Score (severity x likelihood)	Control Measures	Result:	
								A*	L*
1	Pond dipping and walking around water bodies	Falling in leading to drowning or impact injuries and exposure to diseases (see point 2 below)	Children, teachers, staff, volunteers, visitors	5	1	5	Learning staff and volunteers are trained, exercise vigilance and give clear verbal instructions to visiting groups e.g. To stay behind the group leader, stick to the paths, and keep away from pond edges. Pond dipping ponds are raised. Learning staff carry a radio. Ratio of school adults to children helps with vigilance.	A	
2	Pond dipping and feeding birds	Zoonotic and water-borne diseases	Children, teachers, staff, volunteers, visitors	4	1	4	Clear notices around ponds, in the centre and on bird food bags, to wash hands after pond dipping or feeding the birds. Participants are informed during health and safety briefing to wash hands after pond dipping. Hand sanitizer is provided in the pond dipping area and throughout the bird collection. Protective gloves are provided to pond dipping participants with cuts on their hands.	L	
3	Feeding birds	Attack/pecking by birds	Children, teachers, staff, volunteers, visitors	1	2	2	High fences are put up to protect visitors from particularly aggressive birds (e.g. During the breeding season). Verbal instructions are given to visiting groups and schools regarding which birds are the most approachable and best technique for hand feeding.	L	
4	Outdoor activities in adverse weather	Sunburn, heat stroke, dehydration, hypothermia, slipping on ice	Children, teachers, staff, volunteers, visitors	3	2	6	Staff and volunteers are provided with sun cream, baseball cap and woolly hat, and warm uniform, as appropriate to the weather conditions. Clear advice is sent to visiting teachers when booking to bring weather-appropriate clothing. Groups are advised to carry drinks with them during hot weather. Learning staff adapt activities to include more activities indoors or in different locations if necessary. Paths are gritted in icy weather. Duty first aider recognises signs of heat stroke/hypothermia.	A	
5	Outdoor activities	Nettle stings, cuts from thistles, insect stings and bites	Children, teachers, staff, volunteers, visitors	1	3	3	Learning staff and volunteers exercise vigilance and give clear verbal instructions, including instructing children to stay on the paths. Grounds staff are advised if a particular problem is identified in any given area. First aid kit is available.	L	

6	Outdoor activities	Poisoning due to ingesting toxic berries or fungi	Children, teachers, staff, volunteers, visitors	5	1	5	Schools and other education groups are taken to wash their hands after any outdoor activity before eating food. Minibeast hunt participants are advised to avoid contact with fungi. Learning staff exercise vigilance and instruct groups to stick to paths.	A
7	Outdoor activities	Cuts or abrasions from contact with glass/litter/debris	Children, teachers, staff, volunteers, visitors	2	1	2	Regular litter picking and site checks. Bins are provided around the site. Learning staff exercise vigilance.	L
8	Outdoor activities	Allergic reaction to sting or bite, e.g. Wasp, bee, oak processionary moth caterpillars	Children, teachers, staff, volunteers, visitors	5	2	10	Obvious insect nests in or near public areas are cordoned off. Learning staff exercise vigilance. Duty first aider is aware of the signs of anaphylaxis.	A
9	Outdoor activities	Uneven ground/trip hazards	Children, teachers, staff, volunteers, visitors	2	3	6	Regular site inspections. Any relevant issues are reported to the health and safety officer and relevant grounds staff to address. Clear verbal instructions are given by learning staff to stick to the paths in the grounds, and to walk slowly and take particular care in the minibeast hunting area.	A
10	Play areas	Bumps, falls, cuts and grazes	Children	3	2	6	Children supervised by accompanying adults (teachers, support staff) at all times during play. Site and equipment are regularly inspected for safety.	A
11	Walking on boardwalks and bridges	Injury due to slipping in wet weather	Children, teachers, staff, volunteers, visitors	3	2	6	Visiting schools and groups are provided with a behaviour code before the visit, which includes "please walk, don't run". Site is regularly inspected for safety. Areas prone to be slippery are covered with mesh. Learning staff exercise vigilance and remind children to walk carefully.	A
12	Walking in the grounds	Trauma or injury due to child or vulnerable adult becoming separated from guardians	Children, vulnerable adults	4	1	4	Learning staff vigilance, and adult:child ratios improve vigilance. A member of staff or volunteer ensures the group is kept together, e.g. By having one volunteer at the back of the group. Learning staff carry a radio and use the appropriate radio code in the event of a lost child.	L

\* Key to result  
L = Low risk A = Adequately controlled N = Not adequately controlled STOP must consult line manager before proceeding

**Emergency information**

Nearest telephone: Centre Number 01554 741 087

**Local hospitals:**

Prince Philip Hospital, Bryngwyn Mawr Dafen Rd, Llanelli, Carmarthenshire SA14  
8QF (Minor A&E)  
01554 756567

Morrison Hospital, Heol Maes Eglwys, Morrison, Swansea SA6  
6NL (Major A&E)  
01792 702222

Singleton Hospital, Sketty Ln, Sketty, Swansea  
SA2 8QA (Minor A&E)  
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. Liaise with Duty Manager.