

# GENERAL RISK ASSESSMENT FORM LE1

Date	21/03/2018							
Assessed by	Paul Lawston							
Centre / Department	London, Learning							
Location	LWC							
Task	Learning activities, school visits							
Review date	21/03/2019							
	Activity	Describe Hazard(s)	Person(s) at risk or in danger	Severity 1 - 5	Likelihood 1 - 5	Score (severity x likelihood)	Risk Reduction Measures	Result * N A M
1	Pond dipping and walking around site near water bodies	Drowning	Children, teachers, visitors, staff	5	1	5	Learning staff exercise vigilance and give clear verbal instructions. Appropriate ponds are used for age group (e.g. raised ponds for younger pupils) Centre appoints duty first aider each day. Learning staff carry radio. Ratio of school adults to pupils helps with vigilance.	A

2	Pond dipping and walking around site	Zoonotic infection water-borne and avian disease and bacteria from bird faeces - from ingesting pond water or touching hand rails in bird exhibits	Children, teachers, - visitors, staff	5	1	5	Learning staff and volunteers issued with WWT zoonotic information pocket card & are aware of risks. Learning staff exercise vigilance and give clear verbal instructions. Hand-washing signage in Pond Zone. Hand-washing signage on picnic benches Hand-washing facilities in Pond Zone. Hand rails regularly cleaned. Ratio of school adults to pupils helps with vigilance.	A
3	Outdoor activities in adverse weather	Sunburn, heat stroke, dehydration, hypothermia, slipping on ice	Children, teachers, visitors, staff	3	2	6	Clear advice on written booking confirmation to teachers to bring weather-appropriate clothing. Learning staff adapt activity to include more work in covered or shaded location if necessary. Covered lunch spaces allocated to schools on days with adverse weather. Shade-structures to provide shelter from intense sun. De-icing of paths if necessary following site checks. Areas closed if too hazardous. Ratio of school adults to pupils helps with vigilance.	A
4	Outdoor activities	Nettle sting, cuts from thistles and thorns, insect stings or bites	Children, teachers, visitors, staff	1	3	3	Learning staff exercise vigilance and give clear verbal instructions. Centre appoints duty first aider each day. Ratio of school adults to pupils helps with vigilance. With general visitors, all children accompanied by an adult.	M

5	Outdoor activities	Allergic reaction to sting or bite - including wasp, bee, oak processionary moth caterpillars (possible anaphylaxis)	Children, teachers, visitors, staff	5	2	<b>10</b>	Learning staff exercise vigilance and give clear verbal instructions. Obvious insect nests near public areas are removed or cordoned off. Centre appoints duty first aider each day. Learning staff carry radio. Ratio of school adults to pupils helps with vigilance. With general visitors, all children accompanied by an adult.	A
6	Outdoor activities	Poisoning due to ingesting berries or fungi	Children, teachers, visitors, staff	5	1	<b>5</b>	Learning staff exercise vigilance and give clear verbal instructions. 'Keep to the paths' signage. Centre appoints duty first aider each day. Learning staff carry radio. Ratio of school adults to pupils helps with vigilance. With general visitors, all children accompanied by an adult.	A
7	Outdoor activities	Cuts or abrasions from stepping on or tripping over glass or debris	Children, teachers, visitors, staff	2	1	<b>2</b>	Regular litter picking and site checks. Learning staff exercise vigilance and give clear verbal instructions. Centre appoints duty first aider each day. Learning staff carry radio. Ratio of school adults to pupils helps with vigilance. With general visitors, all children accompanied by an adult.	M

8	Guided learning sessions eg. surveys, pond dipping, craft sessions	Eye injury, cuts, abrasions or bruising due to incorrect use of equipment (eg pond nets, scissors, binoculars etc)	Children, teachers, visitors, staff	2	2	4	Learning staff exercise vigilance and give clear verbal instructions (e.g. do not look at sun through binoculars, do not swing pond nets around) Appropriate equipment is used for age group (e.g. smaller pond nets for younger children) Centre appoints duty first aider each day. Learning staff carry radio. Ratio of school adults to pupils helps with vigilance. With general visitors, all children accompanied by an adult.	A
9	Outdoor activities around ducks, geese, swans and screamers	Injury or trauma from aggressive bird displays or pecking	Children, teachers, visitors, staff	3	2	6	Learning staff exercise vigilance and give clear verbal instructions. Learning staff carry radio (contact avicultural wardens in case of problematic bird behaviour). Ratio of school adults to pupils helps with vigilance. With general visitors, all children accompanied by an adult.	A

10	Outdoor activities and walking around site	Injury from contact with machinery.	Children, teachers, visitors, staff	5	1	5	<p>Health and safety guidelines adhered to for operating equipment and machinery. Learning staff exercise vigilance and give clear verbal instructions.</p> <p>All tools / equipment stored out of reach of children in public areas - Learning staff proactively move items in areas where children can access.</p> <p>Centre appoints duty first aider each day.</p> <p>Learning staff carry radio. Ratio of school adults to pupils helps with vigilance.</p> <p>All children accompanied by an adult.</p>	A
11	Outdoor activities and walking around site	Injury from contact with machinery, equipment or moving vehicles	Children, teachers, visitors, staff	5	1	5	<p>Vehicle speed limited to walking pace.</p> <p>Gate at Restaurant delivery area and road markings to manage vehicles arriving on site in this area.</p> <p>Health and safety guidelines adhered to for operating equipment and machinery. Learning staff exercise vigilance and give clear verbal instructions, managing children's movements to avoid vehicles.</p> <p>Centre appoints duty first aider each day.</p> <p>Learning staff carry radio. Ratio of school adults to pupils helps with vigilance.</p>	A

12	Outdoor activities near electric fence	Minor electric shock, trauma	Children, teachers, visitors, staff	2	1	2	<p>Low ampage fence.</p> <p>Warning signs on fence.</p> <p>Guard around exposed sections of fence.</p> <p>Learning staff exercise vigilance and give clear verbal instructions.</p> <p>Centre appoints duty first aider each day.</p> <p>Learning staff carry radio.</p> <p>Ratio of school adults to pupils helps with vigilance.</p> <p>With general visitors, all children accompanied by an adult.</p>	A
13	Walking or activities on boardwalks and bridges	Injury due to slipping	Children, teachers, visitors, staff	3	2	6	<p>Boardwalks regularly treated with non-slip agent or have anti-slip strips fitted.</p> <p>School behaviour code includes 'no running'.</p> <p>Learning staff exercise vigilance and give clear verbal instructions.</p> <p>Centre appoints duty first aider each day.</p> <p>Learning staff carry radio.</p> <p>Ratio of school adults to pupils helps with vigilance.</p> <p>With general visitors, all children accompanied by an adult.</p>	A

14	<p>Playing in Explore Adventure playground*</p> <p><i>*Also see separate risk assessment for Explore</i></p>	Falls, cuts, grazes, injuries	Children, teachers, visitors	3	3	<b>9</b>	<p>Non-slip and soft floor areas. Centre appoints duty first aider each day.</p> <p>Volunteers carrying radios regularly roam to Explore (VE vols and School Facilitators). Ratio of school adults to pupils helps with vigilance.</p> <p>Numbers of pupils in Explore are limited by booked timeslots. Provide visiting schools with Reception phone number in case of emergencies.</p> <p>Playground closed during extreme cold weather.</p> <p>Children accompanied by an adult at all time.</p>	A
15	Walking around site, outdoor activities	Trauma or injury due to child becoming separated from adult, exposure to inappropriate behaviour by strangers, eg. physical contact, verbal abuse, kidnapping	Children, vulnerable adults	4	1	<b>4</b>	<p>All staff and volunteers exercise vigilance.</p> <p>Centre appoints fire marshals each day who assist with 'lost child' incidents.</p> <p>All staff and volunteers carry radios.</p> <p>Ratio of school adults to pupils helps with vigilance.</p> <p>Children never left alone with Learning staff without a teacher, parent or carer present.</p> <p>See lost child procedure.</p>	A

16	Safeguarding risks - e.g. Family Activities, photography, dangerous adults	Trauma or injury to child. Inappropriate behaviour by strangers, e.g. physical contact, verbal abuse, kidnapping. Photography of children without parental consent or knowledge.	Children, vulnerable adults	5	1	5	All staff and volunteers aware of safeguarding policy. Teaching staff have appropriate DBS clearance depending on level of contact with children. Exercise vigilance. No unaccompanied adults in Explore. Vigilance for adults photographing activities, e.g. pond dipping - photography of own children is absolutely fine, but parents should be asked to avoid taking pictures of other people's children. Ratio of adults to pupils; all children accompanied by an adult at all times. Lost child procedure.	A
17						0		
18						0		
19						0		
20						0		
21						0		
22						0		

\* Key to result

M = Minor risk      A = Adequately controlled      N = Not adequately controlled

Consequence of Accident		Likelihood of Accident occurring					
			Extremely Unlikely	Unlikely	Possible	Very Likely	Almost Certain
Injury	Disease	Severity Levels	1	2	3	4	5
Insignificant No lost time	Insignificant Not applicable	1	1	2	3	4	5

Minor Injury with up to 3 days lost time	Minor Non – Disabling	2	2	4	6	8	10
Moderate Over 3 days lost time	Moderate Disabling, but fit for normal duties	3	3	6	9	12	15
Major Long term absence	Major Disabling, unfit for normal duties	4	4	8	12	16	20
Catastrophic Death	Catastrophic Death attributable to disease	5	5	10	15	20	25

1 - 4	<b>LOW RISK</b> - Monitor and supervise regularly, if unable to reduce through further additional appropriate control measures or are unable to eliminate the hazard. Inform and train all staff to follow risk assessment.
5 - 10	<b>MEDIUM RISK</b> - Monitor and supervise regularly. Seek to reduce risk by identifying additional appropriate control measures. Inform and train all staff to follow risk assessment.
11 - 25	<b>HIGH RISK</b> - Do not proceed with task. Immediate action must be taken to reduce risk level significantly. If unable to

**Risk Reduction Measures:**

1. Substitution e.g. using a less hazardous substance, using a contractor
2. Reduced exposure to the risk
3. Introducing other controls such as enclosures, remote handling, ventilation
4. Introduce safe systems of work such as how the task is to be done, what communication needs must be met, training &/or instruction
5. Using PPE

**Emergency information**

**Nearest telephone:** Office 020 8409 4400

**Local hospitals:** Charing Cross, Fulham (Adult A+E) 020 8846 1234  
Chelsea & Westminster (Children A+E) 020 8746 8000  
Queen Mary's (Walking Wounded) 020 8487 6000

**Access points for emergency services:** Staff & Main Gates, Maintenance Yard.