

**WWT GENERAL RISK ASSESSMENT FORM**

**Note for those undertaking Risk assessments:** Please refer to WWT Code of Practice 18, a copy of which can be found on the Intranet under Health & Safety > Codes of Practice

Date	05/12/2017
Assessed by	Melissa Spiers
Centre / Department	WWT Slimbridge Learning Department
Location	Gloucestershire
Task	Learning visit to Slimbridge
Review date	01/01/2019

	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 N* A* L*
1	Outdoor Learning Session	Zoonotic infection (Water-borne and avian disease and bacteria from animal faeces)	Children, teachers, visitors and staff	5	1	5	WWT staff provide clear hygiene instructions at start of session. Hand washing signs and facilities around site. Good adult: child ratios to help with vigilance. Regular cleaning of surfaces around site.	A
		Nettle stings, cuts and scratches from plants	Children, teachers, visitors and staff	1	3	3	WWT staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	L
		Poisoning from eating berries or fungi	Children, teachers, visitors and staff	5	1	5	WWT staff provide clear health and safety instructions at start of session. Hand washing signs and facilities around site. Good adult: child ratios to help with vigilance.	A
		Insect bites and stings	Children, teachers, visitors and staff	1	3	3	WWT staff check teaching areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance. Nests cordoned off/removed in public areas.	L
		Allergic reaction to stings and bites	Children, teachers, visitors and staff	5	2	10	WWT staff check teaching areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	A
		Injury from aggressive bird pecking	Children, teachers, visitors and staff	1	1	1	WWT staff check teaching areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance. WWT staff contact aviculturists if problem birds.	L
		Slips, trips on uneven surfaces	Children, teachers, visitors and staff	3	2	6	Anti-slip treatment applied to boardwalks. WWT staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	A
		Cuts, scratches from litter and debris	Children, teachers, visitors and staff	2	1	2	Daily litter picking and site checks. WWT staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	L
		Injury from contact with moving vehicles or machinery/equipment	Children, teachers, visitors and staff	5	1	5	Health and safety guidelines adhered to for operating vehicles and machinery. Learning staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	A
		Drowning (falling into ponds whilst walking around site)	Children, adults	5	1	5	Clear verbal H&S advice given at start of visit. Duty 1st aider appointed each day. Adult: child ratio help with vigilance.	A
		In hides, slipping/tripping on steep steps, slipping off high benches, trapping fingers in windows, bumping heads on window ledges	Children, teachers, staff	3	3	9	Clear verbal H&S advice given at start of visit. Duty 1st aider appointed each day. Adult: child ratio help with vigilance. Hides checked regularly Use of Discovery Hide preferable by schools	A
		Cuts, bruising due to incorrect use of equipment	Children, adults	2	2	4	Learning staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	L
		Sunburn, heatstroke, dehydration, hypothermia	Children, teachers, visitors and staff	3	1	3	Clear advice given to teachers prior to visit regarding appropriate clothing/equipment. More suitable location used if necessary. Shelter provided for lunch breaks. Duty 1st aiders appointed each day. Paths gritted if necessary. Good adult: child ratios to help with vigilance.	L
		Slip on ice/snow	Children, teachers, visitors and staff	3	2	6	Daily site checks by grounds staff. Paths gritted if necessary. Health and safety talk by WWT staff. Good adult: child ratios to help with vigilance.	A
2	Guided Pond Dipping Session	Infection, poisoning from water borne disease/algae blooms	Children, teachers, visitors and staff	5	1	5	WWT staff provide clear hygiene instructions at start of session. Hand washing signs and facilities at Pond Zone. Good adult: child ratios to help with vigilance.	A
		Cold, wet, hypothermia from falling in pond	Children, teachers, visitors and staff	2	2	4	WWT staff provide clear health and safety instructions at start of session. Ponds at Pond Zone only, are raised. Good adult: child ratios to help with vigilance.	L
		Nettle stings, cuts and scratches from plants	Children, teachers, visitors and staff	1	3	3	WWT staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	L
		Misuse of equipment (e.g. hitting one another with nets)	Children	2	2	4	WWT staff to provide clear health and safety instructions at the start of sessions including appropriate behaviour. Good adult: pupil ratios to help with vigilance. WWT staff and attending school adults to remove equipment if misuse is suspected.	L
		Poisoning from eating berries or fungi	Children, teachers, visitors and staff	5	1	5	WWT staff provide clear hygiene instructions at start of session. Hand washing signs and facilities around site. Good adult: child ratios to help with vigilance.	A
		Bites from Greater water boatmen and Dragonfly nymphs	Children, teachers, visitors and staff	1	3	3	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.	L
		Insect bites and stings from land/air based creatures	Children, teachers, visitors and staff	1	3	3	WWT staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	L
		Allergic reaction to stings and bites	Children, teachers, visitors and staff	5	2	10	WWT staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	A
		Slips, trips on uneven surfaces	Children, teachers, visitors and staff	3	2	6	WWT staff check areas prior to learning sessions. Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	A
		Drowning	Children, teachers, visitors and staff	5	1	5	WWT staff provide clear health and safety instructions at start of session. Age appropriate ponds are used. Ponds at Pond Zone only, are raised. Good adult: child ratios to help with vigilance.	A

3	Toad Hall Handling Session	Zoonotic infection from handling amphibians	Children, teachers, visitors and staff	5	1	5	WWT staff provide clear hygiene instructions at start of session. Hand sanitiser available. Cuts covered with plaster. Good adult: child ratios to help with vigilance.	A
		Irritation, allergic reaction to hand sanitiser.	Children, teachers, visitors and staff	1	1	1	Individuals with sensitive skin advised to use soap and water.	L
4	Wellyboot land and Riverlife play areas	Falls, cuts, other injuries from play equipment	Children, teachers, visitors and staff	3	3	9	All play areas comply with BS EN 1177. All apparatus complies with BS EN 1176. Areas cleaned and litter picked daily.	A
		Contact with vomit, urine, faeces or blood	Children, teachers, visitors and staff	5	2	10	Procedures in place for remedial action. Hand sanitisers and hand washing facilities in place, in Wellyboot Land.	A
		Water borne diseases	Children, teachers, visitors and staff	5	1	5	Water quality checked as legislation requires.	A
		Abrasions from astroturf or bark	Children, teachers, visitors and staff	2	3	6	Area cleaned and litter picked daily. Duty 1st aider always available. Adult helpers and staff to encourage safe play	A
5	Walking through grounds	Trauma, injury due to child or vulnerable adult becoming separated from guardians	Children, vulnerable adults	4	1	4	WWT staff provide clear instructions at start of session re staying together. Teaching staff and helper vigilance. Good adult: child ratios to help with vigilance. WWT's Lost child procedure implemented if necessary.	L
		Slips, trips and falls	Children, teachers, visitors and staff	3	3	9	WWT staff to check for hazards on morning rounds and remove or report any issues (action taken as appropriate). Teaching staff/helper vigilance when exploring the site. Duty 1st aiders appointed each day.	A
6	Walking through main building	Fire : Burns, smoke inhalation	Children, teachers, visitors and staff	5	2	10	In case of fire, WWT staff will lead evacuation procedure. Teachers to be aware of signage and follow instructions.	A
		Slips, trips and falls	Children, teachers, visitors and staff	3	3	9	WWT staff to check for hazards on morning rounds and remove or report any issues (action taken as appropriate). Teaching staff/helper vigilance when exploring the site. Duty 1st aiders appointed each day.	A

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

Consequence of Accident			Likelihood of an Accident Occurring					Damage Severity Levels
Injury	Disease	Accident Severity Levels	Extremely Unlikely	Unlikely	Possible	Very Likely	Almost Certain	Insignificant Damage Minor Damage Moderate Damage Major Damage Catastrophic
			1	2	3	4	5	
Insignificant No lost time	Insignificant Not applicable	1	1	2	3	4	5	Moderate Damage
Minor Injury with up to 3 days lost time	Minor Non – Disabling	2	2	4	6	8	10	Major Damage
Moderate Over 3 days lost time	Moderate Disabling, but fit for normal duties	3	3	6	9	12	15	Catastrophic
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	

#### Score

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 reduce through further suitable control measures, carry out

#### Risk Reduction Measures:

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

#### Emergency information

**Nearest telephone:** Shop or admissions 01453 891233/142

**Local hospitals:** Vale Community Hospital, Lister Road, Dursley, GL11 4BA, 0300 421 8494

**Access points for emergency services:** Gloucester Royal Hospital, Rickyard Building