

RISK ASSESSMENT FORM

Date	15/08/2018
Assessed by	Emma Brand
Centre/ Department	Centre
Location	WWT Welney, Hundred Foot Bank, Welney, Norfolk, PE14 9TN
Task	Self-led educational group visit
Review date	01/08/2019

	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	Walking through visitor centre, across bridge and around reserve on differing surfaces.	Slips, trips and falls – on staircases, bridge non-slip surface or uneven ground along footpaths.	All	1	2	2	Teachers to warn children to use handrail when going up and down stairs. Teachers to advise children not to run across bridge, non-slip surface will graze if child trips and lands on exposed skin. Teachers to talk about safe walking along footpaths and to check numbers regularly.	M
2	Adverse weather – summer or winter	Too cold or hot, sunburn, heatstroke or hypothermia.	All	5	1	5	Teachers to advise sensible clothing appropriate to season. Summer – hats, suncream, lightweight, long sleeved tops to cover exposed skin, also water to stay hydrated. In winter, warm, waterproof coats and extra layers, gloves, scarves and wooly	A

							hats. Basic first aid knowledge, with signs to look out for early heatstroke or hypothermia.	
3	Falling in water bodies	Drowning. Contact with waterborne diseases.	All	5	1	5	Teachers to give initial talk about safety when walking around water. Tell children to be careful when near water and not to go too close when not in activity areas (e.g. pond dipping platform). Check numbers regularly. Teachers to take note of safety hook location when at pond dipping station and advise children to kneel on decking whilst pond dipping, not to stand on edge.	A
4	Contact with water at pond dipping activity	Waterborne and avian diseases e.g. Weil's disease and bacteria from bird faeces	All	4	1	4	Warn children not to put hands near faces whilst taking part in pond dipping. Use hand sanitizer provided at station after activity, wash hands thoroughly in visitor centre toilets before eating or drinking.	M
5	Contact with insects	Stings & bites	All	1	3	3	Cover skin with clothing, own insect repellent apply before going onto reserve. Teachers to be vigilant.	M
6	Contact with allergens	Allergic reaction from pollen, feathers, nuts.	All	5	1	5	Teachers to carry first aid kits and have prior knowledge of any allergies with potential to cause problems during the visit. Vigilance by all in group.	A

7	Nettles/thistles/brambles	Stings, scratches	All	2	2	4	Teachers to warn group where necessary.	M
8	Fungi/berries	Poisonous	All	1	5	5	Pre-warn children, vigilance by teachers.	A
9	Vehicles, machinery and equipment on site	Injury	All	1	5	5	Vigilance within group, check activity areas on arrival for any potential dangers, make sure drivers of vehicles in transit have seen group before moving past an area.	A
10	Animals (cows, sheep)	Injury from aggressive behaviours – biting, charging	All	1	5	5	Keep out of areas where animals are kept. Warn children not to go near animals. If animals are in visitor areas remain in a hide or do not continue along a path before contacting the centre for help.	A

<p>*Key to Results Column M-Minor risk A-Adequately controlled N-Not adequately controlled</p>	<p>Severity 1. Low 2. Minor 3. Medium 4. Major 5. High</p>	<p>Likelihood 1. Remote 2. Unlikely 3. Occasional 4. Very likely 5. Frequent</p>	<p>Control Measures; 1. Substitution e.g. using a less hazardous substance, using a contractor 2. Reduce 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</p>
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1-4	LOW RISK- 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	MEDIUM RISK- 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	HIGH RISK- Do not proceed with this task. Immediate action must be taken to reduce risk level significantly. If unable to reduce through further suitable control measures., carry out task under a permit to work system. Inform and train all staff to follow risk assessment.

Nearest telephone Centre Main line 01353 860711	Nearest A&E department Queen Elizabeth Hospital, Gayton Road, Kings Lynn 01553 613613	Quality of mobile phone or radio reception? Reasonable
Access point for emergency services Visitor Centre (Grid reference TL 547 943) Liaise with Duty Manager, best route is emergency services park in layby and walk across to reserve via footbridge.	Type of access for emergency services Normal for access to visitor centre/visitor areas of reserve 4WD or Air ambulance for access onto wider reserve	First Aid Cover needed First Aid at Work Where provided? List of current first aiders available on weekly agendas/daily briefing sheet at shop