

WWT General Risk Assessment Form

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|------------------------------------|--------------------------------|-----------------------|------------|
| Site, department, work area | London, Learning, Visitor area | | |
| Task being assessed | School Visits | | |
| Risk Assessor/s | Learning Manager | | |
| Date of Assessment | 31/01/2019 | Date of Review | 31/01/2020 |

| What is the hazard? | Persons at risk- who might be harmed? | How might people be harmed? | Existing Control Measures | Risk Rating With existing control measures L x S = RR | | | Is this acceptable? Yes/ No | Further Action needed to Control the Risk? | Risk Rating With additional control measures L x S = RR | | | To be Actioned by (Person and date) |
|-------------------------------|---------------------------------------|-----------------------------------|---|---|------------------|-------------|---------------------------------------|--|---|------------------|-------------|--|
| | | | | Likelihood of harm | Severity of harm | Risk rating | | | Likelihood of harm | Severity of harm | Risk rating | |
| Open water – ponds | Children, teachers, staff | Falling in, Drowning, hypothermia | Staff carry radios Appropriate level of adult supervision Appropriate ponds used for learning sessions for different age groups. | 1 | 5 | 5 | Yes | No | | | | |
| Standing water in ponds | Children, teachers, staff | Zoonotic infection | Clear verbal instructions at the start of session Hand washing facilities in high-risk areas Signage, including on picnic benches | 1 | 5 | 5 | Yes | No | | | | |
| Contact with animals / faeces | Children, teachers, staff | Zoonotic infection | Clear verbal instructions Gel dispensers in World Wetlands Regular cleaning of handrails | 1 | 5 | 5 | Yes | No | | | | |

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| Aggressive bird displays and pecking | Children, teachers | Bites Scratches | Designated first aider Fencing / enclosures to reduce contact with potentially aggressive animals No large / dangerous animals on site. Contact aviculture wardens to report any persistent aggressive behaviour | 1 | 3 | 3 | Yes | No | | | | |
| Adverse weather | Children, teachers, staff | Sunburn Heat exhaustion Hypothermia Slipping on ice | Advise schools to bring weather-appropriate clothing Adapt activities where appropriate to bring in more indoor elements Covered lunch space allocated on days with poor weather Gritting used in icy conditions | 2 | 3 | 6 | Yes | No | | | | |
| Animals and plants – including wasps, bees, oak processionary moth, stinging nettles | Children, teachers, staff | Allergic reaction (up to anaphylaxis) | Nests in high-risk areas removed First-aider appointed daily Staff give clear instructions when activities are near to nettles / bees etc. | 2 | 5 | 10 | Yes | No | | | | |
| Poisonous plants and fungi | Children, teachers | Poisoning | Keep to paths signage Briefing at start of day not to pick plants Appointed first aider | 1 | 5 | 5 | Yes | No | | | | |

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| Learning equipment – e.g. nets | Children | Eye injury Cuts, abrasions, bruising | Age-appropriate equipment used – e.g. small nets for Nursery age. First aider appointed | 1 | 2 | 2 | Yes | No | | | | |
| Binoculars | Children, teachers | Eye damage through looking at the sun | Clear instructions given out with binoculars not to look at the sun through them. | 1 | 4 | 4 | Yes | No | | | | |
| Trip hazards, e.g. loose paving, logs etc. | Children, teachers, staff | Cuts Bruises Abrasions | Ratio of adults to children Regular litter picks and site inspections | 2 | 2 | 4 | Yes | No | | | | |
| Logs and other climbable parts of the grounds | Children | Cuts Bruises Abrasions Breaks | Ratio of accompanying adults to children Logs used for learning activities placed on soft surfaces Benefits of risky play should be taken into consideration | 2 | 4 | 8 | Yes | No | | | | |
| Machinery and vehicles | Children, teachers, staff | Collision with a vehicle Cuts from sharp equipment | Vehicle speed limited around site Barrier between Restaurant Gate and main path to protect from delivery vehicles Tools / equipment not left unattended Vigilance of staff during learning sessions when moving around site with clear instructions given | 1 | 5 | 5 | Yes | No | | | | |

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| | | | | Likelihood of harm | Severity of harm | Risk rating | | | Likelihood of harm | Severity of harm | Risk rating | |
| Electric fence | Children, teachers, staff | Mild electric shock | Low ampage fence, warning signs in place. Guard around exposed fence sections. | 1 | 2 | 2 | Yes | No | | | | |
| Boardwalks and bridges | Children, teachers, staff | Slips and trips Splinters | Boardwalks treated with non-slip agents Behaviour code includes "No running" Ratio of accompanying adults to children | 2 | 3 | 6 | Yes | No | | | | |
| Explore adventure playground | Children | Falls Cuts, grazes and abrasions Minor injuries | Non-slip and soft floor areas Playground closed in icy conditions Volunteers regularly roam to Explore (Carrying radios) Limit to numbers booked in at any time (60 max) Reception number provided to all teachers Independent yearly play assessment Benefits of risky play should be taken into consideration | 3 | 3 | 9 | Yes | No | | | | |

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| Wild Walk | Children, teachers, staff | Falls Cuts, grazes and minor injuries | Recommended ratio of accompanying adults to children Age appropriateness advised with larger groups Benefits of risky play should be taken into consideration - see separate risk benefit analysis for full detail | 3 | 3 | 9 | Yes | No | | | | |
| Contact with soil | Children | Cuts, grazes etc. Possible risk of infection to open wounds | Clear verbal instructions at the start of session Areas where activities that involve close contact take place near to hand-washing facilities. | 1 | 4 | 4 | Yes | No | | | | |
| Unaccompanied children | Children, vulnerable adults | Injury Trauma | Robust lost child procedure in place Staff and volunteers exercise vigilance and carry radios Ratio of accompanying adults to children | 2 | 3 | 6 | Yes | No | | | | |

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| Safeguarding risks | Children, vulnerable adults | Innappropriate behaviour Abuse Kidnapping | Robust safeguarding policy in place Teaching staff all have appropriate level of DBS clearance Unaccompanied adults not allowed in Explore Vigilance of staff and volunteers (radios) Photography not allowed of areas/activities when children participating, unless where permission given / assumed Ratio of accompanying adults to children Robust lost child procedure | 1 | 5 | 5 | Yes | No | | | | |

WWT RISK SCORING MATRIX

| Consequence of Accident/Incident | | | Likelihood of Accident/Incident occurring | | | | | |
|---|--|---|---|--------------------|----------|----------|-------------|----------------|
| | | | | Extremely Unlikely | Unlikely | Possible | Very Likely | Almost Certain |
| Equip/Property | Injury | Disease | | 1 | 2 | 3 | 4 | 5 |
| Insignificant Damage, no rework | Insignificant No lost time | Insignificant Not applicable | 1 | 1 | 2 | 3 | 4 | 5 |
| Minor Damage requiring rework < 2 hrs | Minor Injury with up to 3/7 days lost time | Minor Non – Disabling | 2 | 2 | 4 | 6 | 8 | 10 |
| Moderate Damage requiring rework > 2hrs | Moderate Over 7 days lost time | Moderate Disabling, but fit for normal duties | 3 | 3 | 6 | 9 | 12 | 15 |
| Major Damage requiring rework > 8hrs | Major Long term absence | Major Disabling, Unfit for normal duties | 4 | 4 | 8 | 12 | 16 | 20 |
| Catastrophic Scrap of Eqpt/ plant | Catastrophic Death | Catastrophic Death attributable to disease | 5 | 5 | 10 | 15 | 20 | 25 |

Emergency information

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|---|---|
| Location of nearest phone | Office – 020 8409 4400 Admissions – 020 8409 4426 |
| Local hospitals (emergency and non-emergency) | Charing Cross, Fulham (Adult A&E) - 020 8846 1234 Chelsea and Westminster (Children A&E) – 020 8746 8000 Queen Mary’s (Walking Wounded) – 020 8487 6000 |
| Access points for emergency services | Staff and Main Gates, Maintenance Yard |