

WWT General Risk Assessment Form



Site, department, work area	Arundel - Education				
Task being assessed	Educational activities on site				
Risk Assessor/s	E Pearce				
Date of original Assessment	25/01/19	Date of latest Review	31/01/20	Next review due	31/01/2021

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?	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	
Water - Site, Pond dipping, Raised pond, Pond Explorer, Boats	Staff, volunteers, visitors	Falling in, Minor injuries	Vigilance. Remain on marked paths. First aider on site at all times. Advised to sit down whilst pond dipping Advised to sit down throughout boat trip Correct adult to child ratio met by visiting group Boat rides require adult child ratio of 1:3	2	3	6	YES	NO				
Water - Site, Pond dipping, Raised pond, Pond Explorer, Boats	Staff, volunteers, visitors	Drowning	Vigilance. Remain on marked paths. First aider on site at all times. Advised to sit down whilst pond dipping Advised to sit down throughout boat trip Correct adult to child ratio met by visiting group Boat rides require adult child ratio of 1:3 Life jackets and throw lines in use	1	5	5	YES	NO				
Adverse weather	Staff, volunteers, visitors	heat stroke sunburn exposure	Advise sensible clothing. First Aider on site at all times Check weather forecasts and advise staff/volunteers and visiting groups pre visit Ensure shelter available to all Provide water Provide sun cream to staff and volunteers Spare clothing available- fleeces, coats	3	3	9	YES	NO				

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Poisonous plants, berries, fungi	Staff, volunteers, visitors	Allergies reactions.	Advise not to touch or eat any plants. Advise to wash hands after handling and do not put hands into mouth First aider on site at all times.	2	4	12	YES	NO				
Nettles, Brambles	Staff, volunteers, visitors	Cuts, stings, allergic reactions	Ensure adequate nettle/bramble control through mowing or clearing of areas in public use Advised not to touch First aider on site at all times.	2	2	4	YES	NO				
Litter	Staff, volunteers, visitors	Cuts, abrasions	Regular litter picking First aider on site at all times Check area prior to use, particularly for schools or other groups	2	2	4	YES	NO				
Vehicles and Plant	Staff, volunteers, visitors	Injuries	Vehicles to travel at slow speeds and with hazard lights on No public vehicles on site. On event days exhibitor vehicle movements will be restricted.	1	5	5	YES	NO				
Ice, mud, debris on paths	Staff, volunteers, visitors	Slips, trips, cuts, falls	Site inspection. Advise on adequate clothing/footwear Good daily cleaning programme Regular site checks, particularly after extremes of weather.	3	3	9	YES	NO				
Water borne and avian diseases E.G. Weils disease and bacteria from birds' faeces	Staff, volunteers, visitors	Illnesses	Inform of risk. Cover any open cuts or wounds. Plasters /plastic non latex gloves available at pond explorer and raised pond. Avoid putting objects that have been in contact with water or birds near mouths. Ask visitors to wash hands after contact with wildfowl, faeces and water. Hand wash gel provided at main points of contact Avoid sick and dead birds. Staff given card of zoonotic diseases as part of induction process	2	5	10	YES	NO				

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Slips, trips and falls	Staff, volunteers, visitors	cuts, bruises, abrasions	Advise of slippery surfaces Site inspection Remove debris or potential trip hazards	3	3	9	YES	NO				
Stings and bites	Staff, volunteers, visitors	Allergic reactions	First aider on site at all times If with a school, one teacher should be trained to administer epi-pens Staff epi pens held in the safe. All duty managers have access to safe.	2	5	10	YES	NO				
Duck, geese and swan attacks	Staff, volunteers, visitors	Injuries	First aider on site at all times Advise group if birds are particularly territorial - particularly in springtime Birds that prove to be excessively aggressive will be fenced in and paths will be closed where possible	2	3	6	YES	NO				
Electric fence	Staff, volunteers, visitors	Electric shock, burns	Signs in place Vigilance Regularly checked in line with safety standards Stick to marked footpaths. All children to be accompanied by adult. Adult:learner ratios adhered to	2	5	10	YES	NO				
Hand feeding birds	Staff, volunteers, visitors	Allergic reactions	Advise hand washing after this activity If in a group, a first aider who is epi-pen trained must come with them. Do not put hands near/in mouth Signs in place to advise First aider on site at all times	2	5	10	YES	NO				
Contact with algal blooms	Staff, volunteers, visitors	allergic reactions	Water quality tested regularly Wash hands after contact with water and advise public to do so Do not put hands in mouth. First aider on site at all times If a group, a first aider who is epi-pen trained must come with them.	2	5	10	YES	NO				

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Play areas	Visitors	Slips, trips, falls, cuts, bruises, abrasions	Up to 1 class (up to 35 students) at a time in the play area. If schools bring more than 1 class of children then they are asked to take it in turns to use the equipment. Play areas only to be used by children up to the age of 11 years Students must be supervised at all times by accompanying teachers Students and teachers are asked to be considerate of other site users.	3	3	9	YES	NO				
Moving around	Visitors	Crowd control	Visitors must stick to marked pathways Area that are not open to the public have appropriate signage in place or will be chained and padlocked. Larger groups must be considerate of other site users and must not obstruct pathways. School/Groups must have adequate adult supervision to meet the ratios stated within WWT Arundel booking documentation.	1	1	1	YES	NO				
Gates	Staff, visitors, volunteers	Trapped fingers	Gates have appropriate signage to inform visitors of push/pull action required. First aider on site at all times	3	1	3	YES	NO				

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Wheelchair s moving around	Staff, volunteers, visitors	Crowd control	<p>Disabled parking and toilets available. Toilets are unlocked there is no need to go to reception for a key.</p> <p>Pathways are tarmac and level.</p> <p>Reed bed boardwalk is wooden in construction and wide enough to accommodate a wheelchair.</p> <p>Passing places in place for safe movement through the reed bed.</p> <p>Pond explorer boardwalk is not wide enough to accommodate safe passing/turning of a wheelchair. An area for wheelchair users to dip from is close the pond explorer building and 2 can be accommodated at any one time.</p> <p>Wheelchair users can still access pond explorer building but should be advised of the steep slope into the area.</p> <p>Wheelchair users can do pond dipping at the raised pond. Please advise of wheelchair users at time of booking. Powered wheelchairs may not use the boats, but manuals wheelchair users can if accompanied by a person capable of getting them into and out of the boat. Boat specific risk assessment details procedure for loading/unloading wheelchair users.</p>	1	1	1	YES	NO				

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Separation from the group	Visitor	Separation – emotional	Ensure correct ratio of adults to children with groups. Control entry using rope at entrance to area Session leader to have radio at all times Control number in pond explorer area Control number dipping at any one time. Policies in place for lost or loan child situation 2 x wheelchairs may dip at the pond explorer station in the designated area.	1	5	5	YES	NO				
Slips trips and falls - Pond Explorer/ raised pond	Staff, volunteers, visitors	cuts, bruises	Session leaders to carry radio at all times. First aider on site at all times Advise of slippery surface on decking at pond explorer Advise not to run. Advise hand washing. Hands not to be placed in mouth. Plasters available at both ponds at all times. Hand sanitising gel available at ponds	3	2	6	YES	NO				
Soil	Staff, volunteers, visitors	illnesses	Advise hand washing. Hands not to be placed in mouth Session leader to advise on appropriate behaviour	2	5	10	YES	NO				

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Boats	Staff, volunteers, visitors	Falling over board, minor injuries, ingestion of water, drowning	<p>There is a boat specific risk assessment for further detail on boating activity and procedures. Specific to school groups are the following aspects:</p> <ol style="list-style-type: none"> 1. School children will be treated as normal passengers, with the following extra precautions. 2. School boat trips will last no longer than 30 minutes and this time includes putting on/taking off life jackets. Should groups be running late then shorter trips will take place. Schools will be advised beforehand of their departure times, and it is the responsibility of the teacher to be at the jetty on time. 3. Groups should not access the jetty without a member of WWT staff. 4 Control and discipline of the group remains the responsibility of the teachers with the students. However if drivers feel that behaviour whilst travelling is unsafe they should return immediately to the jetty. 5 All staff and students to wear life jackets if primary age. For secondary school groups the choice will be given to the teachers regarding life jackets. 6 Ratios of 1:3 will apply with students up to the age of 16. 7 Students aged 17+ will be considered adults 	2	5	10						

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Slips, trips, falls at Feed bay	Staff, volunteers, visitors	Slips, trips, falls	Visitors must not cross barriers to enter water as algae on the surface of the concrete makes this slippery. Staff may only enter water whilst wearing appropriate clothing/PPE. Access to feeding bay down a slope - slope and feeding bay gritted in icy weather. Signage in place to advise of slope to wheelchair users and pedestrians School groups advised of behaviour whilst on feeding bay by session leader	2	3	6	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

Location of nearest phone	Reception/Admissions desk – In Visitors Centre
Local hospitals (emergency and non-emergency)	Bognor Minor Injuries – Shripney Road, Bognor Regis, PO22 9PP – 01243 865418 Chichester St Richards Hospital A&E Dept – 01243 788122 Worthing Hospital A+E Dept, Lindhurst Road – 01903 205111
Access points for emergency services	Main entrance into Visitors centre