

WWT General Risk Assessment Form



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|------------------------------------|---|------------------------------|----------|------------------------|----------|
| Site, department, work area | WWT Castle Espie site/Learning Department | | | | |
| Task being assessed | School visits | | | | |
| Risk Assessor/s | John McCullough | | | | |
| Date of original Assessment | 25/01/19 | Date of latest Review | 31/01/20 | Next review due | 31/01/21 |

| 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 | |
| Car park traffic. | Staff and school children. | Struck by traffic. | Designated safe coach parking provided and debussing supervised by both WWT staff and schools staff essential. | 1 | 5 | 5 | YES | N/A | | | | |
| Moving around the grounds. | Staff and school children. | Grounds maintenance causing injury to visitors. | Cooperation at all times with grounds staff to stop work when required & H&S officer informed, in advance of all work likely to cause disruption to schools programmes. All such work should be regulated and made safe in accordance with H&S guidelines. Learning staff should be liaised with on a daily basis as to what is happening and forewarned at least a week in advance of any work likely to disrupt schools programme. | 1 | 3 | 3 | YES | N/A | | | | |

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|----------------------------|---------------------------------------|---|---|---|---------------------|----------------|-----------------------------------|--|--|---------------------|----------------|--|
| | | | | Likelihood of harm | Severity of harm | Risk rating | | | Likelihood of harm | Severity of harm | Risk rating | |
| Moving around the grounds. | Staff and school children. | Litter such as glass and sharps. | Grounds to be ready and litter free for all groups. | 3 | 2 | 6 | YES | Regular litter patrols. | 1 | 2 | 2 | Tony Wood |
| Moving around the grounds. | Staff and school children. | Uneven ground, icy paths, slipping hazards, resulting in trips and falls. | All groups are supervised by staff and school teachers. Grounds staff to maintain pathways to an acceptable standard. | 3 | 3 | 9 | YES | | | | | |
| Moving around the grounds. | Staff and school children. | Debris and low hanging branches or potentially dangerous foliage or structures. | Paths, structures and foliage should be monitored and assessed for risk by grounds staff and H&S officer. Dangerous and potentially dangerous obstructions or hazards should be dealt with immediately. All groups are supervised by staff and school teachers. | 1 | 3 | 3 | YES | | | | | |

| 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 | |
| Moving around the grounds. | Staff and school children. | Deep water drowning. | Verbal warnings are given by WWT Learning staff, signage is also evident as are life rings at appropriate areas. Where possible, areas of risk are cordoned off. All groups are supervised by staff and school teachers. Areas of potential risk could be highlighted to staff and avoided all together if possible. | 1 | 5 | 5 | YES | | | | | |
| Contact with water. | Staff and school children. | Waterborne diseases/Pond dipping. | Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. | 1 | 5 | 5 | YES | | | | | |

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|--------------------------|---------------------------------------|---|---|---|---------------------|----------------|-----------------------------------|--|--|---------------------|----------------|--|
| | | | | Likelihood of harm | Severity of harm | Risk rating | | | Likelihood of harm | Severity of harm | Risk rating | |
| Contact with collection. | Staff and school children. | Zoonotic Diseases. | Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. Bird collection is monitored and faeces removed prior to school visits. All allergies will be documented by schools on WWT booking form. | 1 | 5 | 5 | YES | | | | | |
| Feeding the birds. | Staff and school children. | Grain handling/Feeding birds. Allergic reactions. | Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision. | 1 | 5 | 5 | YES | | | | | |

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|-------------------------------|---------------------------------------|--|---|---|---------------------|----------------|-----------------------------------|---|--|---------------------|----------------|--|
| | | | | Likelihood of harm | Severity of harm | Risk rating | | | Likelihood of harm | Severity of harm | Risk rating | |
| Contact with flora and fauna. | Staff and school children. | Insect bites, stings, cuts and abrasions, ingestion of fungi/berries and food allergies. | First aid staff and appropriate equipment always available. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision. | 2 | 4 | 8 | YES | | | | | |
| Using outdoor play areas. | Staff and school children | Falls, trips, abrasions against from play structures. | A separate risk assessment is available for all play structures. Children to be supervised at all times by both WWT staff and school staff. | 3 | 4 | 12 | YES | On wet or frosty days the play area could be avoided if surfaces were deemed unsafe. All structures could be monitored and safety records documented on a weekly basis. | 1 | 4 | 4 | Tony Woods. |
| Working outside. | Staff and school children | Adverse weather conditions. Severe flooding, heavy snow, high winds and storm damage. | Schools staff to ensure appropriate clothing is worn for their visit. Shelter to be provided by WWT. In case of severe/dangerous weather conditions, centre/areas to be closed with realistic notice given if possible and at the discretion of the centre manager. | 1 | 5 | 5 | YES | | | | | |

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|-------------------------------------|--|---|--|--|---------------------|----------------|-----------------------------------|--|---|---------------------|----------------|--|
| | | | | Likelihood of harm | Severity of harm | Risk rating | | | Likelihood of harm | Severity of harm | Risk rating | |
| Use of rooms and indoor facilities. | Staff and school children | Injuries caused by room facilities such as fixtures, fittings, and educational materials. | Rooms should be clean and furniture, electrical appliances, educational materials and toilet facilities should be monitored and dealt with appropriately if shortcomings or faults are discovered. | 3 | 3 | 9 | YES | | | | | |
| Staffing | School children and vulnerable adults. | The variety of risks to both minors and vulnerable adults which can occur. | All WWT staff are vetted and cleared through the relevant policing policy. It is incumbent on schools to make sure all similar checks are carried out on their staff. | 1 | 5 | 5 | YES | | | | | |

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 | In main reception area. Ph: 028 91 874 146 |
| Local hospitals (emergency and non-emergency) | Ulster Hospital Upper Newtownards Road, Dundonald, Belfast BT16 1RH. A&E unit 24hrs. |
| Access points for emergency services | Front Gate for visitor centre. Gate beside warehouse for general reserve. Gate by water treatment area for woodland. |