

WWT General Risk Assessment Form



Site, department, work area	WWT Llanelli Wetland Centre, SA14 9SH Learning Department, Visitor centre, grounds and reserve				
Task being assessed	Learning activities and school visits				
Risk Assessor/s	Sarah Mitchell (Learning Manager)				
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	
Walking on uneven or slippery surfaces	Children, teachers, staff, volunteers, visitors	Slips, trips and falls	Regular site inspections. Any issues reported to the health and safety officer and grounds staff to address. Clear verbal instructions are given by adults to stick to the paths, walk slowly, take particular care in the minibeast hunting area and on wooden bridges. Areas prone to be slippery are covered with mesh.	2	3	6	Yes	No				
Falling in water bodies	Children, teachers, staff, volunteers, visitors	Drowning or impact injuries and exposure to diseases (see point 2 below)	Learning staff and volunteers exercise vigilance and give clear verbal instructions to visiting groups e.g. To stay behind the group leader, stick to the paths, and keep away from pond edges. Pond dipping ponds are raised. Learning staff carry a radio. Ratio of school adults to children helps with vigilance.	1	5	5	Yes	No				
Exposure to diseases from water contact	Children, teachers, staff, volunteers, visitors	Zoonotic and water-borne diseases	Clear notices around ponds, in the centre and on bird food bags, to wash hands after pond dipping or feeding the birds. Participants are informed during health and safety briefing to wash hands after pond dipping. Hand sanitizer is provided in the pond dipping area and throughout the bird collection. Protective gloves are provided to pond dipping participants with cuts on their hands.	1	4	4	Yes	No				

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Feeding birds	Children, teachers, staff, volunteers, visitors	Attack / pecking by birds	High fences are put up to protect visitors from any aggressive birds (e.g. During the breeding season). Verbal instructions are given to visiting groups and schools regarding which birds are the most approachable and best technique for hand feeding.	2	1	2	Yes	No				
Adverse weather	Children, teachers, staff, volunteers, visitors	Sunburn, heat stroke, dehydration , hypothermia, slipping on ice	Staff and volunteers are provided with clothing appropriate to the weather conditions. Clear advice is sent to visiting teachers when booking to bring weather-appropriate clothing / sun protection. Groups are advised to carry drinks with them during hot weather and water will be provided. Learning staff adapt activities (indoors or in different locations if necessary). Paths are gritted in icy weather.	1	4	4	Yes	No				
Contact with plants	Children, teachers, staff, volunteers, visitors	Nettle stings, cuts and scratches	Learning staff and volunteers exercise vigilance and give clear verbal instructions, including instructing children to stay on the paths. Grounds staff are advised if a particular problem is identified in any given area. First aid kit is available.	2	2	4	Yes	No				
Contact with plants	Children, teachers, staff, volunteers, visitors	Poisoning due to ingesting toxic berries or fungi	Schools and other education groups are taken to wash their hands after any outdoor activity before eating food. Minibeast hunt participants are advised to avoid contact with fungi. Adults exercise vigilance and instruct groups to stick to paths.	1	5	5	Yes	No				

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Contact with insects	Children, teachers, staff, volunteers, visitors	Allergic reaction to insect stings and bites.	Obvious insect nests in or near public areas are cordoned off. Adults exercise vigilance. Duty first aider is aware of the signs of anaphylaxis.	2	4	8	Yes	No				
Litter and debris	Children, teachers, staff, volunteers, visitors	Cuts or abrasions from contact with glass/litter/debris	Regular litter picking and site checks. Bins are provided around the site. Adults exercise vigilance.	1	2	2	Yes	No				
Play areas	Children, visitors	Bumps, falls, cuts and grazes.	Children supervised by accompanying adults at all times. Site and equipment are regularly inspected for safety.	2	3	6	Yes	No				
Walking in the grounds and reserve	Children, vulnerable adults	Trauma or injury due to child or vulnerable adult becoming separated from guardians	Learning staff and volunteer vigilance. Suitable adult:child ratios. Learning staff carry a radio and use the appropriate radio code in the event of a lost child.	1	4	4	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

Llanelli Wetland Centre
01554 741087

Local hospitals (emergency and non-emergency)

Prince Philip Hospital, Bryngwyn Mawr Dafen Rd, Llanelli, Carmarthenshire SA14 8QF (Minor A&E)
01554 756567

Morrison Hospital, Heol Maes Eglwys, Morrison, Swansea SA6 6NL (Major A&E)
01792 702222

Singleton Hospital, Sketty Ln, Sketty, Swansea SA2 8QA (Minor A&E)
01792 205666

Access points for emergency services

Main yard gates, Millennium Wetlands gates, access to most of the grounds via the visitor centre from main car park.
Liaise with Duty Manager.