

WWT General Risk Assessment Form



Site, department, work area	London, Learning, Visitor area				
Task being assessed	School Visits				
Risk Assessor/s	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 $L \times S = RR$			Is this acceptable?	Further Action needed to Control the Risk?	Risk Rating With additional control measures $L \times S = RR$			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				
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 / very hot weather Designated first aider 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				

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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				
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				
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				

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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				
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				
Safeguarding risks	Children, vulnerable adults	Inappropriate behaviour Abuse Kidnapping	Robust safeguarding policy in place and training provided to education staff 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

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

Please note: Individual Risk Assessments are available for specific activities such as our ‘Wild Experiences’. These are available on request.