

WWT Martin Mere Risk Assessment Form



Department & Work area	Education dept.				
Task being assessed	School visits				
Risk Assessor/s	Chris Whitehead				
Date of original Assessment	31/01/2019	Date of latest Review	31/01/2020	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? 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	
Pond water	Children and adults	Infection into bloodstream or digestive system	<ul style="list-style-type: none"> Pond dipping session leader briefs children not to ingest water while pond dipping (no splashing or fingers in mouth etc.) and to wash hands after pond dipping. The pond session leader finds out (by asking children, parents and/or teacher/s) whether any hands have fresh cuts or grazes, which should be covered with a waterproof plaster before dipping. Before walking near open water, session leader briefs children to walk on the tarmac and not on the concrete or muddy edges. 	1	2	2	Yes					
Slips, trips and falls	Children and adults	Cuts, grazes, broken limbs, teeth.	<ul style="list-style-type: none"> The teacher briefs the children, using the information we have sent them before the visit, about hazards and safety rules. WWT staff and volunteers reinforce these during the visit (walk carefully, stay on paths, be polite to each other and other visitors, don't climb things, be kind to birds). Session leader explains about trip hazards, eg. logs and stumps in the wood. See detailed list as sent to teachers, for further reference. 	1	1	2	Yes					
Soil, logs, leaves etc.	Children and adults	Infection into bloodstream or digestive system	<ul style="list-style-type: none"> Session leader briefs the children, teachers and other adults not to let children put leaves, twigs, feathers, bird seed, fingers etc. into their mouths whilst outdoors. Session leader explains about the need to wash hands after the session/before eating, as appropriate, and shows the teacher where the hand-washing facilities are. Education staff regularly check the Plum Wood, 	2	1	2	Yes					

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			Small Wood and the roundhouse village for trip hazards, scattered log plies etc. and take appropriate action to make the areas safe.									
Birds	Children and adults	Infection into digestive system	<ul style="list-style-type: none"> The session leader (guided sessions) or the teacher (self-guided time) briefs the children and accompanying adults about how to feed birds from the hand safely. They tell them that some birds are behind double fences for safety reasons so children should not reach over. They should wash their hands as soon as possible after they have finished feeding birds and especially before eating. 	1	3	3	Yes					
Equipment, eg. pond nets, head bands, magnifiers, dressing-up props, trays, binoculars.	Children	Minor bumps and cuts, wet clothes, splashing.	<ul style="list-style-type: none"> Session leader explains the correct and safe use of all equipment at start of session. 	2	1	2	Yes					
Furniture	Children	Bruises and grazes from collisions with tables, benches.	<ul style="list-style-type: none"> A behaviour code of conduct is given to the teacher before arrival at the centre, which makes it clear that he teacher is responsible for the children's behaviour. 	2	1	2	Yes					
Wild areas such as Wild Walk and reed-bed walk.	Children and adults	Injury from slipping on muddy surfaces, stings from plants or insects, ingestion of plants, impact injuries from outdoor furniture, falling off stiles.	<ul style="list-style-type: none"> Session leaders explain to teachers the potential hazards in Wild Walk and other areas. Session leaders explain to children not to eat leaves or berries. Session leader explains about nettles. Session leader explains to teachers about the stiles and mobile furniture in Wild Walk. 	1	3	3	Yes					
Weather conditions	Children and adults	Sunburn, heat-stroke or hypothermia from becoming wet or cold.	<ul style="list-style-type: none"> Session leaders offer shelter to teachers or provide alternative locations for activities. 	1	3	3	Yes					
Arriving and departing at coach park	Children and adults	Collision with coach or other vehicle	<ul style="list-style-type: none"> Education staff ensure that coaches park safely (front to fence) on arrival. Education staff supervise arrival and departure of children. 	1	4	4	Yes					
Play area	Children and adults	Falling from or colliding with play structures	<ul style="list-style-type: none"> The play area has been installed by Timberplay. It is inspected and passed by ROSPA. Martin Mere staff carry out a daily safety inspection. There are signs at both entrances asking teachers and parents etc. to supervise their children at all times. 	1	4	4	Yes					

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Visits by SEND groups	Children and adults	Adverse reactions to unpredictable behaviour or actions by members of the group. Onset of medical conditions or adverse reactions to physical impairments.	<ul style="list-style-type: none"> Group leaders are asked to provide us with information about any issues which might affect themselves or others during their visit. Education staff are briefed before the visit as to the possible implications of these issues. 	1	3	3	Yes					
Strangers	Children or vulnerable adults	Abduction or aggressive behaviour.	<ul style="list-style-type: none"> Teachers are reminded at appropriate times such as toilet visits that there are members of the public on site. The terms and conditions which teachers sign before their visit state that teachers are responsible for the health and safety of the children in their charge. Staff and volunteers should be vigilant and alert to any suspicious behaviour. 	1	4	4	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

Location of nearest phone	Admin office in the main building
Local hospitals (emergency and non-emergency)	A&E Ormskirk (adults only) A&E Southport (adults and children)
Access points for emergency services	Controlled vehicular access to East side of the Education Centre.