

## WWT General Risk Assessment Form



|                                    |                                    |                              |          |                        |          |
|------------------------------------|------------------------------------|------------------------------|----------|------------------------|----------|
| <b>Site, department, work area</b> | WWT Slimbridge Learning Department |                              |          |                        |          |
| <b>Task being assessed</b>         | Learning visit to Slimbridge       |                              |          |                        |          |
| <b>Risk Assessor/s</b>             | Sarah Hitchcock                    |                              |          |                        |          |
| <b>Date of original Assessment</b> | 25/01/18                           | <b>Date of latest Review</b> | 31/01/20 | <b>Next review due</b> | 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<br>L x S = RR |                  |             | Is this acceptable?<br>Yes/No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
|---|--|-----------------------------|--|--|------------------|-------------|-------------------------------|--|--|------------------|-------------|--------------------------------------|
|   |  |                             |  | Likelihood of harm                                       | Severity of harm | Risk rating |                               |  | Likelihood of harm   | Severity of harm | Risk rating |                                      |
| Water-borne & avian diseases, bacteria from animal faeces | Children, teachers, visitors & staff   | Zoonotic infection          | *WWT staff provide clear hygiene instructions at start of session.<br>*Hand washing signs & facilities around site.<br>*Good adult to child ratios to help with vigilance.<br>*Regular cleaning of surfaces around site. | 1  | 5                | 5           | Yes                           |  |  |                  |             |                                      |
| Nettles and plants  | Children, teachers, visitors & staff   | Stings, cuts and scratches  | *WWT staff check areas prior to learning sessions.<br>*Duty 1st aiders appointed each day.<br>Good adult: child ratios to help with vigilance.   | 1  | 3                | 3           | Yes                           |  |  |                  |             |                                      |
| Berries and fungi   | Children, teachers, visitors & staff   | Poisoning from ingestion    | *WWT staff provide clear health and safety instructions at start of session.<br>*Hand washing signs and facilities around site.<br>*Good adult: child ratios to help with vigilance.                                     | 5  | 1                | 5           | Yes                           |  |  |                  |             |                                      |
| Insects   | Children, teachers, visitors and staff | Bites and stings            | *WWT staff check teaching areas prior to learning sessions.<br>*Duty 1st aiders appointed each day.<br>*Good adult: child ratios to help with vigilance.<br>*Nests cordoned off/removed in public areas.                 | 1  | 3                | 3           | Yes                           |  |  |                  |             |                                      |
| Stings and bites  | Children, teachers, visitors & staff   | Allergic reaction           | *WWT staff check teaching areas prior to learning sessions.<br>*Duty 1st aiders appointed each day.<br>*Good adult: child ratios to help with vigilance.   | 5  | 2                | 10          | Yes                           |  |  |                  |             |                                      |
| Aggressive bird pecking                                   | Children, teachers, visitors & staff   | Injury                      | *WWT staff check teaching areas prior to learning sessions.<br>*Duty 1st aiders appointed each day.<br>*Good adult: child ratios to help with vigilance.<br>*WWT staff contact aviculturalists if problem birds.         | 1  | 1                | 1           | Yes                           |  |  |                  |             |                                      |
| Uneven surfaces   | Children, teachers, visitors & staff   | Slips, trips                | *Anti-slip treatment applied to boardwalks.<br>*WWT staff check areas prior to learning sessions.<br>*Duty 1st aiders appointed each day.<br>*Good adult: child ratios to help with vigilance.                           | 3  | 2                | 6           | 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<br>L x S = RR |                  |             | Is this acceptable?<br>Yes/No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
|--|---------------------------------------|---|--|--|------------------|-------------|-------------------------------|--|--|------------------|-------------|--------------------------------------|
|  |                                       |   |  | Likelihood of harm                                       | Severity of harm | Risk rating |                               |  | Likelihood of harm   | Severity of harm | Risk rating |                                      |
| Litter and debris                      | Children, teachers, visitors & staff  | Cuts, scratches   | Daily litter picking and site checks.<br>WWT staff check areas prior to learning sessions.<br>Duty 1st aiders appointed each day.<br>Good adult: child ratios to help with vigilance.  | 2  | 1                | 2           | Yes                           |  |  |                  |             |                                      |
| Moving vehicles or machinery/equipment | Children, teachers, visitors & staff  | Injury from contact   | *Health and safety guidelines adhered to for operating vehicles and machinery.<br>*Learning staff check areas prior to learning sessions.<br>*Duty 1st aiders appointed each day.<br>*Good adult to child ratios to help with vigilance.         | 5  | 1                | 5           | Yes                           |  |  |                  |             |                                      |
| Water                                  | Children, adults                      | Drowning (falling into ponds whilst walking around site)  | *Clear verbal H&S advice given at start of visit.<br>*Duty 1st aider appointed each day.<br>*Adult: child ratio help with vigilance.   | 5  | 1                | 5           | Yes                           |  |  |                  |             |                                      |
| Equipment                              | Children, adults                      | Cuts, bruising due to incorrect use   | *Learning staff check areas and equipment prior to learning sessions.<br>*Clear verbal instruction/practical demonstration before use of equipment.<br>*Duty 1st aiders appointed each day.<br>*Good adult: child ratios to help with vigilance. | 2  | 2                | 4           | Yes                           |  |  |                  |             |                                      |
| Hides                                  | Children, teachers & staff            | Slipping/ tripping on steep steps, slipping off high benches, trapping fingers in windows, bumping heads on window ledges | *Clear verbal Health & Safety advice given at start of visit.<br>*Duty 1st aider appointed each day.<br>*Adult: child ratio help with vigilance.<br>*Hides checked regularly<br>*Use of Discovery Hide preferable by schools                     | 3  | 3                | 9           | 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<br>L x S = RR |                  |             | Is this acceptable?<br>Yes/No | Further Action needed to Control the Risk? | Risk Rating With additional control measures<br>L x S = RR |                  |             | To be Actioned by<br>(Person & date) |
|------------------------------------|---------------------------------------|--|---|--|------------------|-------------|-------------------------------|--|--|------------------|-------------|--------------------------------------|
|                                    |                                       |  |   | Likelihood of harm                                       | Severity of harm | Risk rating |                               |  | Likelihood of harm   | Severity of harm | Risk rating |                                      |
| Hot and cold weather               | Children, teachers, visitors & staff  | Sunburn, heatstroke, dehydration hypothermia               | *Clear advice given to teachers prior to visit regarding appropriate clothing/equipment. *More suitable location used if necessary. Shelter provided for lunch breaks.<br>*Duty 1st aiders appointed each day.<br>*Paths gritted if necessary.<br>*Good adult: child ratios to help with vigilance. | 3  | 1                | 3           | Yes                           |  |  |                  |             |                                      |
| Ice and/or snow                    | Children, teachers, visitors & staff  | Slip/fall  | *Daily site checks by grounds staff.<br>*Paths gritted if necessary.<br>*Health and safety talk by WWT staff.<br>*Good adult: child ratios to help with vigilance.  | 3  | 2                | 6           | Yes                           |  |  |                  |             |                                      |
| Pond dipping                       | Children, teachers, visitors & staff  | Infection, poisoning from water borne disease/algal blooms | *WWT staff provide clear hygiene instructions at start of session.<br>*Hand washing signs and facilities at Pond Zone.<br>*Good adult: child ratios to help with vigilance.   | 5  | 1                | 5           | Yes                           |  |  |                  |             |                                      |
| Fall into pond                     | Children, teachers, visitors & staff  | Cold, wet, hypothermia                                     | *WWT staff provide clear health and safety instructions at start of session.<br>*Ponds at Pond Zone only, are raised.<br>*Good adult: child ratios to help with vigilance.  | 2  | 2                | 4           | Yes                           |  |  |                  |             |                                      |
| Pond dipping - Misuse of equipment | Children                              | Cuts and bruises   | *WWT staff to provide clear health and safety instructions at the start of sessions including appropriate behaviour.<br>*Good adult: pupil ratios to help with vigilance.<br>*WWT staff and attending school adults to remove equipment if misuse is suspected.                                     | 2  | 2                | 4           | Yes                           |  |  |                  |             |                                      |
| Pond dipping - Water creatures     | Children, teachers, visitors & staff  | Bites from Greater water boatmen & Dragonfly nymphs        | *WWT staff check areas prior to learning sessions.<br>*Duty 1st aiders appointed each day.<br>*Good adult: child ratios to help with vigilance.<br>*Warn participants that some creatures bite so not to touch any.   | 1  | 3                | 3           | Yes                           |  |  |                  |             |                                      |

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|---|--|---|---|--|------------------|-------------|-------------------------------|--|--|------------------|-------------|--------------------------------------|
|   |  |   |   | Likelihood of harm                                       | Severity of harm | Risk rating |                               |  | Likelihood of harm   | Severity of harm | Risk rating |                                      |
| Toad Hall Handling Session                                  | Children, teachers, visitors & staff   | Zoonotic infection from handling amphibians     | WWT staff provide clear hygiene instructions at start of session.<br>Hand sanitiser available.<br>Cuts covered with plaster.<br>Good adult: child ratios to help with vigilance.  | 5  | 1                | 5           | Yes                           |  |  |                  |             |                                      |
| Hand sanitiser.   | Children, teachers, visitors & staff   | Irritation, allergic reaction                   | *Individuals with sensitive skin advised to use soap and water.   | 1  | 1                | 1           | Yes                           |  |  |                  |             |                                      |
| Using Wellyboot land and Riverlife play areas               | Children, teachers, visitors and staff | Falls, cuts, other injuries from play equipment | *All play areas comply with BS EN 1177.<br>*All apparatus complies with BS EN 1176.<br>*Areas cleaned and litter picked daily.<br>*Duty 1st aider always available.<br>*Adult helpers and staff to encourage safe play.               | 3  | 3                | 9           | Yes                           |  |  |                  |             |                                      |
| Child or vulnerable adult becoming separated from guardians | Children, vulnerable adults            | Trauma, injury                                  | *WWT staff provide clear instructions at start of session re staying together.<br>*Teaching staff and helper vigilance.<br>*Good adult: child ratios to help with vigilance.<br>*WWT's Lost child procedure implemented if necessary. | 4  | 1                | 4           | Yes                           |  |  |                  |             |                                      |
| Fire  | Children, teachers, visitors & staff   | Burns, smoke inhalation                         | *In case of fire, WWT staff will lead evacuation procedure.<br>*Teachers to be aware of signage and follow instructions.  | 5  | 2                | 10          | 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                     | Shop or admissions<br>01453 891233/142   |
| Local hospitals (emergency and non-emergency) | Vale Community Hospital,<br>Lister Road<br>Dursley<br>GL11 4BA<br>0300 421 8494 <b>Minor injuries</b>    |
|   | Gloucester Royal Hospital<br>Great Western Road<br>Gloucester<br>GL1 3NN<br>0300 422 2222 <b>A&amp;E</b> |
| Access points for emergency services          | Rickyard Building  |