

## WWT General Risk Assessment Form



<b>Site, department, work area</b>	Washington				
<b>Task being assessed</b>	Outdoor Educational Activity				
<b>Risk Assessor/s</b>	Assessed by: Joanne Newbury      Reviewed by: Catherine Robson				
<b>Date of original Assessment</b>	25/01/19	<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 L x S = RR			Is this acceptable?	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 vehicles in the car park.	All	Collision	Speed restriction signs- 10mph Clear separate pedestrian pathway Children at all times to be accompanied by an adult Clearly defined parking bays	2	2	4	Y	N				
Steep slope at entrance	All	Fall	Handrails installed Gritted when needed- ice and snow. Entrance way kept clear of obstacles. Daily site checks by grounds staff.	1	2	2	Y	N				
Zoonotic infection	All	Illness	Signage on corn bags and around site highlighting the need for hand washing Keep public separated from animals /water except in designated areas H& S talk at beginning of each pond dipping session Provide hand washing facilities. Regular zoonotic cleaning of potentially harmful surfaces: paths/ handrails/ signage.	1	3	3	Y	N				
Slips/trips/falls whilst walking around the grounds	All	Slips/trips/falls	Daily inspection of grounds for obstacles/ hazards by centre staff. All boardwalks/ bridges to be fitted with non-slip surface. Hazard reporting procedure in place. Suitable footwear to be worn safety talk at start of session Good adult:child ratio to help with vigilance.	3	1	3	Y	N				

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bites/ pecks /scrapes from animals	All	Bites/ pecks/ scrapes  bites from boatman beetles and dragonfly nymphs at pondzone	Visitors separated from animals by fences except in designated areas Stand off fences in place for all aggressive animals. Signage on those pens with potential to harm. Warn participants that some creatures bite so do not touch. Demonstrate correct net technique.	1	2	2	Y	N				
Loss of control of wheelchair / powered scooter leading to injury	All	Collision	Front desk to advise wheelchair users of accessible areas of the site. Signage displayed for areas not appropriate for wheelchair use. All new users of powered scooters to be given an induction to the equipment and sign to say they have understood	1	2	2	Y	N				
Contact with moving machinery/vehicles	All	Entrapment Cuts impact injuries	Staff to stay aware of visitors and follow safe working distance guidelines set out in separate SWP's. Machinery dependent work to be carried out at times of low visitation where possible. Good Adult:child ratio to help with vigilance.	1	4	4	Y	N				
Contaminated water at pondzone	All	Infection/ poisoning from waterborne disease / algal bloom	WWT staff provide clear hygiene instructions at start of session. Handwashing signs and facilities at Pond Zone. Good adult:child ratio to help with vigilance.	1	3	3	Y	N				
Open Water	All	Drowning	Clear verbal H& S advice given at start of visit. Good adult : child ratio help with vigilance. No running ahead of leader.	1	5	5	Y	N				

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Contact with wild plants/ animals	All	Stings/ cuts/ poisoning/ allergic reaction	Grounds staff maintain areas, and learning staff to inspect activity area for problem species Safety talk prior to learning session and sanitiser use after session Correct capture kit/ technique used in mini beast hunt. Good adult:child ratio to help with vigilance. Schools to inform WWT of pre-existing allergies Teacher with group to use Epi pen as necessary.	2	4	8	Y	N				
Handling education props eg feathers	All	bacteria infection	All props treated prior to use with antibacterial treatment Handwashing after learning session	1	2	2	Y	N				
Hand feeding seed to birds. Making seed mix / bird fat balls.	All	Allergic reaction	Epi -pen trained person to accompany school. All allergies to be noted by school on booking form	2	4	8	Y	N				
Adverse weather	All	hypothermia / heatstroke/ dehydration/ sun burn	Suitable clothing, suncream, drinking water. Clear advice given to teachers prior to visit. Shelter provided for lunches.	1	3	3	Y	N				
Open fire for campfire cooking	All	Burns	Safety briefing before activity. Rules for behaviour around fire pit stressed and displayed on flash- cards. WWT staff manage fire area. First aid kit nearby.	2	3	6	Y	N				
Fire spreading from designated area	All	Burns destruction of property	WWT staff call fire control 01914441069 to confirm a controlled burn is going ahead suitable amounts of water nearby to extinguish fire if necessary. Staff ensure fire fully extinguished before it is left.	1	3	3	Y	N				

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Use of knives / bamboo skewers	All	Cuts  puncture wounds	Correct use of bamboo sticks demonstrated. Adults only to use knives Adult supervision at all times at designated food prep table	1	2	2	Y	N				
Use of face paints	All	Allergic reaction	Staff check for any sensitivity with accompanying adults. Facial wipes available	1	1	1	Y	N				
Use of natural materials in den building	All	Crush injuries from falling materials contact with natural bacteria	WWT brief on dangers Sanitising hand wipes provided Staff Vigilance	2	3	6	Y	N				
Walking through the grounds in the dark (fright nights)	All	Slips/trips/falls	Staff and parental vigilance Torches used Safety talk before event	2	1	2	Y	N				
Use of wood burning stove (Hunters Creek)	All	Burns	Warning to families Staff stationed safely in front of stove Fire extinguisher and first aid kit present.	1	3	3	Y	N				

## 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	Centre building (01914165454). All staff carry radios.
Local hospitals (emergency and non-emergency)	Emergency - Sunderland Royal Hospital, Kayll Rd, Sunderland, SR4 7TP Non emergency - Washington Primary Care Centre, Princess Ann Park, Parkway, Washington NE38
Access points for emergency services	Building - entrance through the main car park, down the ramp to the staff car park and main entrance. West of site - Entrance through the gate down the track at the back of the overflow carpark. East of site - entrance through the top gate, down the cycle path."