

## WWT General Risk Assessment Form



<b>Site, department, work area</b>	Welney, Learning, Visitor Areas				
<b>Task being assessed</b>	Visiting School Groups/Self Led Educational Visits				
<b>Risk Assessor/s</b>	Assessed by: Emma Brand		Reviewed by: Jess Owen		
<b>Date of original Assessment</b>	15.08.2018	<b>Date of latest Review</b>	29.01.2020	<b>Next review due</b>	29.01.2021

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?	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 through visitor centre, across bridge and around reserve on differing surfaces.	All	Slips, trips and falls – on staircases, bridge non slip surface or uneven ground along footpaths.	Teachers to warn children to use handrail when going up and down stairs. Teachers to advise children not to run across bridge, non-slip surface will graze if child trips and lands on exposed skin. Teachers to talk about safe walking along footpaths and to check numbers regularly.	2	1	2	Yes	No				
Adverse weather – summer or winter	All	Too cold or hot, sunburn, heatstroke or hypothermia.	Teachers to advise sensible clothing appropriate to season. Summer – hats, sunscreen, lightweight, long sleeved tops to cover exposed skin, also water to stay hydrated. In winter, warm, waterproof coats and extra layers, gloves, scarves and woolly hats. Basic first aid knowledge, with signs to look out for early heatstroke or hypothermia.	1	5	5	Yes	No				
Falling in water bodies	All	Drowning. Contact with waterborne diseases.	Teachers to give initial talk about safety when walking around water. Tell children to be careful when near water and not to go too close when not in activity areas (e.g. pond dipping platform). Check numbers regularly. Teachers to take note of safety hook location when at pond dipping station and advise children to kneel on decking whilst pond dipping, not to stand on edge.	1	5	5	Yes	No				

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Contact with water at pond dipping activity	All	Waterborne and avian diseases e.g. Weil's disease and bacteria from bird faeces	Warn children not to put hands near faces whilst taking part in pond dipping. Use hand sanitizer provided at station after activity, wash hands thoroughly in visitor centre toilets before eating or drinking.	1	4	4	Yes	No				
Contact with insects	All	Stings & bites	Cover skin with clothing, own insect repellent apply before going onto reserve. Teachers to be vigilant.	3	1	3	Yes	No				
Contact with allergens	All	Allergic reaction from pollen, feathers, nuts	Teachers to carry first aid kits and have prior knowledge of any allergies with potential to cause problems during the visit. Vigilance by all in group	1	5	5	Yes	No				
Nettles/thistles/brambles	All	Stings, scratches	Teachers to warn group where necessary.	2	2	4	Yes	No				
Fungi/berries	All	Poisonous	Pre-warn children, vigilance by teachers	5	1	5	Yes	No				
Vehicles, machinery and equipment on site	All	Injury	Vigilance within group, check activity areas on arrival for any potential dangers, make sure drivers of vehicles in transit have seen group before moving past an area.	5	1	5	Yes	No				
Animals (cows, sheep)	All	Injury from aggressive behaviours – biting, charging	Keep out of areas where animals are kept. Warn children not to go near animals. If animals are in visitor areas remain in a hide or do not continue along a path before contacting the centre for help.	5	1	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	Welney Centre Office
Local hospitals (emergency and non-emergency)	Queen Elizabeth Hospital, Gayton Road, Kings Lynn 01553 613613
Access points for emergency services	Station Road, WWT Welney Visitor Centre (Grid reference TL 547 943) Liaise with Duty Manager, best route is emergency services park in layby and walk across to reserve via footbridge.