

Risk Assessment: Learning visits: General



Site, department, work area	Arundel Wetland Centre, Learning, Learning visits				
Task being assessed	Learning visits				
Risk Assessor/s	E Pearce, Learning Manager				
Date of original Assessment	25/01/19	Date of latest Review	31/01/20	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?	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	
Covid-19	Please see separate Risk Assessment below											
Water - Site, Pond dipping, Raised pond, Pond Explorer, Boats	Staff, volunteers, visitors	Falling in, Minor injuries	Vigilance. Remain on marked paths. First aider on site at all times. Advised to sit down whilst pond dipping Advised to sit down throughout boat trip Correct adult to child ratio met by visiting group Boat rides require adult child ratio of 1:3	2	3	6	YES	NO				
Water - Site, Pond dipping, Raised pond, Pond Explorer, Boats	Staff, volunteers, visitors	Drowning	Vigilance. Remain on marked paths. First aider on site at all times. Advised to sit down whilst pond dipping Advised to sit down throughout boat trip Correct adult to child ratio met by visiting group Boat rides require adult child ratio of 1:3 Life jackets and throw lines in use	1	5	5	YES	NO				
Adverse weather	Staff, volunteers, visitors	heat stroke sunburn exposure	Advise sensible clothing. First Aider on site at all times Check weather forecasts and advise staff/volunteers and visiting groups pre visit Ensure shelter available to all Provide water Provide sun cream to staff and volunteers Spare clothing available- fleeces, coats	3	3	9	YES	NO				

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Poisonous plants, berries, fungi	Staff, volunteers, visitors	Allergies reactions.	Advise not to touch or eat any plants. Advise to wash hands after handling and do not put hands into mouth First aider on site at all times.	2	4	12	YES	NO				
Nettles, Brambles	Staff, volunteers, visitors	Cuts, stings, allergic reactions	Ensure adequate nettle/bramble control through mowing or clearing of areas in public use Advised not to touch First aider on site at all times.	2	2	4	YES	NO				
Litter	Staff, volunteers, visitors	Cuts, abrasions	Regular litter picking First aider on site at all times Check area prior to use, particularly for schools or other groups	2	2	4	YES	NO				
Vehicles and Plant	Staff, volunteers, visitors	Injuries	Vehicles to travel at slow speeds and with hazard lights on No public vehicles on site. On event days exhibitor vehicle movements will be restricted.	1	5	5	YES	NO				
Ice, mud, debris on paths	Staff, volunteers, visitors	Slips, trips, cuts, falls	Site inspection. Advise on adequate clothing/footwear Good daily cleaning programme Regular site checks, particularly after extremes of weather.	3	3	9	YES	NO				
Water borne and avian diseases E.G. Weils disease and bacteria from birds' faeces	Staff, volunteers, visitors	Illnesses	Inform of risk. Cover any open cuts or wounds. Plasters /plastic non latex gloves available at pond explorer and raised pond. Avoid putting objects that have been in contact with water or birds near mouths. Ask visitors to wash hands after contact with wildfowl, faeces and water. Hand wash gel provided at main points of contact Avoid sick and dead birds. Staff given card of zoonotic diseases as part of induction process	2	5	10	YES	NO				

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Slips, trips and falls	Staff, volunteers, visitors	cuts, bruises, abrasions	Advise of slippery surfaces Site inspection Remove debris or potential trip hazards	3	3	9	YES	NO				
Stings and bites	Staff, volunteers, visitors	Allergic reactions	First aider on site at all times If with a school, one teacher should be trained to administer epi-pens Staff epi pens held in the safe. All duty managers have access to safe.	2	5	10	YES	NO				
Duck, geese and swan attacks	Staff, volunteers, visitors	Injuries	First aider on site at all times Advise group if birds are particularly territorial - particularly in springtime Birds that prove to be excessively aggressive will be fenced in and paths will be closed where possible	2	3	6	YES	NO				
Electric fence	Staff, volunteers, visitors	Electric shock, burns	Signs in place Vigilance Regularly checked in line with safety standards Stick to marked footpaths. All children to be accompanied by adult. Adult:learner ratios adhered to	2	5	10	YES	NO				
Hand feeding birds	Staff, volunteers, visitors	Allergic reactions	Advise hand washing after this activity If in a group, a first aider who is epi-pen trained must come with them. Do not put hands near/in mouth Signs in place to advise First aider on site at all times	2	5	10	YES	NO				
Contact with algal blooms	Staff, volunteers, visitors	allergic reactions	Water quality tested regularly Wash hands after contact with water and advise public to do so Do not put hands in mouth. First aider on site at all times If a group, a first aider who is epi-pen trained must come with them.	2	5	10	YES	NO				

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Play areas	Visitors	Slips, trips, falls, cuts, bruises, abrasions	Up to 1 class (up to 35 students) at a time in the play area. If schools bring more than 1 class of children then they are asked to take it in turns to use the equipment. Play areas only to be used by children up to the age of 11 years Students must be supervised at all times by accompanying teachers Students and teachers are asked to be considerate of other site users.	3	3	9	YES	NO				
Moving around	Visitors	Crowd control	Visitors must stick to marked pathways Area that are not open to the public have appropriate signage in place or will be chained and padlocked. Larger groups must be considerate of other site users and must not obstruct pathways. School/Groups must have adequate adult supervision to meet the ratios stated within WWT Arundel booking documentation.	1	1	1	YES	NO				
Gates	Staff, visitors, volunteers	Trapped fingers	Gates have appropriate signage to inform visitors of push/pull action required. First aider on site at all times	3	1	3	YES	NO				

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Wheelchairs moving around	Staff, volunteers, visitors	Crowd control	<p>Disabled parking and toilets available. Toilets are unlocked there is no need to go to reception for a key.</p> <p>Pathways are tarmac and level.</p> <p>Reed bed boardwalk is wooden in construction and wide enough to accommodate a wheelchair.</p> <p>Passing places in place for safe movement through the reed bed.</p> <p>Pond explorer boardwalk is not wide enough to accommodate safe passing/turning of a wheelchair. An area for wheelchair users to dip from is close the pond explorer building and 2 can be accommodated at any one time.</p> <p>Wheelchair users can still access pond explorer building but should be advised of the steep slope into the area.</p> <p>Wheelchair users can do pond dipping at the raised pond. Please advise of wheelchair users at time of booking. Powered wheelchairs may not use the boats, but manual wheelchair users can if accompanied by a person capable of getting them into and out of the boat. Boat specific risk assessment details procedure for loading/unloading wheelchair users.</p>	1	1	1	YES	NO				

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Separation from the group	Visitor	Separation – emotional	Ensure correct ratio of adults to children with groups. Control entry using rope at entrance to area Session leader to have radio at all times Control number in pond explorer area Control number dipping at any one time. Policies in place for lost or loan child situation 2 x wheelchairs may dip at the pond explorer station in the designated area.	1	5	5	YES	NO				
Slips trips and falls - Pond Explorer/ raised pond	Staff, volunteers, visitors	cuts, bruises	Session leaders to carry radio at all times. First aider on site at all times Advise of slippery surface on decking at pond explorer Advise not to run. Advise hand washing. Hands not to be placed in mouth. Plasters available at both ponds at all times. Hand sanitising gel available at ponds	3	2	6	YES	NO				
Soil	Staff, volunteers, visitors	illnesses	Advise hand washing. Hands not to be placed in mouth Session leader to advise on appropriate behaviour	2	5	10	YES	NO				

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Boats	Staff, volunteers, visitors	Falling over board, minor injuries, ingestion of water, drowning	<p>There is a boat specific risk assessment for further detail on boating activity and procedures. Specific to school groups are the following aspects:</p> <ol style="list-style-type: none"> 1. School children will be treated as normal passengers, with the following extra precautions. 2. School boat trips will last no longer than 30 minutes and this time includes putting on/taking off life jackets. Should groups be running late then shorter trips will take place. Schools will be advised beforehand of their departure times, and it is the responsibility of the teacher to be at the jetty on time. 3. Groups should not access the jetty without a member of WWT staff. 4 Control and discipline of the group remains the responsibility of the teachers with the students. However if drivers feel that behaviour whilst travelling is unsafe they should return immediately to the jetty. 5 All staff and students to wear life jackets if primary age. For secondary school groups the choice will be given to the teachers regarding life jackets. 6 Ratios of 1:3 will apply with students up to the age of 16. 7 Students aged 17+ will be considered adults 	2	5	10						

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Slips, trips, falls at Feed bay	Staff, volunteers, visitors	Slips, trips, falls	Visitors must not cross barriers to enter water as algae on the surface of the concrete makes this slippery. Staff may only enter water whilst wearing appropriate clothing/PPE. Access to feeding bay down a slope - slope and feeding bay gritted in icy weather. Signage in place to advise of slope to wheelchair users and pedestrians School groups advised of behaviour whilst on feeding bay by session leader	2	3	6	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	Reception/Admissions desk – In Visitors Centre
Local hospitals (emergency and non-emergency)	Bognor Minor Injuries – Shripney Road, Bognor Regis, PO22 9PP – 01243 865418
	Chichester St Richards Hospital A&E Dept – 01243 788122
	Worthing Hospital A+E Dept, Lindhurst Road – 01903 205111
Access points for emergency services	Main entrance into Visitors centre

Risk Assessment: Learning Visits: Covid-19

Site, department, work area	Arundel Wetland Centre, Learning, Learning visits				
Task being assessed	Learning visits				
Risk Assessor/s	Elizabeth Pearce, Learning Manager				
Date of initial assessment	09/10/2020	Date of latest Review	09/10/ 2021	Next review due	As guidance / legislation changes

This risk assessment ONLY relates to Covid-19; please read in conjunction with the general learning visits risk assessment.

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Covid-19	Staff, volunteers, visitors, school group	Social distancing becomes difficult due to numbers on site or numbers in one place on site. Public perception of crowds	<ul style="list-style-type: none"> We can take group sizes of one school social bubble and accompanying adults at a time. This will generally be a single class and accompanying adults. More than one class could visit on the same day but bear in mind that each social bubble will need to remain socially distanced from all other bubbles (as well as our staff / volunteers and the general public). 	1	4	4	yes	<p>Follow any guidance or law issued by governments regarding local restrictions.</p> <p>All schools and educational settings given information and terms and conditions of entry prior to visit.</p> <p>It may also be due to restrictions that parent helpers cannot be included</p>				

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			<ul style="list-style-type: none"> ▪ These numbers will form part of WWT'S daily cap. ▪ Social distancing measures in place - refer to site risk assessments. ▪ Reminder of social distancing requirements on group arrival. ▪ In the case of primary schools, social distancing should not be required within each school bubble but this should be determined by the school. At secondary level, social distancing may need to be maintained even within the group. Again, this will be determined by the school. ▪ Social distancing of min. 2m will be maintained between the group and our delivery staff / volunteers. ▪ Social distancing of min. 2m will be maintained between the group and other visitors and staff. ▪ We will assist with the maintenance of social 					in the adult ratio counts				

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			<p>distancing between the group and the general public between the coach and the centre</p> <ul style="list-style-type: none"> ▪ We will demarcate a 2m distance between staff delivering sessions / talks and the visiting group in areas frequently used for teaching where appropriate. ▪ During Self led time – groups are asked, where possible, to remain in groups of 6 people when moving about the reserve- when this is not possible please keep school bubble separate to general public and follow social distancing. ▪ The consequences of deliberate breaching of social distancing will be made clear on the Formal Learning terms and conditions. 									
Covid-19	Staff, volunteers, visitors, school group	Social distancing becomes difficult due to numbers	<ul style="list-style-type: none"> ▪ Locations chosen for formal learning delivery will allow for social distancing as outlined above. 	1	4	4	yes	Follow any guidance or law issued by governments regarding local restrictions.				

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		at a particular location where the activity is taking place Public perception of crowds	<ul style="list-style-type: none"> ▪ We will avoid busy public areas and pinch points where possible. ▪ We will cordon areas off to keep groups separate from the general public (e.g. Raised Pond and bug hunting area) using barriers and appropriate signage. ▪ Groups will be kept outdoors as far as possible. ▪ The Outlook In building will primarily serve as the dedicated space for visiting schools (lunch space and storage). It is separate to the main building maintaining minimal contact with our regular visitors. A large enough space to allow for social distancing, well ventilated and close to private toilets. This area will be fully cleaned between use by WWT staff. ▪ Where formal learning groups use play areas they will be dedicated to use by that group for a period of 									

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			groups of 6 people when moving about the reserve- when this is not possible school bubbles must keep separate to general public and follow social distancing.									
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 in indoor spaces via droplet	<ul style="list-style-type: none"> ▪ Our staff will wear facemasks and / or visors when inside. When outside they will be given the option of wearing them if this makes them feel more comfortable. ▪ Under 11s are exempt from wearing facemasks but they must be worn by older pupils and all accompanying adults when inside, unless medically exempt. ▪ Groups will be kept outdoors as far as possible ▪ Hand hygiene and social distancing to be adhered to ▪ Toilets – visiting groups will have exclusive use of the Outlook Inn toilet block. Barriers and appropriate signage will be in place. These will be thoroughly 	1	4	4	yes	<p>Follow any guidance or law issued by governments regarding local restrictions.</p> <p>Liaison with schools before visit is vital</p> <p>Review toilet provision</p> <p>Review cleaning frequency</p> <p>NB. Staff are allowed to remove a face covering if they are speaking to someone (child or adult) who lip reads. Make sure schools inform us if there are any children or accompanying adults who lip read so that</p>				

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			<p>cleaned between use by WWT staff.</p> <ul style="list-style-type: none"> Indoor areas used and any items touched will be thoroughly cleaned between groups by WWT staff. 					we can facilitate this.				
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 via hand contact surfaces	<ul style="list-style-type: none"> Children and accompanying adults will sanitise their hands upon arrival, before eating, when leaving, between activities and at regular intervals during other parts of the visit. Hand sanitisers are available throughout the reserve, entrance, Play Park, pond zones, hides. Hand washing facilities are available at the Outlook In toilet block and pond explorer station. Play areas to be used by a school during designated times only (i.e. shut to public during that time) Any symptomatic children or adults are NOT to come on the visit Visiting groups will be 	1	4	4	yes	Review play area cleaning frequency as required				

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			<p>provided with a bin bag to dispose of their own waste.</p> <ul style="list-style-type: none"> There will be no sharing of resources except within school bubbles. Resources used will be disinfected and / or left 72 hours between use by different groups / bubbles. Schools may be asked to bring certain resources with them e.g. pens etc. 									
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 during first aid. Breaching of social distancing to provide first aid	<ul style="list-style-type: none"> Avoid higher risk activities that may increase the likelihood of first aid needing to be given. If a member of a visiting group should become ill with Covid-like symptoms during the visit, they will be accompanied to the Swan lake room. In the case of a child, a supporting adult will accompany them as well. Adult school staff should have additional PPE available for this purpose and our staff will also take extra precautions when 	1	4	4	yes	Refer to site risk assessments section about first aid provision				

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			accompanying them. They will wear a mask and / or visor and may want to consider the use of an apron. They will ring 111 and follow the guidance provided. The session can continue.									
Covid-19	Staff, volunteers, visitors, school group	Other site users at risk of Covid-19 if we don't know who else was on site that day	<ul style="list-style-type: none"> ▪ We will ensure that we have the correct contact details for a lead member of staff so that we can engage with test and trace if required. ▪ Visiting groups will be requested to inform us if anyone that came on the visit displays symptoms or tests positive within 14 days of their visit. If this is the case, inform Adele so that we can support any test and trace measures as required. ▪ Track and trace procedures in place for staff, volunteers, contractors and other members of the public 	1	4	4	yes	Comply with any additional requirements if the area is in local restrictions.				

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Covid-19	Staff, volunteers, visitors, school group	Ensuring the Covid-security of the coach driver	<ul style="list-style-type: none"> Where coach drivers are intending to come on site, they will be included in the school numbers. Please advise them to bring facemask for use in indoor areas and encourage them to be outside e.g. enjoying the site. They will be asked to fill out a track and trace form on entering the premises. 	1	4	4	yes	<p>Refer to site specific risk assessments.</p> <p>Many drivers go off to do other jobs or stay in the coach. However if they need to come past admissions point (even if just to buy a cup of tea or use the toilets), they need to be Tracked/ Traced so use the paper form you use for 'walk ins' as necessary</p>				