

WWT General Risk Assessment Form



Site, department, work area	Castle Espie Wetland Centre, Learning, Learning visits				
Task being assessed	Learning visits				
Risk Assessor/s	John McCullough, Learning Manager				
Date of original Assessment	25/01/19	Date of latest Review	31/01/20	Next review due	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? 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	
Covid-19	Please see separate Risk Assessment below											
Car park traffic.	Staff and school children.	Struck by traffic.	Designated safe coach parking provided and debussing supervised by both WWT staff and schools staff essential.	1	5	5	YES	N/A				
Moving around the grounds.	Staff and school children.	Grounds maintenance causing injury to visitors.	Cooperation at all times with grounds staff to stop work when required & H&S officer informed, in advance of all work likely to cause disruption to schools programmes. All such work should be regulated and made safe in accordance with H&S guidelines. Learning staff should be liaised with on a daily basis as to what is happening and forewarned at least a week in advance of any work likely to disrupt schools programme.	1	3	3	YES	N/A				
Moving around the grounds.	Staff and school children.	Litter such as glass and sharps.	Grounds to be ready and litter free for all groups.	3	2	6	YES	Regular litter patrols.	1	2	2	Tony Wood
Moving around the grounds.	Staff and school children.	Uneven ground, icy paths, slipping hazards, resulting in trips and falls.	All groups are supervised by staff and school teachers. Grounds staff to maintain pathways to an acceptable standard.	3	3	9	YES					

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Moving around the grounds.	Staff and school children.	Debris and low hanging branches or potentially dangerous foliage or structures.	Paths, structures and foliage should be monitored and assessed for risk by grounds staff and H&S officer. Dangerous and potentially dangerous obstructions or hazards should be dealt with immediately. All groups are supervised by staff and school teachers.	1	3	3	YES					
Moving around the grounds.	Staff and school children.	Deep water drowning.	Verbal warnings are given by WWT Learning staff, signage is also evident as are life rings at appropriate areas. Where possible, areas of risk are cordoned off. All groups are supervised by staff and school teachers. Areas of potential risk could be highlighted to staff and avoided all together if possible.	1	5	5	YES					
Contact with water.	Staff and school children.	Waterborne diseases/Pond dipping.	Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements.	1	5	5	YES					
Contact with collection.	Staff and school children.	Zoonotic Diseases.	Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. Bird collection is monitored and faeces removed prior to school visits. All allergies will be documented by schools on WWT booking form.	1	5	5	YES					

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Feeding the birds.	Staff and school children.	Grain handling/Feeding birds. Allergic reactions.	Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision.	1	5	5	YES					
Contact with flora and fauna.	Staff and school children.	Insect bites, stings, cuts and abrasions, ingestion of fungi/berries and food allergies.	First aid staff and appropriate equipment always available. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision.	2	4	8	YES					
Using outdoor play areas.	Staff and school children	Falls, trips, abrasions against from play structures.	A separate risk assessment is available for all play structures. Children to be supervised at all times by both WWT staff and school staff.	3	4	12	YES	On wet or frosty days the play area could be avoided if surfaces were deemed unsafe. All structures could be monitored and safety records documented on a weekly basis.	1	4	4	Tony Woods.

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Working outside.	Staff and school children	Adverse weather conditions. Severe flooding, heavy snow, high winds and storm damage.	Schools staff to ensure appropriate clothing is worn for their visit. Shelter to be provided by WWT. In case of severe/dangerous weather conditions, centre/areas to be closed with realistic notice given if possible and at the discretion of the centre manager.	1	5	5	YES					
Use of rooms and indoor facilities.	Staff and school children	Injuries caused by room facilities such as fixtures, fittings, and educational materials.	Rooms should be clean and furniture, electrical appliances, educational materials and toilet facilities should be monitored and dealt with appropriately if shortcomings or faults are discovered.	3	3	9	YES					
Staffing	School children and vulnerable adults.	The variety of risks to both minors and vulnerable adults which can occur.	All WWT staff are vetted and cleared through the relevant policing policy. It is incumbent on schools to make sure all similar checks are carried out on their staff.	1	5	5	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	In main reception area. Ph: 028 91 874 146
Local hospitals (emergency and non-emergency)	Ulster Hospital Upper Newtownards Road, Dundonald, Belfast BT16 1RH. A&E unit 24hrs.
Access points for emergency services	Front Gate for visitor centre. Gate beside warehouse for general reserve. Gate by water treatment area for woodland.

Risk Assessment - Learning Visits: Covid-19

Site, department, work area		Castle Espie, Learning, Learning visits during Covid-19			
Task being assessed		Learning visits			
Risk Assessor/s		John McCullough, Learning Manager			
Date of Assessment	21/9/2020	Date of Review	1 November 2020	Next review due	When any changes are made to relevant guidance / legislation

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). ▪ These numbers will form part 	1	4	4	yes	<p>Follow any guidance or law issued by government's 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 in the adult ratio counts</p>	1	3	3	JMcC 10/11/20

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			<p>them from the coach to the centre, staying in front of the group and asking other visitors to maintain social distance)</p> <ul style="list-style-type: none"> It may be useful to demarcate a 2m distance between staff delivering sessions / talks and the visiting group in areas frequently used for teaching. This could be in the form of a moveable sign or object and does not have to be permanent. 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 at a particular location where the activity is taking place Public perception	<ul style="list-style-type: none"> Alternative entrance and exit into designated storage and lunch room will be organized in order to reduce contact with the general public. Locations chosen for formal learning delivery will allow for social distancing as outlined above. Avoid busy public areas and pinch points where possible. Where possible we will cordon 	1	4	4	yes	<p>Follow any guidance or law issued by government's regarding local restrictions.</p> <p>Alternative entrance and exit into designated storage and lunch room will be organized.</p>	1		2	2	JMcC. Ongoing.

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		of crowds	<p>areas off to keep groups separate from the general public (e.g. Pond Zone).</p> <ul style="list-style-type: none"> ▪ Any indoor spaces used will be kept well ventilated. ▪ Groups will be kept outdoors as far as possible. ▪ School groups will be provided with a dedicated lunch space. ▪ Formal learning groups will be provided with a dedicated space to store their belongings - These storage areas will be thoroughly cleaned between use. ▪ Where formal learning groups use play areas they will be dedicated to use by that group for a period of time. If this is not possible, play areas will not be used during the visit. 					<p>Indoor space usage will be limited and indoor space will be pre- allocated and isolated both before and after class visit until a full clean of the space has taken place.</p> <p>We cannot guarantee that outdoor play facilities will be free for exclusive school use - a decision will be made on the day according to how busy the centre is</p> <p>Due to Castle Espie’s facilities and given seasonal variations in weather outdoor eating areas will depend on weather conditions.</p> <p>A full clean of all spaces used by visiting schools will be carried out before and after the visit.</p>				

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				1	4	4			1	3	3	
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 have 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 ▪ Formal learning groups will have a separate toilet designated for their exclusive use. These will be thoroughly cleaned between use. ▪ Indoor areas used and any items touched will be thoroughly cleaned between groups. 	1	4	4	no	<p>Follow any guidance or law issued by government's regarding local restrictions.</p> <p>Liaison with schools before visit is vital</p> <p>There will be exclusive toilet provision for the visiting class which will be off limits to the public during the visit and until they are fully cleaned.</p> <p>The use of volunteers to clean indoor spaces will be provided to accommodate visits.</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</p>	1	3	3	JMcC 10/11/20

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								who lip read so that 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 should wash / sanitise their hands upon arrival, before eating, when leaving, between activities and at regular intervals during other parts of the visit. ▪ Outside handwashing facilities may need to be left on over winter. Bear in mind that during winter in particular access to warm water will be required. ▪ 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 should dispose of their own litter so that this isn't needing to be picked up by our staff. ▪ There should be no sharing of 	1	4	4	yes	Sites to review play area cleaning frequency as required	1	2	2	David Fisher on general facilities and JMcC on school details. Ongoing.

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			<p>resources except within school bubbles (which is now allowed).</p> <ul style="list-style-type: none"> ▪ Resources used should be disinfected and / or left 72 hours between use by different groups / bubbles. ▪ Binoculars / sound guns and anything else brought close to face will provide the biggest risk. ▪ Where writing is required, laminated sheets will be used and wiped with disinfectant between use. ▪ We may ask schools to bring certain resources with them where required e.g. pens etc. ▪ We will be particularly wary of items that children commonly put in their mouths (e.g. pens and pencils). 									
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 during first aid. Breaching of social distancing	<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 	1	4	4	yes	Refer to site risk assessments section about first aid provision	1	1	1	JMcC. 10/11/20

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		to provide first aid	the First Aid 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 should also take extra precautions when accompanying them. They should wear a mask and / or visor and may want to consider the use of an apron. They should 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 need to 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 should 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. School's booking forms should provide all details and this RA should clarify the responsibility of all participants.	1	3	3	JMcC Ongoing.

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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 need to be included in the school numbers. Please advise them to bring facemask for use in indoor areas and encourage them to remain outside as far as possible e.g. enjoying the site 	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' if necessary.</p> <p>All retail staff will be briefed on the above and action it.</p>	1	2	2	JMcC and Kirsty Collins 10/11/2020