

WWT General Risk Assessment Form



Site, department, work area	Stearth Marshes, Learning visits				
Task being assessed	Learning visits				
Risk Assessor/s	Alys Laver/Nicole Turnbull				
Date of original Assessment	25/01/19	Date of latest Review	31/01/20 (NT)	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 ?	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											
Entrance through the car park	Children, members of public, staff and volunteers	Moving vehicles - collision	Students to be dropped off near the back of car park where there is less traffic and to be met by member of staff. Clear separate pedestrian pathway Children at all times to be accompanied by an adult Clearly defined parking bays Provide clear Health & Safety instruction at start of session Ensure supervisor is wearing high visibility clothing	2	5	10	yes					
Contact with potentially infectious animals/water or surfaces	Children, members of public, staff and volunteers	Zoonotic diseases (Avian diseases/Lymes disease/Weils disease, infection from animal faeces)	Provide hygiene instruction within initial Health & Safety briefing. Keep public separated from animals/water except in designated areas. H&S talk at beginning of each pond dipping session. Provide hand washing facilities and antibacterial gel - wash hands before eating and drinking. Provide use of PPE - disposable gloves for anyone with eczema/open wounds on hands. Take radio/mobile and first aid kit- first aider must always be on site All equipment in contact with water to be sterilised after use	2	3	6	yes					

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Falling into any water course/caught out by tides	Children, members of public, staff and volunteers	Drowning & hypothermia	H&S talk at beginning of each session Carry first aid kit and radio/mobile for communication - first aider will always be on site Talk through technique for pond dipping, kneel, hold onto rail etc. Ensure appropriate supervision at all times Take throw rope/pole and hoop provided and know how to use it Avoid dangerous areas of the reserve	1	5	5	yes					
Contact with livestock	Children, members of public, staff and volunteers	Injury - kicked, bitten, charged at	Use paths, visitors separated from animals in most areas - If not to have a member of staff to keep a watch out for livestock approaching. Carry first aid kit and radio/mobile for communication - first aider will always be on site.	1	3	3	yes					
Wheelchair use	Children, members of public, staff and volunteers	Loss of control leading to injury	Staff to advise wheelchair users of accessible areas of the site.	2	2	4	yes					
Contact with staff using machinery	Children, members of public, staff and volunteers	Injury from moving parts/debris	Staff to stay aware of visitors and cease work when in close proximity. Machinery dependent work to be carried out at times of low visitation where possible. Risk assessment and emergency procedures documents Provide mobile phone/radio for communication with site office	1	3	3	yes					

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Contact with nettles, thistles, sedges, insects	Children, members of public, staff and volunteers	Stings, skin pricks, bites, allergic reactions	Grounds staff maintain areas, and learning staff to inspect activity area Ensure appropriate clothing is worn Verbal instruction to avoid specific plants Carry first aid kit and radio/mobile for communication - first aider will always be on site	3	2	6	yes					
Contact with moving vehicles/grounds machinery	Children, members of public, staff and volunteers	Injury from contact from machinery/ Vehicles	All machine operators must be informed of site activities All machine operators to adhere to H&S operating requirements Site visit to check area before learning activity takes place Provide first aid kit Risk assessment and emergency procedures documents Provide mobile phone/ radio for communication with site office	1	5	5	yes					
Fruits, berries, fungi	Children, members of public, staff and volunteers	Poisoning, allergic reaction	Safety talk prior to learning session and sanitiser use after session Carry radio/mobile for communication - first aider will always be on site	2	4	8	yes					
Mini beast hunt	Children, members of public, staff and volunteers	Slippery ground, trip hazards	Stout footwear to be worn Safety talk at learning session	2	3	6	yes					
Handling education props e.g. feathers	Children, members of public, staff and volunteers	Bacteria infection	All props treated prior to use with antibacterial treatment - as far as practical to do so Introductory H&S talk Handwashing after learning session	2	1	2	yes					

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Contact with dogs	Children, members of public, staff and volunteers	Injury from dogs on site	Verbal instruction at start of session to inform individuals not to initiate contact with dogs on site Where possible carry out learning activities in low visitor areas Ensure supervisor ratio to allow for vigilance with potentially aggressive dogs on leads Carry first aid kit and ensure radio/phone for communication with office	2	4	8	yes					
Adverse weather	Children, members of public, staff and volunteers	Adverse weather causing heatstroke, sunburn, dehydration, hypothermia, hyperthermia	Check weather forecast beforehand learning activity Ensure appropriate clothing is worn, Recommend use of sun cream, drinking water, Use gazebo for shade in very hot weather	4	1	4	yes					
All activities	Children, members of public, staff and volunteers	Slips, trips and falls	Ensure individuals are wearing appropriate footwear Check decking before learning sessions Verbal instruction and warning as deemed appropriate Ensure appropriate supervision and ratio for activity attendees Grit available for icy conditions	2	3	6	yes					

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All activities	Children, members of public, staff and volunteers	Loss of vulnerable individual	Verbal instruction at session start to inform everyone to stay together. Ensure supervisors are wearing high visibility clothing for easier identification. Ensure good ratio of supervisory staff. Indicate a specific meeting point for lost individuals, removing the requirement to cross the road so as to gain access back into the reserve office. Carry radio/mobile phone for easy communication with other staff if help required. Site 'Lost Child' procedure to be followed if any child or vulnerable person is reporting missing	2	4	8	yes					
Contact with plants/sap/nettles/thistles and rushes	Children, members of public, staff and volunteers	Contact with plants/sap/nettles/thistles and rushes; cuts, stings	Ensure appropriate clothing is worn. Verbal instruction to avoid specific plants Staff to check areas before activities Take radio/mobile and first aid kit	2	2	4	yes					
Litter		Litter; glass/can cuts	Site check prior to group visits Litter picking by staff/volunteers as necessary	2	1	2	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	Office (01278 651090 / 07717 505966)
Local hospitals (emergency and non-emergency)	Minor Injuries Bridgwater Hospital 01278 436555 A & E Musgrove Park Hospital, Taunton 01823 333444
Access points for emergency services	See map for locations and grid refs

Risk Assessment: Learning Visits: Covid-19

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

Site, department, work area	WWT Steart Marshes, Learning, Learning visits during Covid-19				
Task being assessed	Learning visits				
Risk Assessor/s	Nicole Turnbull, Engagement Officer				
Date of initial Assessment	21/9/2020	Date of latest Review	17 November 2020	Next review due	When any changes are made to relevant guidance / legislation

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Covid-19	Staff, volunteers, visitors, learning 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 may visit on the same day but each social bubble will need to remain socially distanced from all other bubbles (as well as our staff / volunteers and the general public). ▪ Social distancing measures in place - refer to site risk 	1	4	4	yes	<p>Follow any guidance or law issued by governments regarding local restrictions.</p> <p>All schools and other visiting groups given information and terms and conditions of entry prior to visit.</p> <p>It may be that due to restrictions parent helpers cannot be included</p>				

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			<p>assessments</p> <ul style="list-style-type: none"> ▪ 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 demarcate a 2m distance between staff delivering sessions / talks and the visiting group in areas frequently used for teaching where logistically possible. ▪ The consequences of deliberate breaching of social 				in the adult ratio counts					

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			distancing is 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 of crowds.	<ul style="list-style-type: none"> ▪ Locations chosen for formal learning delivery will allow for social distancing as outlined above. ▪ Avoid busy public areas and pinch points where possible. ▪ In certain circumstances we may cordon areas off to keep groups separate from the general public ▪ Hides will be kept well ventilated. ▪ Groups will be kept outdoors 	1	4	4	yes	Follow any guidance or law issued by governments regarding local restrictions.				
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 in indoor spaces via droplets.	<ul style="list-style-type: none"> ▪ Our staff should wear facemasks and / or visors when inside. When outside they should 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 	1	4	4	no	Follow any guidance or law issued by governments regarding local restrictions. Liaison with schools before visit is vital Review cleaning frequency				

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			<p>exempt.</p> <ul style="list-style-type: none"> Groups should be kept outdoors as far as possible. Hand hygiene and social distancing to be adhered to. Toilets will be thoroughly sanitised twice a day as per site risk assessment. Indoor areas used and any items touched will be thoroughly cleaned between groups. 					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 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 at regular intervals during the visit. 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 resources except within school bubbles (which is now allowed). 	1	4	4	yes					

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			<ul style="list-style-type: none"> ▪ Resources used should be disinfected and / or left 72 hours between use by different groups / bubbles. ▪ We may ask schools to bring certain resources with them if required e.g. pens etc. ▪ We are 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 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 should be accompanied to the office (canopy area). In the case of a child, a supporting adult should 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 	1	4	4	yes	Refer to site risk assessments section about first aid provision				

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			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 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 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				
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 a facemask for use in indoor areas and encourage them to be outside e.g. enjoying the site. 	1	4	4	yes	Refer to site specific risk assessments.				