

Risk Assessment: Learning visits: General



Site, department, work area	London Wetland Centre, Learning, Learning visits				
Task being assessed	Learning Visits				
Risk Assessor/s	Paul Lawston, Learning Manager				
Date of original Assessment	25/01/19	Date of latest Review	31/03/21	Next review due	31/03/22 or as Covid guidance changes

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											
Open water – ponds	Children, teachers, staff	Falling in, Drowning, hypothermia	Staff carry radios Appropriate level of adult supervision Appropriate ponds used for learning sessions for different age groups.	1	5	5	Yes	No				
Standing water in ponds	Children, teachers, staff	Zoonotic infection	Clear verbal instructions at the start of session Hand washing facilities in high-risk areas Signage, including on picnic benches	1	5	5	Yes	No				
Contact with animals / faeces	Children, teachers, staff	Zoonotic infection	Clear verbal instructions Gel dispensers in World Wetlands Regular cleaning of handrails	1	5	5	Yes	No				
Aggressive bird displays and pecking	Children, teachers	Bites Scratches	Designated first aider Fencing / enclosures to reduce contact with potentially aggressive animals No large / dangerous animals on site. Contact aviculture wardens to report any persistent aggressive behaviour	1	3	3	Yes	No				
Adverse weather	Children, teachers, staff	Sunburn Heat exhaustion Hypothermia Slipping on ice	Advise schools to bring weather-appropriate clothing Adapt activities where appropriate to bring in more indoor elements Covered lunch space allocated on days with poor weather / very hot weather Designated first aider Gritting used in icy conditions	2	3	6	Yes	No				

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Animals and plants – including wasps, bees, oak processionary moth, stinging nettles	Children, teachers, staff	Allergic reaction (up to anaphylaxis)	Nests in high-risk areas removed First-aider appointed daily Staff give clear instructions when activities are near to nettles / bees etc.	2	5	10	Yes	No				
Poisonous plants and fungi	Children, teachers	Poisoning	Keep to paths signage Briefing at start of day not to pick plants Appointed first aider	1	5	5	Yes	No				
Learning equipment – e.g. nets	Children	Eye injury Cuts, abrasions, bruising	Age-appropriate equipment used – e.g. small nets for Nursery age. First aider appointed	1	2	2	Yes	No				
Binoculars	Children, teachers	Eye damage through looking at the sun	Clear instructions given out with binoculars not to look at the sun through them.	1	4	4	Yes	No				
Trip hazards, e.g. loose paving, logs etc.	Children, teachers, staff	Cuts Bruises Abrasions	Ratio of adults to children Regular litter picks and site inspections	2	2	4	Yes	No				
Logs and other climbable parts of the grounds	Children	Cuts Bruises Abrasions Breaks	Ratio of accompanying adults to children Logs used for learning activities placed on soft surfaces Benefits of risky play should be taken into consideration	2	4	8	Yes	No				
Machinery and vehicles	Children, teachers, staff	Collision with a vehicle Cuts from sharp equipment	Vehicle speed limited around site Barrier between Restaurant Gate and main path to protect from delivery vehicles Tools / equipment not left unattended Vigilance of staff during learning sessions when moving around site with clear instructions given	1	5	5	Yes	No				
Electric fence	Children, teachers, staff	Mild electric shock	Low ampage fence, warning signs in place. Guard around exposed fence sections.	1	2	2	Yes	No				

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Boardwalks and bridges	Children, teachers, staff	Slips and trips Splinters	Boardwalks treated with non-slip agents Behaviour code includes "No running" Ratio of accompanying adults to children	2	3	6	Yes	No				
Explore adventure playground	Children	Falls Cuts, grazes and abrasions Minor injuries	Non-slip and soft floor areas Playground closed in icy conditions Volunteers regularly roam to Explore (Carrying radios) Limit to numbers booked in at any time (60 max) Reception number provided to all teachers Independent yearly play assessment Benefits of risky play should be taken into consideration	3	3	9	Yes	No				
Wild Walk	Children, teachers, staff	Falls Cuts, grazes and minor injuries	Recommended ratio of accompanying adults to children Age appropriateness advised with larger groups Benefits of risky play should be taken into consideration - see separate risk benefit analysis for full detail	3	3	9	Yes	No				
Contact with soil	Children	Cuts, grazes etc. Possible risk of infection to open wounds	Clear verbal instructions at the start of session Areas where activities that involve close contact take place near to hand-washing facilities.	1	4	4	Yes	No				
Unaccompanied children	Children, vulnerable adults	Injury Trauma	Robust lost child procedure in place Staff and volunteers exercise vigilance and carry radios Ratio of accompanying adults to children	2	3	6	Yes	No				

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Safeguarding risks	Children, vulnerable adults	Inappropriate behaviour Abuse Kidnapping	Robust safeguarding policy in place and training provided to education staff Teaching staff all have appropriate level of DBS clearance Unaccompanied adults not allowed in Explore Vigilance of staff and volunteers (radios) Photography not allowed of areas/activities when children participating, unless where permission given / assumed Ratio of accompanying adults to children Robust lost child procedure	1	5	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	Office – 020 8409 4400 Admissions – 020 8409 4426
Local hospitals (emergency and non-emergency)	Charing Cross, Fulham (Adult A&E) - 020 8846 1234 Chelsea and Westminster (Children A&E) – 020 8746 8000 Queen Mary’s (Walking Wounded) – 020 8487 6000
Access points for emergency services	Staff and Main Gates, Maintenance Yard

Please note: Individual Risk Assessments are available for specific activities such as our 'Wild Experiences'. These are available on request.

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	London Wetland Centre, Learning, Learning visits during Covid-19				
Task being assessed	Learning visits				
Risk Assessor/s	Paul Lawston, Learning Manager				
Date of initial Assessment	21/09/20	Date of latest Review	31/03/21	Next review due	When any changes are made to relevant guidance / legislation

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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 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 of our daily cap. ▪ Social distancing measures in 	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>				

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			<p>distance)</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 logistics allow. 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 are 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"> Formal learning groups to enter site via "Icon Gate" in order to reduce contact with the general public. Locations for formal learning session delivery chosen to allow for social distancing as outlined above. We will avoid busy public areas and pinch points where possible. Cordon areas off to keep groups separate from the general public (e.g. Pond Zone, Lodge forest area). Keep indoor areas (H2O) well 	1	4	4	yes	Follow any guidance or law issued by governments regarding local restrictions.				

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			<p>ventilated.</p> <ul style="list-style-type: none"> ▪ Groups will be kept outdoors as far as possible. ▪ Use outdoor covered canvas structures that could suit this purpose. ▪ Lunch storage bins provided and thoroughly cleaned at the end of the day. ▪ Explore adventure playground will not be bookable for schools until further notice. ▪ If used in the future, Explore should be disinfected prior to and after use by school bubble and closed to the public during use by an learning group. 									
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 in indoor spaces via droplet	<ul style="list-style-type: none"> ▪ Staff to wear facemasks / visors when inside with option to wear them outside too. ▪ 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 	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>Review cleaning frequency</p> <p>NB. Staff are allowed to remove a</p>				

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			<p>far as possible</p> <ul style="list-style-type: none"> Hand hygiene and social distancing to be adhered to Provide H2O toilet for exclusive use by school bubble. To be thoroughly cleaned prior to use by another group. Indoor areas used and any items touched will need to be thoroughly cleaned between groups. 					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 upon arrival, before eating, when leaving, between activities and at regular intervals during other parts of the visit. Outside handwashing facilities provided in Pond Zone and World Wetlands with hand sanitiser points across the site. Any symptomatic children or adults are NOT to come on the visit Visiting groups provided with a rubbish bag on arrival. There should be no sharing of resources except within school 	1	4	4	yes	Review play area cleaning frequency as required				

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			bubbles (which is now allowed). <ul style="list-style-type: none"> Resources used will 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. 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 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 First Aid room. 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 visor and may want to consider the use of an apron. They should ring 111 and follow the guidance 	1	4	4	yes	Refer to site risk assessments section about first aid provision				

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			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. Details stored securely. 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 need to 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 	1	4	4	yes	Refer to site specific risk assessments. 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' in necessary				