

WWT Martin Mere Risk Assessment Form

Site, department, work area	Martin Mere Wetland Centre, Learning, Learning visits				
Task being assessed	Learning visits at Martin Mere				
Risk Assessor/s	Chris Whitehead, Learning Manager				
Date of original Assessment	25/01/18	Date of latest Review	7/04/2021	Next review due	31/03/2022

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 & date)
				Likelihood of harm	Severity of harm	Risk rating			Likelihood of harm	Severity of harm	Risk rating	

Covid 19	Children and adults	Infection with virus	<ul style="list-style-type: none"> See separate Covid 19 Risk Assessment provided 									
Pond water	Children and adults	Infection into bloodstream or digestive system	<ul style="list-style-type: none"> Pond dipping session leader briefs children not to ingest water while pond dipping (no splashing or fingers in mouth etc.) and to wash hands after pond dipping. The pond session leader finds out (by asking children, parents and/or teacher/s) whether any hands have fresh cuts or grazes, which should be covered with a waterproof plaster before dipping. Before walking near open water, session leader briefs children to walk on the tarmac and not on the concrete or muddy edges. 	1	2	2	Yes					
Slips, trips and falls	Children and adults	Cuts, grazes, broken limbs, teeth.	<ul style="list-style-type: none"> The teacher briefs the children, using the information we have sent them before the visit, about hazards and safety rules. WWT staff and volunteers reinforce these during the visit (walk carefully, stay on paths, be polite to each other and other visitors, don't climb things, be kind to birds). Session leader explains about trip hazards, eg. logs and stumps in the wood. 	1	1	2	Yes					
Soil, logs, leaves etc.	Children and adults	Infection into bloodstream or digestive system	<ul style="list-style-type: none"> Session leader briefs the children, teachers and other adults not to let children put berries, mushrooms, leaves, twigs, feathers, fingers etc. into their mouths whilst outdoors. Session leader explains about the need to wash hands after the session/before eating, as appropriate, and shows the teacher where the hand-washing facilities are. 	2	1	2	Yes	Education staff regularly check the Plum Wood, Small Wood and the roundhouse				

Please refer to Safety Code of Practice 18 for more information on risk assessments

								e village for trip hazards, scattered log plies etc. and take appropriate action to make the areas safe.					
Birds	Children and adults	Infection into digestive system	<ul style="list-style-type: none"> The session leader (guided sessions) or the teacher (self-guided time) briefs the children and accompanying adults about how to feed birds from the hand safely. They tell them that some birds are behind double fences for safety reasons so children should not reach over. They should wash their hands as soon as possible after they have finished feeding birds and especially before eating. 	1	3	3	Yes						
Equipment, eg. pond nets, head bands, magnifiers, dressing-up props, trays, binoculars.	Children	Minor bumps and cuts, wet clothes, splashing.	<ul style="list-style-type: none"> Session leader explains the correct and safe use of all equipment at start of session. 	2	1	2	Yes						
Furniture	Children	Bruises and grazes from collisions with tables, benches.	<ul style="list-style-type: none"> A behaviour code of conduct is given to the teacher before arrival at the centre, which makes it clear that he teacher is responsible for the children's behaviour. Site staff undertake checks on furniture at regular intervals, to make sure it is fit for purpose. 	2	1	2	Yes						
Wild areas such as Wild Walk and reed-bed walk.	Children and adults	Injury from slipping on muddy surfaces, stings from plants or insects, ingestion of plants, impact injuries from outdoor furniture, falling off stiles.	<ul style="list-style-type: none"> Session leaders explain to teachers the potential hazards in Wild Walk and other areas. Session leaders explain to children not to eat leaves or berries. Session leader explains about nettles. Session leader explains to teachers about the stiles and mobile furniture in Wild Walk. 	1	3	3	Yes						
Weather conditions	Children and adults	Sunburn, heat-stroke or hypothermia from becoming wet or cold.	<ul style="list-style-type: none"> Session leaders offer shelter to teachers or provide alternative locations for activities. Information is sent to teachers to pass on to parents prior to the visit, with guidance as to suitable outdoor clothing and footwear. 	1	3	3	Yes						

Arriving and departing at coach park	Children and adults	Collision with coach or other vehicle	<ul style="list-style-type: none"> Education staff ensure that coaches park safely (front to fence) on arrival. Education staff supervise arrival and departure of children. 	1	4	4	Yes						
Play area	Children and adults	Falling from or colliding with play structures or sharp objects in the ground.	<ul style="list-style-type: none"> The play area has been installed by Timberplay. It is inspected by a competent inspector as per British standards. Martin Mere staff carry out a daily safety inspection. There are signs at both entrances asking teachers and parents etc. to supervise their children at all times. 	1	4	4	Yes						
Visits by SEND groups	Children and adults	Adverse reactions to unpredictable behaviour or actions by members of the group. Onset of medical conditions or adverse reactions to physical impairments.	<ul style="list-style-type: none"> Group leaders are asked to provide us with information about any issues which might affect themselves or others during their visit. Education staff are briefed before the visit as to the possible implications of these issues. 	1	3	3	Yes						
Strangers	Children or vulnerable adults	Abduction or aggressive behaviour.	<ul style="list-style-type: none"> Teachers are reminded at appropriate times such as toilet visits that there are members of the public on site. The terms and conditions which teachers sign before their visit state that teachers are responsible for the health and safety of the children in their charge. Schools are responsible for providing appropriate child:adult ratios at all times. Staff and volunteers should be vigilant and alert to any suspicious behaviour. 	1	4	4	Yes						

Risk Assessment: Learning Visits: Covid-19

Site, department, work area	Martin Mere Wetland Centre, Learning, Learning visits				
Task being assessed	Learning visits				
Risk Assessor/s	Chris Whitehead, Learning Manager				
Date of initial assessment	31/03/21	Date of latest review	31/03/21	Next review due	As guidance / legislation 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? 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	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. ▪ These numbers will form part of our 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 	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</p>				

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			<p>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.</p> <ul style="list-style-type: none"> ▪ 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 distancing between the group and the general public between the coach and the centre. ▪ We will demarcate a 2m distance between staff delivering sessions / talks and the visiting group in areas frequently used for teaching where logistically possible. 				cannot be included in the adult ratio counts					

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			<ul style="list-style-type: none"> ▪ The consequences of deliberate breaching of social 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"> ▪ We will use an alternative entrance for formal learning groups in order to reduce contact with the general public. ▪ Locations chosen for formal learning delivery will allow for social distancing as outlined above. ▪ Busy public areas and pinch points will be avoided where possible. ▪ In certain circumstances we may cordon areas off to keep groups separate from the general public (e.g. Pond Zone). ▪ Any indoor spaces used will be kept well ventilated. ▪ Groups will be kept outdoors as far as possible. ▪ We will provide a dedicated lunch space. This will be 	1	4	4	yes	Follow any guidance or law issued by governments regarding local restrictions.				

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			<p>thoroughly cleaned before and after use.</p> <ul style="list-style-type: none"> ▪ Formal learning groups will be provided with a space in which to store their belongings - This 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. Formal learning groups will not mix with the general public in play areas. 									
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 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. 	1	4	4	no	<p>Follow any guidance or law issued by governments 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</p>				

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			<ul style="list-style-type: none"> ▪ Hand hygiene and social distancing to be adhered to. ▪ We will provide a separate toilet designated for each group's exclusive use. This will be thoroughly cleaned between use by different groups. ▪ Indoor areas used and any items touched will be thoroughly cleaned between groups. 					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 upon arrival, before eating, when leaving, between activities and at regular intervals during other parts of the visit. ▪ Play areas to be used by a visiting group 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 	1	4	4	yes	Sites to review play area cleaning frequency as required				

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			<p>that this isn't needing to be picked up by our staff.</p> <ul style="list-style-type: none"> ▪ There should be no sharing of resources except within school bubbles (which is now allowed). ▪ 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. 									
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 	1	4	4	yes	Refer to site risk assessments section about first aid provision				

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			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 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 Head of Health and Safety 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	Ensuring the Covid-security of the coach	<ul style="list-style-type: none"> ▪ Where coach drivers are intending to come on site, they will be included in the school numbers. Please 	1	4	4	yes	Refer to site specific risk assessments. Many drivers go off				

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	group	driver	advise them to bring facemask for use in indoor areas and encourage them to be outside e.g. enjoying the site					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				

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	Admin office in the main building
Local hospitals (emergency and non-emergency)	A&E Ormskirk (adults only) A&E Southport (adults and children)
Access points for emergency services	Controlled vehicular access to East side of the Education Centre.

