

WWT General Risk Assessment Form



Site, department, work area	WWT Slimbridge Learning Department				
Task being assessed	Learning visit to Slimbridge				
Risk Assessor/s	Sue Belej				
Date of original Assessment	25/01/18	Date of latest Review	20/04/21	Next review due	31/03/22

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	
Water-borne & avian diseases, bacteria from animal faeces	Children, teachers, visitors & staff	Zoonotic infection	*WWT staff provide clear hygiene instructions at start of session. *Hand washing signs & facilities around site. *Good adult to child ratios to help with vigilance. *Regular cleaning of surfaces around site.	1	5	5	Yes					
Nettles and plants	Children, teachers, visitors & staff	Stings, cuts and scratches	*WWT staff check areas prior to learning sessions. *Duty 1st aiders appointed each day. Good adult: child ratios to help with vigilance.	1	3	3	Yes					
Berries and fungi	Children, teachers, visitors & staff	Poisoning from ingestion	*WWT staff provide clear health and safety instructions at start of session. *Hand washing signs and facilities around site. *Good adult: child ratios to help with vigilance.	5	1	5	Yes					
Insects	Children, teachers, visitors and staff	Bites and stings	*WWT staff check teaching areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance. *Nests cordoned off/removed in public areas.	1	3	3	Yes					
Stings and bites	Children, teachers, visitors & staff	Allergic reaction	*WWT staff check teaching areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance.	5	2	10	Yes					
Aggressive bird pecking	Children, teachers, visitors & staff	Injury	*WWT staff check teaching areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance. *WWT staff notify Living collections of problem birds.	1	1	1	Yes					
Uneven surfaces	Children, teachers, visitors & staff	Slips, trips	*Anti-slip treatment applied to boardwalks. *WWT staff check areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance.	3	2	6	Yes					

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Litter and debris	Children, teachers, visitors & staff	Cuts, scratches	*Daily litter picking and site checks. *WWT staff check areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance.	2	1	2	Yes					
Moving vehicles or machinery/equipment	Children, teachers, visitors & staff	Injury from contact	*Health and safety guidelines adhered to for operating vehicles and machinery. *Learning staff check areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult to child ratios to help with vigilance.	5	1	5	Yes					
Water	Children, adults	Drowning (falling into ponds whilst walking around site)	*Clear verbal H&S advice given at start of visit. *Duty 1st aider appointed each day. *Adult: child ratio help with vigilance.	5	1	5	Yes					
Equipment	Children, adults	Cuts, bruising due to incorrect use	*Learning staff check areas and equipment prior to learning sessions. *Clear verbal instruction/practical demonstration given by WWT staff before individuals use equipment. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance.	2	2	4	Yes					
Hides	Children, teachers & staff	Slipping/tripping on steep steps, slipping off high benches, trapping fingers in windows, bumping heads on window ledges	*Clear verbal Health & Safety advice given at start of visit. *Duty 1st aider appointed each day. *Adult: child ratio help with vigilance. *Hides checked regularly *Use of Discovery Hide preferable for schools	3	3	9	Yes					

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Hot and cold weather	Children, teachers, visitors & staff	Sunburn, heatstroke, dehydration hypothermia	*Clear advice given to teachers prior to visit regarding appropriate clothing/equipment. *More suitable location used if necessary. *Shelter provided for lunch breaks. *Duty 1st aiders appointed each day. *Paths gritted if necessary. *Good adult: child ratios to help with vigilance.	3	1	3	Yes					
Ice and/or snow	Children, teachers, visitors & staff	Slip/fall	*Daily site checks by grounds staff. *Paths gritted if necessary. *Health and safety talk by WWT staff. *Good adult: child ratios to help with vigilance.	3	2	6	Yes					
Pond dipping	Children, teachers, visitors & staff	Infection, poisoning from water borne disease/ algal blooms	*WWT staff provide clear hygiene instructions at start of session. *Hand washing signs and facilities at Pond Zone. *Good adult: child ratios to help with vigilance.	5	1	5	Yes					
Fall into pond	Children, teachers, visitors & staff	Cold, wet, hypothermia	*WWT staff provide clear health and safety instructions at start of session. *Ponds at Pond Zone only, are raised. *Good adult: child ratios to help with vigilance.	2	2	4	Yes					
Pond dipping - Misuse of equipment	Children	Cuts and bruises	*WWT staff to provide clear health and safety instructions at the start of sessions including appropriate behaviour. *Good adult: pupil ratios to help with vigilance. *WWT staff and attending school adults to remove equipment if misuse is suspected.	2	2	4	Yes					
Pond dipping - Water creatures	Children, teachers, visitors & staff	Bites from Greater water boatmen & Dragonfly nymphs	*WWT staff check areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance. *Warn participants that some creatures bite so not to touch any.	1	3	3	Yes					

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Hand sanitiser.	Children, teachers, visitors & staff	Irritation, allergic reaction	*Individuals with sensitive skin advised to use soap and water.	1	1	1	Yes					
Using Wellyboot land and Riverlife play areas	Children, teachers, visitors and staff	Falls, cuts, other injuries from play equipment	*All play areas comply with BS EN 1177. *All apparatus complies with BS EN 1176. *Areas cleaned and litter picked daily. *Duty 1st aider always available. *Adult helpers and staff to encourage safe play.	3	3	9	Yes					
Child or adults at risk becoming separated from guardians	Children, adults at risk	Trauma, injury	*WWT staff provide clear instructions at start of session re staying together. *Teaching staff and helper vigilance. *Good adult: child ratios to help with vigilance. *WWT's Lost child procedure implemented if necessary.	4	1	4	Yes					
Safeguarding risks	Children, adults at risk	Inappropriate behaviour, abuse, kidnapping	*WWT safeguarding policy and guidance in place and training provided to Learning staff. *Learning staff all have enhanced DBS clearance *Vigilance of all staff and volunteers (radios) *Photography not allowed of areas/activities when children participating, unless where permission given / assumed *Good adult: child ratios to help with vigilance. *WWT's Lost child procedure implemented if necessary.	1	5	5	Yes					
Fire	Children, teachers, visitors & staff	Burns, smoke inhalation	*In case of fire, WWT staff will lead evacuation procedure. *Teachers to be aware of signage and follow instructions.	5	2	10	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	Shop or admissions 01453 891233/142
Local hospitals (emergency and non-emergency)	Vale Community Hospital, Lister Road Dursley GL11 4BA 0300 421 8494 Minor injuries
	Gloucester Royal Hospital Great Western Road Gloucester GL1 3NN 0300 422 2222 A&E
Access points for emergency services	Rickyard Building (Business Reception)

Risk Assessment: Learning Visits: Covid-19

Site, department, work area	Slimbridge Wetland Centre, Learning, Learning visits				
Task being assessed	Learning visits				
Risk Assessor/s	Sue Belej, Learning Manager				
Date of initial assessment	02/12/2020	Date of latest Review	20/04/2021	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	<p>*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).</p> <p>*These numbers will form part of WWT'S daily visitation cap.</p> <p>*Social distancing measures are in place - refer to site risk assessments.</p> <p>*Reminder of social distancing requirements will be given on group arrival.</p> <p>*In the case of primary schools, social distancing should not be required within</p>	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 in the adult ratio counts</p>				

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			<p>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> <p>*Social distancing of min. 2m will be maintained between the group and our delivery staff / volunteers.</p> <p>*Social distancing of min. 2m will be maintained between the group and other visitors and staff.</p> <p>*We will assist with the maintenance of social distancing between the group and the general public between the coach and the centre.</p> <p>*We will demarcate a 2m distance between staff delivering sessions / talks and the visiting group in areas frequently used for teaching where appropriate.</p> <p>*The consequences of deliberate breaching of social distancing will be made clear on the Formal Learning terms and conditions.</p>									
Covid-19	Staff, volunteers, visitors, school group	<p>Social distancing becomes difficult due to numbers at a particular location where the activity is taking place</p> <p>Public perception of crowds</p>	<p>*Locations chosen for formal learning delivery will allow for social distancing as outlined above.</p> <p>*We will avoid busy public areas and pinch points where possible.</p> <p>*We will cordon areas off to keep groups separate from the general public (e.g. Raised Pond) using barriers and appropriate signage.</p> <p>*Groups will be kept outdoors as far as possible.</p> <p>*Teaching areas will be fully cleaned between uses by WWT staff.</p>	1	4	4	Yes	Follow any guidance or law issued by governments regarding local restrictions.				

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			<p>*Only Wellyboot land is bookable via the booking form for dedicated use by a school/class social bubble between 11am – 12 noon. Formal learning groups should not mix with the general public in play areas. Appropriate signage will be in place at Admissions and the entrance to WBL.</p> <p>*Hides – Tertiary learning groups (18+ years of age) Our hides have reduced capacity so Tertiary learning groups and other visitors must follow the signage indicating maximum capacity. Masks must be worn inside the hides unless exempt and social distance guidance followed.</p> <p>*Hides – formal learning groups (under 18 years of age) An allocated time slot will be given over to the school/class bubble for the sole use of the South Lake Discovery hide – appropriate signage will be used to alert other visitors. Masks must be worn by all accompanying adults inside the hide unless exempt. All other hides should not be used during the visit.</p> <p>*During Self led time – groups are asked, where possible, to remain in small group or class bubbles and must keep separate from the general public by following social distancing rules.</p>									
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 in indoor spaces via droplet	<p>*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.</p> <p>*Under 11s are exempt from wearing facemasks but they must be worn by</p>	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>				

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			<p>older pupils and all accompanying adults when inside, unless medically exempt.</p> <p>*Groups will be kept outdoors as far as possible.</p> <p>*Hand hygiene and social distancing guidelines to be adhered to</p> <p>*Toilets – visiting groups will have exclusive use of the toilets located at the back of the Restaurant/Visitor centre. Signage will be available for display when in use to make them exclusive for the school/class bubble. These will be thoroughly cleaned between uses by WWT staff.</p> <p>*Lunch storage bins provided and thoroughly cleaned at the end of the day.</p> <p>*Any Indoor areas used and any items touched will be thoroughly cleaned between groups by WWT staff.</p> <p>*Unfortunately no indoor areas can be offered as a lunch base. Advice will be given on the day as to where groups/classes can eat.</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 we can facilitate this.</p>				
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 via hand contact surfaces	<p>*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 and hand washing facilities are available throughout the centre – both inside and outside.</p> <p>*Wellyboot land play area to be used by a school/class bubble during designated time (11am – 12noon) only.</p> <p>*Any symptomatic children or adults are NOT to come on the visit</p>	1	4	4	yes	Review play area cleaning frequency as required				

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			<p>*Visiting groups will be provided with a bin bag to dispose of their own waste.</p> <p>*There will be no sharing of resources except within school/class bubbles.</p> <p>*Resources used will be disinfected and / or left 72 hours between uses by different groups/bubbles.</p> <p>*Schools may be asked to bring certain resources with them e.g. pens etc.</p>									
Covid-19	Staff, volunteers, visitors, school group	Transmission of Covid-19 during first aid. Breaching of social distancing to provide first aid	<p>*Avoid higher risk activities that may increase the likelihood of first aid needing to be given.</p> <p>*If a member of a visiting group should become ill with Covid-like symptoms during the visit, they will be accompanied to the Rain garden covered area. 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 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.</p>	1	4	4	yes	Refer to site risk assessments section about first aid provision				
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	<p>*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.</p> <p>*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</p>	1	4	4	yes	Comply with any additional requirements if the area is in local restrictions.				

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			required. *Track and trace procedures in place for staff, volunteers, contractors and other members of the public									
Covid-19	Staff, volunteers, visitors, school group	Ensuring the Covid-security of the coach driver	*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	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' as necessary				