

WWT General Risk Assessment Form



Site, department, work area	WWT Washington Learning Department				
Task being assessed	Learning visit to Washington during CV19				
Risk Assessor/s	Joanne Newbury/Gill Pipes				
Date of original Assessment	15/04/21	Date of latest Review	15/04/21	Next review due	31.03.22 or as guidance or 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 & date)
				Likelihood of harm	Severity of harm	Risk rating			Likelihood of harm	Severity of harm	Risk rating	
Moving vehicles in the car park.	All	Collision	*Speed restriction signs- 10mph. *Clear separate pedestrian pathway. *Children at all times to be accompanied by an adult. *Clearly defined parking bays	1	5	5	Yes	No				
Steep slope at entrance	All	Fall	*Handrails installed *Gritted when needed- ice and snow. *Entrance way kept clear of obstacles. *Daily site checks by grounds staff.	1	2	2	Yes	No				
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	No				

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COVID 19 infection	All	Poor social distancing during school visits	<p>Schools issued with and agree to revised terms & conditions to reflect expected behaviours re control of CV19</p> <p>No indoor close contact outside of bubble.</p> <p>Learning activities will take place as part of a school visit</p> <p>Schools will be met at entrance on arrival and led by Learning staff through the side gate to avoid accessing visitor centre</p> <p>Daily visitor numbers will be capped at 450 per day (including school groups) to allow for physical distancing</p> <p>Only one school booking (max 30 children) will be made each day and they are included in the max daily number cap. Contact details for school lead taken for track and trace purposes and also WWT staff / vols and visitors.</p> <p>Schools will have sole use of the Education Barn (thoroughly cleaned & sanitised pre use) for storing belongings & lunch breaks</p> <p>Schools will have designated portable toilet nr Barn (but may also use the other visitor toilets in the grounds too).</p> <p>Learning staff will wear mask/ visor indoors and maintain 2m distance.</p> <p>No access to hides/indoor viewing areas as per current govt guidance</p> <p>Where necessary we have cut wider verges along paths to increase passing areas</p> <p>Hand sanitiser stations available throughout site including hides/gates/toilets.</p> <p>School will have designated ½ hour sole use of play area</p> <p>Groups should be kept outdoors as far as possible.</p>	1	4	4	Yes	No				

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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	1	1	Yes	No				
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.	1	5	5	Yes	No				
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	No				
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.	2	5	10	Yes	No				
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	No				
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	No				
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.	1	1	1	Yes	No				
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.	1	5	5	Yes	No				

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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.	1	5	5	Yes	No				
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.	1	2	2	Yes	No				
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	2	2	4	Yes	No				
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.	2	1	2	Yes	No				
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.	2	2	4	Yes	No				

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Pond dipping	Children, teachers, visitors & staff	Infection, poisoning from water borne disease/ algal blooms	*WWT staff provide clear hygiene instructions at start of session. *Protective gloves or plasters are provided to pond dipping participants with cuts on their hands. *Hand washing signs and facilities at Pond Zone. *Good adult: child ratios to help with vigilance.	1	3	3	Yes	No				
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	No				
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.	1	2	2	Yes	No				
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	2	2	Yes	No				
Hand sanitiser.	Children, teachers, visitors & staff	Irritation, allergic reaction, spray into eyes	*Individuals with sensitive skin advised to use soap and water. *Dispensers at suitable height. *Adult supervision during use	1	1	1	Yes	No				
Using play area	Children, teachers, visitors and staff	Falls, cuts, other injuries from play equipment	Playpark checked every day by staff . Annual safety inspection by a suitable company. *Areas cleaned and litter picked daily. *Duty 1st aider always available. *Adult helpers and staff to encourage safe play.	3	3	9	Yes	No				

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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.	2	2	4	Yes	No				
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	No				
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.	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	Centre Building 0191 4165454. All staff carry radios.
Local hospitals (emergency and non-emergency)	Emergency – Sunderland Royal Hospital, Kayll Road, Sunderland. SR4 7TP Non emergency - Washington Primary Care Centre, Princess Ann Park, Parkway, Washington NE38 7QZ.
Access points for emergency services	Building - entrance through the main car park, down the ramp to the staff car park and main entrance. West of site -Entrance through the gate down the track at the back of the overflow carpark. East of site - entrance through the top gate, down the cycle path."