

## Risk Assessment: Learning visits: General



<b>Site, department, work area</b>	WWT Caerlaverock Wetland Centre, Learning, Educational visits Grid reference: NY0565 Eastpark Farm, Caerlaverock, Dumfriesshire, DG1 4RS				
<b>Task being assessed</b>	Learning visits				
<b>Risk Assessor/s</b>	Faith Hillier				
<b>Date of original Assessment</b>	25/01/19	<b>Date of latest Review</b>	26/05/21	<b>Next review due</b>	26/05/2022 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 Covid-19 risk assessment below											
Walking around reserve on uneven ground.	All	Slips, trips & falls from ice/debris on paths.	Check paths daily. Initial talk about safe walking. Check numbers regularly.	2	2	4	Yes	No				
Falling in water bodies	All	Drowning. Contact with waterborne diseases.	Initial talk about safe walking around water. Tell children to be careful near water and not go too close. Check numbers regularly.	1	5	5	Yes	No				
Adverse weather	All	Too cold or hot, sunburn, hypothermia.	Advise sensible clothing, sunburn cream and to stay hydrated. Basic First Aid. Knowledge of symptoms e.g. heatstroke/hypothermia Take extra water.	2	2	4	Yes	No				
Contact with insects	All	Stings & bites	Cover skin with clothing. Own insect repellent. Adults to be vigilant.	2	2	4	Yes	No				
Contact with allergens	All	Allergic reaction from pollen, feathers, nuts.	First aid kits carried by trained staff. Any known allergies disclosed to First Aiders before event. Appropriate steps taken by individuals to keep away from known allergens. Vigilance by all.	1	5	5	Yes	No				

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Nettles/thistles/b rambles	All	Stings, scratches	Warn visitors where necessary. Check and clear vegetation.	2	1	2	Yes	No				
Fungi/berries	All	Poisonous	Pre-warn children, vigilance by all adults.	1	4	4	Yes	No				
Vehicles, machinery and equipment on site	All	Vehicles	Check site for machinery and equipment. Warn drivers to be vigilant and drive slowly. Vigilance with group.	1	5	5	Yes	No				
Electric Fence	All	Electric shock	Warn children not to go near electric fence. Turn it off beforehand if appropriate.	1	5	5	Yes	No				
Animals (cows, sheep)	All	Aggressive behaviour, biting	Keep out of areas where animals are kept. Warn children not to go near animals.	1	3	3	Yes	No				
Pond Dipping	Participants	Water borne and avian diseases i.e. Weils disease and bacteria from birds' faeces.	Warn children not to put hands near faces. Wash hands afterwards.	1	4	4	Yes	No				
Balance beams and stepping stones	All	Falling off beams or stepping stones; cuts, head injuries, broken bones.	Vigilance by adults; Tell children to walk slowly and carefully, looking where they are going.	1	3	3	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	WWT Caerlaverock Visitor Centre
Local hospitals (emergency and non-emergency)	Dumfries and Galloway Royal Infirmary Cargenbridge, Dumfries DG2 8RX Main Switchboard 01387 246246 Appointment Centre 0345 602 2812
Access points for emergency services	Main entrance to WWT Caerlaverock

## Risk Assessment: Learning Visits: Covid-19

This risk assessment will be updated when the Scottish Assembly releases more information, along with their Public Health lead.

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

<b>Site, department, work area</b>	WWT Caerlaverock risk assessment for operating during Covid-19				
<b>Task being assessed</b>	Learning visits				
<b>Risk Assessor/s</b>	Faith Hillier, Engagement Officer, WWT Caerlaverock				
<b>Date of initial Assessment</b>	22/10/2020	<b>Date of latest Review</b>	26/05/2021	<b>Next review due</b>	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"> <li>▪ There can only be a maximum of 2 schools or 2 bubbles per day at a site. Each social bubble must remain socially distanced from all other bubbles (as well as our staff / volunteers and the general public).</li> <li>▪ These numbers will form part of the daily cap (70)</li> </ul>	1	4	4	yes	NOTE: It may also be due to restrictions that parent helpers cannot be included in the adult ratio counts				



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			<p>and other visitors and staff.</p> <ul style="list-style-type: none"> <li>All schools and educational settings given information and terms and conditions of entry prior to visit.</li> <li>The consequences of deliberate breaching of social distancing will be made clear on the Formal Learning terms and conditions.</li> <li>Follow any guidance or law issued by governments regarding local restrictions.</li> </ul>									
Covid-19	Staff, volunteers, visitors, school group	Social distancing becomes difficult due to numbers at a	<ul style="list-style-type: none"> <li>We will assist with the maintenance of social distancing between the group and the general public between</li> </ul>	1	4	4	yes					



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			<p>the winter months due to increased use by multiple audiences. Indoor spaces such as hides are not to be used. The picnic area can be used for lunch as it is well ventilated.</p> <ul style="list-style-type: none"> <li>Formal learning groups store their belongings in the picnic area. This will be cordoned off from the public and thoroughly cleaned between use.</li> <li>Follow any guidance or law issued by governments regarding local restrictions.</li> </ul>									
Covid-19	<b>Staff, volunteers, visitors, school group</b>	Transmission of Covid-19 in indoor spaces via droplet	<ul style="list-style-type: none"> <li>Staff and volunteers will wear facemasks and when inside. When outside they</li> </ul>	1	4	4	yes	NOTE: Liaison with schools before visit is vital				



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			<p>should be given the option of wearing them if this makes them feel more comfortable.</p> <ul style="list-style-type: none"> <li>▪ Under 11s are exempt from wearing facemasks but they must be worn by older pupils and all accompanying adults when inside, unless medically exempt.</li> <li>▪ Groups should be kept outdoors as far as possible.</li> <li>▪ In indoor areas, ventilation should be increased e.g. by opening windows</li> <li>▪ Hand hygiene and social distancing to be adhered to.</li> <li>▪ Formal learning</li> </ul>					NOTE: 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.				

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			<p>groups will have a separate toilet designated for their exclusive use. These will be thoroughly cleaned between use. Signage will be put up to inform the general public which toilet they can use.</p> <ul style="list-style-type: none"> <li>▪ Indoor areas used and any items and equipment touched will be thoroughly cleaned between groups.</li> <li>▪ Follow any guidance or law issued by government's regarding local restrictions.</li> </ul>									
Covid-19	<b>Staff, volunteers, visitors, school group</b>	Transmission of Covid-19 via hand contact surfaces	<ul style="list-style-type: none"> <li>▪ Children and accompanying adults should wash / sanitise their hands upon arrival,</li> </ul>	1	4	4	yes					



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			<p>within school bubbles.</p> <ul style="list-style-type: none"> <li>Resources used should be disinfected and / or left 72 hours between use by different groups / bubbles.</li> <li>Schools may be asked to bring certain resources with them if required e.g. pens etc.</li> <li>Items that children commonly put in their mouths will not be provided (e.g. pens and pencils).</li> </ul>									
Covid-19	<b>Staff, volunteers, visitors, school group</b>	Transmission of Covid-19 during first aid. Breaching of social distancing to provide first aid	<ul style="list-style-type: none"> <li>Avoid higher risk activities that may increase the likelihood of first aid needing to be given</li> <li>If a member of a</li> </ul>	1	4	4	yes	NOTE: Refer to site risk assessments section about first aid provision				



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			and follow the guidance provided. The visit can continue.									
Covid-19	<b>Staff, volunteers, visitors, school group</b>	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"> <li>▪ Ensure that we have the correct contact details for a lead member of school staff and all who are over 16 so that we can engage with test and trace if required.</li> <li>▪ 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 the Head of Safety Management so that we can support any test and trace measures as required.</li> </ul>	1	4	4	yes					

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			<ul style="list-style-type: none"> <li>Track and trace procedures in place for staff, volunteers, contractors and other members of the public</li> <li>Comply with any additional requirements if the area is in local restrictions</li> </ul>									
Covid-19	Staff, volunteers, visitors, school group	Ensuring the Covid-security of the coach driver	<ul style="list-style-type: none"> <li>Where coach drivers are intending to come on site, they will be included in the school numbers. Advise them to bring facemask for use in indoor areas and encourage them to be outside.</li> <li>If drivers need to come into the centre (even if just to buy a cup of tea or use the toilets), they need to fill in the track and trace form.</li> </ul>	1	4	4	yes	NOTE: Please also refer to site specific risk assessments.				

