

Risk Assessment: Learning visits: General



Site, department, work area	WWT Arundel Learning Department				
Task being assessed	Learning visit to Arundel				
Risk Assessor/s	Elizabeth Pearce				
Date of original Assessment	25/01/2019	Date of latest Review	28/04/23	Next review due	28/04/24

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, teachers, visitors, volunteers & staff	Covid-19 infection	*Those with suspected symptoms or confirmed Covid should NOT come on the visit.	1	4	4	Yes	No				
Water borne and air borne diseases passed from animals to humans	Children, teachers, visitors, volunteers & staff	Zoonotic infection	*Zoonosis policy and reduction procedures in place at WWT *WWT staff provide clear hygiene instructions at start of session. *covering any cuts on the hands with a plaster is recommended *Hand washing signs & facilities around site. *Good adult to child ratios to help with vigilance. *Regular cleaning of surfaces around site. * school to eat any packed lunches in designated areas	1	4	4	Yes	No				
Nettles and plants	Children, teachers, visitors & staff	Stings, cuts and scratches	*WWT staff check areas prior to learning sessions. *Advised not to touch *Ensure adequate nettle/bramble control through mowing or clearing of areas in public use *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance.	1	3	3	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				

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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.	3	3	9	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/ reserve teams of problem birds.	1	1	1	Yes	No				
Uneven surfaces	Children, teachers, visitors & staff	Slips, trips	*regular inspection and maintenance of surfaces *WWT staff check areas prior to learning sessions. *Duty 1st aiders appointed each day. *Good adult: child ratios to help with vigilance. *sensible footwear to be worn by all	2	2	4	Yes	No				
Litter and debris	Children, teachers, visitors & staff	Cuts, scratches	*Daily litter picking and site checks. *Good daily cleaning programme *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	No				
Moving vehicles or machinery/ equipment	Children, teachers, visitors & staff	Injury from contact	*Health and safety controls in place for WWT staff and volunteers operating vehicles and machinery. *Contractors needing to move plant during opening hours- health & safety controls will be put in place prior to commencement of task. *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, teachers, visitors & staff	Drowning (falling into ponds whilst walking around site) Hypothermia Cold water shock Secondary drowning (water inhalation) zoonosis	*Clear verbal H&S advice given at start of visit. *Water bodies designed and managed to give a clear water's edge/ delineation. * Water bodies risk assessed *Wearing of suitable footwear by all * *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.	2	2	4	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 and maintained regularly	2	2	4	Yes	No				

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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/ footwear/equipment. *More suitable location used if necessary. *Shelter provided for lunch breaks. *Duty 1st aiders appointed each day. *tap water available *Sun cream provided to staff and vols *Appropriate uniform provided to staff and vols *Good adult: child ratios to help with vigilance.	3	1	3	Yes	No				
Ice and/or snow	Children, teachers, visitors & staff	Slip/fall. Feeling cold/ hypothermia	*Daily site checks by grounds staff. *Paths gritted procedures in place at sites *Health and safety talk by WWT staff. *Good adult: child ratios to help with vigilance. *wearing of suitable footwear and clothing	2	2	4	Yes	No				
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. * Plasters and gloves available *Good adult: child ratios to help with vigilance. * pond dipping areas regularly checked and maintained	1	3	3	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.	2	2	4	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	3	3	Yes	No				

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Hand sanitiser.	Children, teachers, visitors & staff	Irritation, allergic reaction	*Individuals with sensitive skin advised to use soap and water. Please note that use of alcohol based hand gel by Muslims is allowed as contributes to personal hygiene and the alcohol is not absorbed into the body.	1	1	1	Yes	No				
Using play areas	Children, teachers, visitors and staff	Falls, cuts, other injuries from play equipment	*All play areas and apparatus comply with standards *play areas regularly inspected and formally accessed by a competent person *Areas cleaned and litter picked daily. *Duty 1st aider always available. *Adult helpers and staff to encourage safe play.	2	2	4	Yes	No				
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	1	2	Yes	No				
Safeguarding risks	Children, adults at risk	Inappropriate behaviour, abuse, kidnapping	*WWT safeguarding policy and guidance in place and training provided to all WWT staff and volunteers *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				
Gates	Staff, visitors, volunteers	Trapped fingers	Gates have appropriate signage to inform visitors of push/pull action required. First aider on site at all times	3	1	3	Yes	No				

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Wheelchair users moving around site	Wheelchair user, other visitors, staff, teachers	multiple	<p>Pathways are tarmac and level- to ensure safe movement around site</p> <p>Reed bed boardwalk is wooden in construction and wide enough to accommodate a wheelchair.</p> <p>Passing places in place for safe movement through the reed bed.</p> <p>Wheelchair users can pond dip safely at the raised pond.</p> <p>Powered wheelchairs may not use the boats – due to weight limit of ramp onto boat.</p> <p>Manual wheelchair users can if accompanied by a person capable of getting them into and out of the boat. Boat specific risk assessment details procedure for loading/unloading wheelchair users.</p>	1	1	1	Yes	No				
Boats	Staff, volunteers, visitors	Falling over board, minor injuries, ingestion of water, drowning	<p>There is a boat specific risk assessment for further detail on boating activity and procedures. Specific to school groups are the following aspects:</p> <ol style="list-style-type: none"> 1. School boat trips will last no longer than 30 minutes and this time includes putting on/taking off life jackets. Should groups be running late then shorter trips will take place. Schools will be advised beforehand of their departure times, and it is the responsibility of the teacher to be at the jetty on time. 2. Groups should not access the jetty without a member of WWT staff. 3 Control and discipline of the group remains the responsibility of the teachers with the students. However if drivers feel that behaviour whilst travelling is unsafe they should return immediately to the jetty. 4. All students to wear life jackets if primary age. For secondary school groups the choice will be given to the teachers regarding life jackets. 5. Ratios of 1:3 will apply with students up to the age of 16. 6. Students aged 17+ will be considered adults 	2	5	10	Yes	No				

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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	Admissions Desk 01903 881530
Local hospitals (emergency and non-emergency)	Bognor Minor Injuries – Shripney Road, Bognor Regis, PO22 9PP – 01243 865418 Chichester St Richards Hospital A&E Dept – 01243 788122 Worthing Hospital A+E Dept, Lindhurst Road – 01903 205111
Access points for emergency services	Main Entrance into Visitors Centre