

GENERIC RISK ASSESSMENT RECORD

RISK MATRIX TABLE

L \ S	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

- This Risk Assessment relates to controlling significant hazards *specific to an activity*. It must ensure that all the controls necessary to reduce the risk have been implemented.
- This generic RA will be **used** with a people/site risk assessment, which takes into account local circumstances, and persons involved.
- The Residual Risk is calculated by how the Control reduces the Likelihood and Severity of the original Level of Risk to an acceptable level.

RA CODE:	ACTIVITY ASSESSED:	ASSESSED BY:	ASSESSMENT DATE:	LOCATION:
ED01	General Education Activities	VJD, KY, NB	12/3/18	Classroom, education areas
PRINCIPAL HAZARD (Potential for Harm)	RISKS TO WHOM	LEVEL OF RISK (Before Control)	Controls TO BE IMPLEMENTED (to remove hazard; or reduce risk level to an acceptable level) (NOTE: one precaution may tackle several hazards)	RESIDUAL RISK (After Control)
Trip hazards, slippery and uneven surfaces and slopes	Staff/ Vols/ Public	4	All projects must follow WWT policies and procedures relating to and regarding supervision, recruitment and management of projects with children and vulnerable adults (DBS etc). Supervision ratios to be observed as per WWT teacher notes. Introduction and site safety talk to teachers, carers, parents and children at outset of activities. Teachers to supervise children and vulnerable adults at all times and inform them to not climb on tables, fencing, gates and walls, raised beds, or enter any restricted access areas, including pond dipping areas or wider reserves unsupervised. Everyone engaged in the activities to wear appropriate and suitable footwear, and appropriate clothing for the weather conditions.	4
Vehicles on site	Staff/ Vols/ Public	5	Site safety talk about potential vehicles, adults to supervise at all times.	1
Weather conditions	Staff/ Vols/ Public	6	Teacher's notes request sun cream is applied to children before their visit. Site safety talk – with reference to sunburn/sun stroke, hypothermia, and dehydration. Teacher's notes request sun cream is applied to all members of the group before their visit. Teachers and support staff to supervise the learners at all times including lunchtime. Ensure that the learners are not in the direct sun (summer) or adverse weather conditions (winter) for long periods. Advise to wear sun hats in heat and waterproofs as appropriate.	2

			Appropriate suitable footwear and clothing to Staff/ Vols/ Public be worn. During high winds and thunder storms groups should endeavour to head indoors.	
Insects, plants, animals, infections from water, biological hazards	Staff/ Vols/ Public	10	Teachers leading party to obtain information from ALL party members on any known conditions that maybe onset by the activity. All members of party to wash hands after activities and not to eat or drink during activity. Teachers are responsible for members of visiting party at all times including lunchtime. Teacher's notes request children's cuts are covered prior to visit. Verbal warning about not putting hands near face or in mouth, and no eating and drinking until hands have been washed. Advise all to wash hands washed after each activity where children are in contact with plants, animals or the floor.	4
Trip hazards- Indoors	Staff/ Vols/ Public	8	Safety talk, all persons attending activities to wear appropriate foot wear. Children and vulnerable adults to be supervised by visiting teachers/leaders at all times, adequate and appropriate levels of supervision to be provided by visiting parties (see teachers' notes). Advise not to run in indoor areas.	2
Electrical sockets and equipment	Staff/ Vols/ Public	15	Ensure that equipment is secured and stored to ensure adequate floor space for activities. Equipment and resources are stored correctly and safely and pat tested as appropriate (HSE). Teachers to supervise children at all times to ensure they do not interfere with sockets and/or electrical equipment.	2
Fire	Staff/ Vols/ Public	15	Ensure that all staff and volunteers are aware of signing in and out procedures. Ensure that all staff are instructed and aware of the fire evacuation procedures. Ensure all fire extinguishers comply with legislation and are serviced annually; all fire exits are clearly marked and kept free from obstructions. Check that all fire doors are kept closed and not locked or pegged open, during sessions. Ensure that break glasses are clearly visible.	5

Safe System of Work - In accordance with: Management of H&S at Work Regulations 1999

Determine Procedure Below

1. **Ensure adequate first aid provision is available and that a competent first aider is on site.**
2. **Safety talk to warn about slip and trip hazards, vehicles on site.**
3. **Talk about what to do and where to go in the event of a fire.**

4. Make sure everyone is appropriately dressed for the current weather conditions.

Can Safe System of Work be met? – if NO determine Local Controls on the People and Site Risk Assessment