



## RISK ASSESSMENT FORM

### Workshop: Investigate and Design

Organiser: Alison Peacham

Venue: Living Planet Centre

Dates: from September 2017 - 2018

Signed:

WWF Contact Name: A Peacham

Position: School and Youth Visits Manager

Description of Activity: Key elements of the experience at the LPC are listed below:

- Give students access to WWF's wildlife, oceans, freshwater and forest zones
- Give students opportunities to engage in a workshop session in the Holman Learning Zone (detailed workshop plan available)
- Schools bring own snack. School's notifying WWF of any allergies.

Please see overleaf guidance for teachers on risks and issues to consider on the Amazing Amazon workshop. Please be advised that you will need to complete your school's individual risk assessment and follow your own school's guidance in addition to this document.



President: HRH Princess Alexandra,  
the Hon Lady Ogilvy GCVO  
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## RISK ASSESSMENT FORM □

| TASK<br><i>(Description of task)</i>  | HAZARD<br><i>(Description of hazard)</i>   | RISK TO<br><i>(Who is at risk – employee, public, visitor)</i> | LEVEL OF RISK<br><i>( Matrix below (2/3))</i> | MEASURES TAKEN<br><i>(Description of controls to reduce risk or remove hazard)</i>  |
|---|--|--|---|---|
| <b>General Safety Note</b><br>All Activities during this event will be supervised and led by WWF leaders. While WWF will do everything in its power to eliminate risk, the ultimate responsibility for the safety of school groups will rest with accompanying school staff and they should carry out their own risk assessment for this visit based on the individual requirements of their party. |  |  |   |   |
| Arrival at LPC by coach or minibus  | Risk of injury while disembarking from coach.  | Students, staff and visitors.                                  | 1/1 very unlikely                             | On arrival teachers will be asked to report at reception. Students travelling to the LPC by coach should only disembark from the coach when a teacher is available to escort them into the building and through to the Holman Learning Zone.  |
| Embarking transport at event conclusion   |  | Students, staff and visitors.                                  | 1/1   | Students will be invited to wait in the WWF Experience and will only leave LPC to embark coaches or minibuses when transport is in place. This will be under supervision of school staff.   |
| Arrival at LPC on foot  | Traffic and control in public spaces   | Students, staff and visitors.                                  | 3/1   | For school parties arriving by rail most of the walk is through pedestrian-only area and traffic light controlled crossings will be used. Walk is only 5 mins and children to walk in twos. On arrival the teacher will be asked to report to reception and a WWF leader will escort the group into the Holman Learning Zone.   |
| Safety On Arrival   | Danger associated with unfamiliar surroundings and unfamiliarity with emergency systems. | Students, staff and visitors.                                  | 3/1   | At the beginning of the visit the teachers and students will receive a short presentation regarding fire safety, first aid and security procedures while attending the LPC. WWF leaders will liaise with WWF Facilities Manager and Supporter Services to ensure planned visits will not be affected by other work that may impact the group's safety during the visit. |
| Illness or Accident   |  | Students, staff and visitors.                                  | 3/1   | When a child is poorly, or has suffered an accident at the LPC there is a strict protocol to follow:  |

|   |   |                               |     |  |
|---|---|-------------------------------|-----|--|
|   |   |                               |     | <p>A trained first aider is consulted.</p> <p>The incident is logged in the accident book – kept on reception.</p> <p>For injuries a letter is issued by one of the Child Protection Liaison Officers (CPLO).</p> <p>If there is any doubt at all the teacher would be responsible for ensuring a parent is consulted.</p>   |
| <p><b>Suitability of the LPC environment.</b></p> <p>The LPC zones, the Auditorium and the Holman Learning Zone have been specially designed to ensure they are fit for purpose for the intended use by young people. All equipment in the LPC Zones and Holman Learning Zone is maintained and tested in accordance with the manufacturer’s instructions and WWF’s internal policies and procedures.</p> |   |                               |     |  |
| Teaching and Learning in the Holman Learning Zone   | Unfamiliarity with equipment  | Students, staff and visitors. | 1/1 | A briefing will be given on the use of any specialist equipment and all sharps will be used under supervision and locked away by WWF staff. First Aid equipment and Eye Wash Station available in the Learning Zone.   |
| Stacking chairs in the Holman Learning Zone   | Chairs falling  | Students, staff and visitors. | 1/1 | Stack no more than four chairs high  |
| Use of Thematic Zones   | Slips trips and crushing  | Students, staff and visitors. | 3/1 | <p>The group will be broken down to three or four smaller groups of no more than ten people per group to ensure they can safely engage with the zones. The zones will be kept clear of trailing wires and trip hazards between visits and wet floors will be dry mopped with spillages cleared up immediately.</p> <p>WWF leaders will check all areas in advance to ensure no additional hazards are present.</p> |
| Safeguarding Young people   | <ul style="list-style-type: none"> <li>Unfamiliarity of the environment, generally more curious with limited sense of danger. We can never</li> </ul> | Students, staff and visitors. | 3/1 | <p>WWF leaders will be fully trained in safeguarding and working with young people. Group sizes will be controlled with the max number of 34.</p> <p>WWF leaders will be fully DBS checked and work in accordance with WWF’s</p>   |

|                             |  |                               |                                  |  |
|-----------------------------|--|-------------------------------|----------------------------------|--|
|                             | <p>assume a place which is safe for an adult will be safe for a child.</p> <ul style="list-style-type: none"> <li>• Separated from the group</li> </ul> <p>Physical/mental/sexual abuse</p> <ul style="list-style-type: none"> <li>• Inexperienced Activity Leaders</li> <li>• Students carrying their own mobile phones or potential weapons</li> </ul> |                               | <p>3/1</p> <p>1/1</p> <p>1/1</p> | <p>safeguarding policy with regards to working with young people. WWF leaders will never work alone with a student, if students need to separate from the larger group the teachers/assistants will supervise.</p> <p>At least two teachers/assistants will support the WWF leader throughout the experience and will be responsible for dealing directly with any behavioural issues.</p> <p>WWF leaders will use mobile phones to communicate with security/ facilities staff. In the case where a child is reported lost, security will lock down all access routes and initiate a search immediately.</p> <p>Students to be counted in and out to ensure correct numbers at all times and will be provided lanyards.</p> <p>Teachers are responsible for ensuring children do not bring mobile phones, electronic gadgets or weapons into the LPC.</p> |
| Use of electrical equipment | Risk of injury through unguarded electrical sockets, faulty / damaged equipment, incorrect use.  | Students, staff and visitors. | 1/3                              | Students will interact with electrical equipment which has been especially designed for young people's use. Portable electrical equipment is PAT tested and will be regularly inspected before use by the WWF leaders who will closely supervise the groups at all times. No students at any time will be left to operate any equipment on their own.  |
| Fire                        | If trapped, risk of fatal injuries from smoke inhalation/burns   |                               | 3/2                              | The WWF leaders will be trained fire wardens. WWF leaders will brief groups on the procedures, give instructions and lead the group in case of need to evacuate the building. WWF must be notified of any students or staff who use a wheelchair or who have impaired mobility and the visiting organisation must have allocated helpers to support this group.  |
| Use of toilets              |  |                               | 1/1                              | Children must be accompanied to the toilets by a member of   |

|                                  |   |  |     |  |
|----------------------------------|---|--|-----|--|
|                                  |   |  |     | teaching staff/ teaching assistant.  |
| Lunch (not provided on workshop) | Risk of choking or allergic reaction  |  | 3/2 | Prior to the visit, schools are asked to inform WWF of any allergies. The teacher accompanying the group is responsible for ensuring children's dietary requirements are adhered to.                       |
| Vehicle movement                 | Pedestrians could suffer serious injury if struck by cars entering/ leaving the car park or moving in it. |  | 1/3 | Activities around car park access routes will be supervised by visiting staff and WWF leaders. These activities will only be undertaken during daylight hours.<br><br>Pavements will be used at all times. |

| <b>L = Likelihood</b> | <b>S/C = Severity/Consequence<br/>(to employees,<br/>contractor/visitor)</b> |
|-----------------------|--|
| 1 = very unlikely     | 1 = injury, no time off  |
| 2 = unlikely          | 2 = injury, time off   |
| 3 = possible          | 3 = more than 3 days off   |
| 4 = very likely       | 4 = long-term absence  |
| 5 = certain           | 5 = death  |