



## Risk Assessment & Control Form

<b>Contract Name / Address:</b>															
<b>Rev:</b>	1	<b>Activity:</b>	Education sessions taking place in the Discovery Forest Classrooms (for schools to use in conjunction with their own risk assessments)				<b>Date of Risk Assessment:</b>		10/09/24						
This risk assessment will be reviewed as a minimum at 12 monthly intervals							<b>Key:</b>	<b>YWP</b>	YWP	<b>L</b>	Likelihood	<b>Risk Rating</b>	16 - 25	HIGH	
								<b>SC</b>	Other contractors	<b>C</b>	Consequence		8 - 15	MEDIUM	
								<b>P/V</b>	Public/Visitors	<b>R</b>	Rating		0 - 7	LOW	
<b>Date of next review:</b>			10/09/25				<b>Controls</b>			<b>Post Control Rating</b>			<b>Further action required</b>		
<b>Hazard &amp; Hazardous Event</b>			<b>Persons at Risk</b>			<b>Pre-control Rating</b>			<b>Risk Control Measures</b>			<b>Remarks</b>			
			YWP	SC	P/V	L	C	R				L	C	R	

<b>Storage - Slips / trips / falls</b>	✓		✓	4	4	16	<ul style="list-style-type: none"> <li>Students instructed on entering the classroom to put belongings underneath their tables out of the way to ensure no obstacles.</li> <li>No food or drink to be consumed in the classrooms due to risk of spillages and slips. All instructed on entering classroom.</li> <li>Advised to wear suitable footwear.</li> </ul>	1	4	4	
<b>Moving bio-facts around in sessions- trip / fall</b>	✓		✓	4	4	16	<ul style="list-style-type: none"> <li>Students instructed to stay seated around tables and not move around classrooms.</li> <li>Maximum number of 32 students in classrooms, teacher advised on booking.</li> <li>Adults to assist in moving bio-facts around the tables, so students can remain seated.</li> <li>Visitors' belongings stored underneath tables, so they are not obstacles.</li> </ul>	1	4	4	Free adult ratios are provided to help with supervision and help within session.
<b>High volume of visitors in classrooms / outside</b>	✓		✓	4	4	16	<ul style="list-style-type: none"> <li>An in and out system is in place for visitors. They enter through the front doors of the classrooms and leave out</li> </ul>	1	4	4	YWP staff ask visitors to stick to the designated pathways around the centre. Additional adult helpers may be asked to wait

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<b>classrooms at one time –</b>  <b>trip / fall</b>  <b>visitors becoming too warm</b>  <b>overcrowding</b>  <b>crush hazard</b>							of the back doors. <ul style="list-style-type: none"> <li>Temperature control system in classrooms.</li> <li>Maximum number of 32 students per session and school staff to attend sessions.</li> <li>Back doors of the classrooms open outwards to avoid any crushing in an emergency evacuation situation.</li> <li>Classes are staggered slightly as they leave the classrooms to avoid congestion.</li> <li>Clear pathways are in place.</li> <li>Staff monitor and address any overcrowding where required.</li> </ul>				outside if excessive numbers are brought along on the day to avoid overcrowding and visitors becoming too warm.
<b>Use of electrical equipment –</b>  <b>Risk of burn / fire</b>	✓		✓	3	5	15	<ul style="list-style-type: none"> <li>All electrical equipment to have PAT certificate and to be checked on a regular basis. Any defects to be reported.</li> <li>Staff to maintain good housekeeping practices and report any faults.</li> <li>Equipment used in well ventilated areas.</li> </ul>	2	5	10	

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							<ul style="list-style-type: none"> <li>All equipment to be switched off after use.</li> </ul>								
<b>Session taking place inside a building-</b>  <b>Risk of fire</b> <b>Glass doors – walking into them.</b>	✓		✓	3	5	15	<ul style="list-style-type: none"> <li>Fire extinguishers in place and checked regularly.</li> <li>No smoking policy in place in all areas.</li> <li>Fire drills conducted regularly.</li> <li>Trained fire marshals on site.</li> <li>Decals are in place on the glass doors</li> </ul>	1	5	5					
<b>Animal Handling – Zoonosis</b>	✓		✓	4	5	20	<ul style="list-style-type: none"> <li>All reptiles have routine faecal screens and hygiene &amp; husbandry protocols are strictly followed.</li> <li>Students / adults instructed not to put hands near their mouths. Schools get free adult ratios for supervision.</li> <li>Students are not permitted to eat or drink in the classrooms and are told this by YWP staff before entering the classrooms.</li> <li>Tables are disinfected at the end of the</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Students are reminded throughout the sessions not to eat and drink in the session.</li> <li>Before the animals are touched students are reminded not to put their hands near their mouths.</li> <li>At the end of the session's students are told which direction to leave the classroom and again reminded that they must wash their hands.</li> <li>Reptiles will not be used in nursery or reception classes unless school staff confirm in advance all children are aged 5 and over.</li> </ul>				

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							<ul style="list-style-type: none"> <li>day.</li> <li>All persons are instructed to go directly to the hand wash station to wash hands with soap and water after handling animals. The exit route goes directly past the hand wash station.</li> <li>Anti-bacterial hand gel is available in the classroom.</li> <li>Students under the age of 5 are not permitted to touch any reptiles as per government guidelines on reducing the risk of salmonella.</li> </ul>				
Animal handling – Bites and scratches	✓		✓	4	1	4	<ul style="list-style-type: none"> <li>Animals showing any signs of aggression or abnormal behaviour are not used.</li> <li>Education staff are trained to handle animals. Only YWP staff will be handling the reptiles in the sessions.</li> <li>Students are always supervised by an adult when handling animals to ensure sensible behaviour (free adult places are offered for this)</li> <li>Students not following the instructions</li> </ul>	1	1	1	Free adult: student ratios are in place within the YWP education price structure to enable visiting educational establishments with cover for supervision.

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								given are not allowed to touch animals and animals may be put away. <ul style="list-style-type: none"> <li>Students are instructed not to pet near the heads of the animals.</li> <li>Animals are routinely health checked and nails trimmed when necessary.</li> <li>Students are not to try to restrain animals.</li> <li>Noise levels must be kept minimal while live animals are being used.</li> <li>Reptiles will be removed from sessions at the YWP staff discretion due to animal welfare standards.</li> </ul>								
<b>Name:</b>	J Bancroft			<b>Signature:</b>						<b>Position:</b>	Education Manager			<b>Date:</b>	10/09/24	

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### **STEP 1**

Identify the **Likelihood** rating of the risk materialising, using the table below:

<b>Numerical Rating</b>	<b>Probability</b>	<b>Description</b>
0	Impossible	i.e. cannot happen under any circumstances
1	Almost impossible	i.e. possible only under extreme conditions
2	Highly Unlikely	i.e. though conceivable
3	Unlikely	i.e. but could happen
4	Possible	i.e. but unusual
5	Even Chance	i.e. could happen

### **STEP 2**

Identify the **Consequence** rating if the risk should materialise, using the table below.

<b>Numerical Rating</b>	<b>Consequence</b>
0	No Injury
1	Minor First Aid Injury
2	Break Bone or Minor Illness (Temporary)
3	Break Bone or Minor Illness (Permanent)
4	Loss of a limb, eye, serious illness
5	Fatality

### **STEP 3**

Multiply the Likelihood and Consequence ratings together to give the risk rating. Using the risk rating and the action table detailed below determine what further action needs to be taken to reduce the risk to an acceptable level.

<b>Risk Rating</b>	<b>Action to be Taken</b>
16-25	Stop work until control measures reduce the risk rating to an acceptable level
6-15	Introduce control measures to reduce risk as low as reasonably practicable
0-5	No action required risk broadly acceptable