

**Scottish Seabird Centre**

Location:

Name:

Date:



|                | What                                   | How                                       | Who            | What is in place   | Risk                |                  |                      | Record                         | Risk Benefit Analysis |
|----------------|--|---|----------------|--|---------------------|------------------|----------------------|--------------------------------|-----------------------|
|                | Hazard                                 | Harm                                      | People at risk | Existing preventative measures   | Probability (p) 1-5 | Severity (s) 1-5 | Rating (p)x (s) 1-25 | What measures need to be taken | Benefits              |
| 1              | Fire                                   | Burns, smoke inhalation, death            | All            | Fire evacuation procedures in place. Alarm emits a continuous tone. Group will be guided to nearest exit and assembly point.   | 1                   | 5                | 5                    |                                |                       |
| 2              | Stairs                                 | Falling downstairs                        | All            | Pupils are asked to ascend/descend stairs in single file. Lifts are available.   | 1                   | 3                | 3                    |                                |                       |
| 3              | Pupils becoming lost                   | Pupils becoming separated from the group. | Pupils         | All pupils are given a purple tabard to identify them as part of the group and all staff are aware of the group in the centre. All pupils are asked to remain in the centre and not to leave the building. | 1                   | 2                | 2                    |                                |                       |
| 4              | Trapping fingers in doors              | Cuts                                      | Pupils         | Children supervised around doors at all times and informed of dangers of heavy storm doors.  | 1                   | 2                | 2                    |                                |                       |
| 5              | Moving in darkness in Wildlife theatre | Minor cuts and abrasions                  | All            | All pupils are seated before the film starts and are asked to remain seated for duration of film.  | 1                   | 1                | 1                    |                                |                       |
| 6              | Interactive exhibits                   | Injuries to hands and fingers             | All            | Staff will be available to advise on safe use of exhibits.   | 1                   | 1                | 1                    |                                |                       |
| Your Comments: |  |   |                |  | Recommendations:    |                  |                      |                                |                       |

**Beach**

Location:

Name:

Date:

|   | What   | How  | Who            | What is in place   | Risk                |                  |                      | Record                         | Risk Benefit Analysis |
|---|--|--|----------------|--|---------------------|------------------|----------------------|--------------------------------|-----------------------|
|   | Hazard   | Harm   | People at risk | Existing preventative measures   | Probability (p) 1-5 | Severity (s) 1-5 | Rating (p)x (s) 1-25 | What measures need to be taken | Benefits              |
| 1 | Accessing the centre from the bus drop-off point | Could be knocked down by vehicle                               | All            | All groups are met at bus drop-off by education officer and led safely to education centre.  | 1                   | 5                | 5                    |                                |                       |
| 2 | Accessing the beach along the side of the road   | Could be knocked down by vehicle                               | All            | All groups are given a safety talk before departing for the beach.   | 1                   | 5                | 5                    |                                |                       |
| 3 | Strong Tides                                     | Risk of being swept into sea                                   | All            | Tide times and states are observed and recorded for all group visits. Groups are dealt with accordingly.   | 1                   | 5                | 5                    |                                |                       |
| 4 | Sharp or hazardous objects                       | Cuts   | All            | All groups are briefed about hazards on the beach and asked not to touch anything and to raise awareness of an adult.  | 1                   | 3                | 3                    |                                |                       |
| 5 | Minor cuts and abrasions                         | Cuts or grazes and risk of getting water or sand in wound.     | All            | A first aid kit and first aider will be present at all times.  | 5                   | 1                | 5                    |                                |                       |
| 6 | Sunburn/exposure                                 | Sun burn/sun stroke  | All            | All groups are asked to wear appropriate clothing and to provide sunscreen for themselves.   | 1                   | 3                | 3                    |                                |                       |
| 7 | Cold and wet weather                             | Cold leading to hypothermia.                                   | All            | All groups are asked to wear appropriate clothing, waterproofs are provided for all children. Activity will be cancelled in extreme weather.                       | 1                   | 4                | 4                    |                                |                       |
| 8 | Germ and infections                              | Sickness and/or diarrhoea from ingesting germs and infections. | All            | All groups are reminded of germs found on the beach and are asked not to touch their face and mouth. All groups asked to wash hands on return to education centre. | 1                   | 1                | 1                    |                                |                       |

|                |                        |   |        |   |                  |   |   |  |  |
|----------------|------------------------|---|--------|---|------------------|---|---|--|--|
| 9              | Children becoming lost | Pupils could become separated from group. | Pupils | Groups are given a marked area to work in. All pupils given purple tabard to be easily identified. EO acts as overall supervisor so can react quickly should a child wander from group. | 1                | 3 | 3 |  |  |
| Your Comments: |                        |   |        |   | Recommendations: |   |   |  |  |

## Rockpooling

Location:

Name:

Date:

|                | What                    | How   | Who            | What is in place   | Risk                |                  |                      | Record                         | Risk Benefit Analysis |
|----------------|-------------------------|---|----------------|--|---------------------|------------------|----------------------|--------------------------------|-----------------------|
|                | Hazard                  | Harm  | People at risk | Existing preventative measures   | Probability (p) 1-5 | Severity (s) 1-5 | Rating (p)x (s) 1-25 | What measures need to be taken | Benefits              |
| 1              | Slippery Rocks          | Broken limbs, head injuries, cuts, abrasions                | All            | All participants discuss safe travel around rock pools.  | 4                   | 5                | 20                   |                                |                       |
| 2              | Incoming tides          | Getting wet, drowning                                       | All            | Group leader aware of tide times and responsible for group location.   | 2                   | 5                | 10                   |                                |                       |
| 3              | Nips, bites, and stings | Allergic reactions  | All            | All participants discuss the dangers of stings from certain animals including jellyfish.   | 1                   | 5                | 5                    |                                |                       |
| 4              | Ledges                  | Falling leading to minor injury                             | All            | All participants discuss safety around rockpools.  | 2                   | 5                | 10                   |                                |                       |
| 5              | Lifting heavy stones    | Injury to self or others – muscle strain, minor cuts, bumps | All            | Groups are made aware of the dangers of carrying materials. First aid kit carried by leader.   | 2                   | 1                | 2                    |                                |                       |
| 6              | Unclean water           | Sickness and diarrhoea                                      | All            | All groups are reminded of germs on the beach and asked not to touch their face and mouth. All groups are asked to wash hands on return to the education centre. | 1                   | 1                | 1                    |                                |                       |
| Your Comments: |                         |   |                |  | Recommendations:    |                  |                      |                                |                       |

## Collecting Natural Resources

Location:

Name:

Date:

|                | What                       | How  | Who            | What is in place   | Risk                |                  |                      | Record                         | Risk Benefit Analysis      |
|----------------|----------------------------|--|----------------|--|---------------------|------------------|----------------------|--------------------------------|----------------------------|
|                | Hazard                     | Harm   | People at risk | Existing preventative measures   | Probability (p) 1-5 | Severity (s) 1-5 | Rating (p)x (s) 1-25 | What measures need to be taken | Benefits                   |
| 1              | Sharp or hazardous objects | Cuts or grazes then water or sand going into would           | All            | Beach cleaned prior to arrival of groups. All groups briefed about hazards on the beach and asked not to touch anything and to raise awareness of an adult. First aid kit carried by leader.           | 1                   | 2                | 2                    | 1                              | Sharp or hazardous objects |
| 2              | Lifting materials          | Muscle strain  | All            | All groups are asked not to lift anything bigger than the size of two fists.   | 1                   | 1                | 1                    | 2                              | Lifting materials          |
| 3              | Carrying materials         | Injury to self and others – muscle strain, minor cuts, bumps | All            | Groups are made aware of the dangers of carrying materials. First aid kit carried by leader.   | 2                   | 1                | 2                    | 3                              | Carrying materials         |
| 4              | Children becoming lost     | Pupils could become separated from group                     | Pupils         | Groups are given a marked area to work in. All pupils given purple tabard to be easily identified. Education Officer acts as overall supervisor so can react quickly should a child wander from group. | 1                   | 3                | 3                    | 4                              | Children becoming lost     |
| Your Comments: |                            |  |                |  | Recommendations:    |                  |                      |                                |                            |

### Boat Trips

Location:

Name:

Date:

### Seafari Explorer Risk Assessments

Identification of any significant hazards and to ensure that any risk where possible is eliminated or controlled to minimise the potential of injury to crew or passengers.

| Hazard  | People at Risk      | Severity Possible implications                      | Risk Category High, medium or low | Minimum Controls Written policy, training, and measures to reduce risk  | Risk Category with controls | Further Action |
|---|---------------------|---|-----------------------------------|---|-----------------------------|----------------|
| Slips, trips, and falls on vessel or whilst boarding/leaving the vessel     | Passengers and Crew | Reportable injury                                   | Medium                            | Warning signs/verbal cautions when required. Non slip surfaces where possible. Crew awareness of trip hazards. Passengers must remain seated whilst underway. | Low                         |                |
| Falls from a height (falls downstairs or open hatches.)                     | Passengers and Crew | Major injury (Possible head injury or broken limbs) | Medium                            | Passageways kept clear. Handrails maintained; non-slip applications where possible. Hatches being accessed must be guarded if open.                           | Low                         |                |
| Fire on board   | Passengers and Crew | Major injury  | Low                               | Automatic extinguisher system, alarms, and video monitoring of engine room.   | Low                         |                |
| Manual Handling – lifting too heavy a load causing musculoskeletal injuries | Crew                | Reportable injury                                   | Low                               | Crew provided with training on manual handling technique. Trolley provided for transport of goods.  | Low                         |                |
| Injury during embarking or disembarking                                     | Passengers or Crew  | Reportable injury                                   | Medium                            | A crew person must assist passengers at ramp or gate whilst boarding or leaving vessel.   | Low                         |                |
| Entry to sealed compartments  | Crew                | Lack of oxygen or build-up of harmful gases         | Low                               | For compartments which are not opened regularly, one crew member must stay at the entrance for safety cover.  | Low                         |                |

|  |                     |  |        |   |     |  |
|--|---------------------|--|--------|---|-----|--|
| Falling into sea whilst docked or docking    | Passengers and crew | Reportable injury<br>Death from drowning   | Medium | Crew – wear life jackets during docking, operating training on safest procedures. Gunwale gate only open whilst alongside. Passengers must be marshalled on/off the vessel and kept away from pier edges and mooring ropes. | Low |  |
| Falling into sea whilst underway             | Passengers and Crew | Reportable injury<br>Death from drowning   | Medium | Crew – training on man overboard procedure. Passengers – safety announcement contains warning about hanging over safety rails and told to remain seated whilst vessel underway. Crew to monitor compliance during voyage.   | Low |  |
| Rockfalls from a cliff landing on the vessel | Passengers and Crew | Major injury                               | Low    | Vessel to remain at a safe distance from possible rockfall hazard   | Low |  |
| Injuries caused by moving machinery          | Crew                | Reportable injury<br>Limbs trapped/damaged | Low    | Only authorised crew permitted in engine room whilst engines are running. No crew in area during start up. All safety guards in place.  | Low |  |
| Injuries caused by mooring lines snapping    | Passengers and Crew | Major injury                               | Low    | All lines must be maintained in good condition. Undue stresses avoided.   | Low |  |