

## GENERAL RISK ASSESSMENT FORM

A

LOCATION/DEPARTMENT:	ZOO SITE	Ref. No:	<b>ED01</b>
DATE	<b>REVIEWED 12<sup>TH</sup> NOVEMBER 2019</b>		
TASK/ACTIVITY/PROCESS/WORKPLACE/EQUIPMENT: (Being Assessed)			
<i>Education visits (e.g. schools, colleges)</i>			

B

People/Persons at Risk – Numbers at risk				Matrix	LIKELIHOOD		
General				SEVERITY	Certain or near certain to occur	Reasonably likely to occur	Unlikely to occur
1. Employees/Staff		5. Contractors		Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
2. Co-Workers		6. New & Expectant Mothers		Injury or illness causing short term disability	HIGH	MEDIUM	LOW
3. Visitors		7. Disabled People		Other injury or illness	MEDIUM	LOW	LOW
4. Pupils/Students		8. Temporary/Volunteer Workers			<b>RISK</b>		
9. School/college staff							

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C

TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	INITIAL RISK H / M / L	ADEQUATELY CONTROLLED
List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No
N/A	MOVING VEHICLES	1-9	<ul style="list-style-type: none"> <li>• Upon arrival, it is recommended that children are designated into groups prior to leaving the coach. They should be safely guided to the zoo entrance by a responsible supervisor.</li> <li>• There is a 5mph speed limit at the centre.</li> <li>• If it is necessary for a company vehicle or plant machinery to be driven within public areas of the site during opening hours this will be at walking pace and any vehicle will always be accompanied by a banksman.</li> </ul>	M	YES

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<p>N/A</p>	<p>Zoonosis – ANIMALS BIOLOGICAL AGENTS BIOLOGICAL ARTEFACTS</p>	<p>1-9</p>	<ul style="list-style-type: none"> <li>•No visitors will come into contact with animals likely to transmit disease.</li> <li>•All animal exhibits are kept clean.</li> <li>•Hand wash facilities and antibacterial gel dispensers are located around the Zoo.</li> <li>•For taught sessions involving animal contact students will be briefed and supervised by zoo staff/volunteers.</li> <li>•Teachers are responsible for ensuring that all children/students wash their hands after leaving an exhibit or encounter before they consume any food or drink.</li> <li>•All reptiles used for handling are regularly health screened.</li> <li>•Children under 24 months old and pregnant persons should not touch animals.</li> <li>•Teachers should ensure that any existing cuts or grazes are dressed appropriately.</li> <li>Students/teachers should not handle any animals if they have an open wound.</li> <li>•Signs clearly displayed advising that if any of the group fall ill after visiting the centre it would be advisable to seek medical advice and explain that they have visited the centre and that the clinician should consider zoonosis with their diagnosis.</li> <li>•Visitors may only feed animals in designated areas.</li> </ul>	<p>L</p>	<p>YES</p>
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N/A	Animal bites and scratches -  DANGEROUS ANIMALS ANIMALS	1-9	<ul style="list-style-type: none"> <li>•No visitors will come into contact with species that are likely to cause harm.</li> <li>•Stand-off barriers at relevant enclosures to prevent contact between animals and visitors.</li> <li>•Visible signage warning visitors of dangerous animals.</li> <li>•During close-up encounter sessions students are to follow the instructions of zoo staff/volunteers at all times.</li> <li>•Teachers must report any animal bites or scratches immediately to a member of the staff and obtain first aid where needed.</li> <li>•Supervisors and teachers are responsible for children and students and should ensure that they do not put their fingers through mesh or into enclosures. They should also ensure that children remain behind any stand-off barriers.</li> <li>•All zoo staff carry radios in case of emergencies.</li> <li>•Trained first aiders are on site at all times.</li> </ul>	L	YES
N/A	Open ponds-  ANIMALS BIOLOGICAL AGENTS OPEN WATER	1-9	<ul style="list-style-type: none"> <li>•Ponds fenced off to ensure children cannot inadvertently fall in and to prevent unauthorised access.</li> <li>•Supervisors and teachers are responsible for children and students and should ensure that they remain behind safety fences.</li> <li>•Warning signs provided.</li> <li>•Regular checks of the fencing.</li> </ul>	L	YES
N/A	Trees-  EXTERNAL CONDITIONS STRUCTURE WEATHER	1-9	<ul style="list-style-type: none"> <li>•Daily inspection of all tree areas undertaken by the duty manager.</li> <li>•A tree survey is done every year by an independent body.</li> <li>•Regular tree maintenance undertaken.</li> <li>•Grounds and garden staff alert to any potential hazards and reporting protocol in place.</li> <li>•Teachers are requested to report any potential hazards they find immediately to a member of staff.</li> </ul>	L	YES

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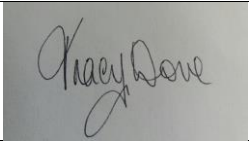
N/A	Lost children -  WELFARE SECURITY VIOLENCE/AGGRESSION STRESS	1-9	<ul style="list-style-type: none"> <li>•Supervisors and teachers are responsible for keeping their groups of children together.</li> <li>•It is recommended that a head count is done upon leaving each exhibit or building.</li> <li>•Lost children must be reported immediately to a member of staff.</li> <li>•All staff carry radios so that they can alert other team members and begin a search for the missing person immediately.</li> <li>•It is recommended that prior to their visit teachers agree a meeting place (e.g. zoo shop) with children /students in the event of their becoming lost or separated from their group.</li> <li>•Staff are visible around the centre and can be contacted if a child is lost.</li> </ul>	L	YES
N/A	Slips, trips and falls-  STRUCTURE HOUSEKEEPING SIGNAGE WEATHER	1-9	<ul style="list-style-type: none"> <li>•Teachers and supervisors are to ensure that all children/students keep to the designated paths around the centre at all times.</li> <li>•Children should not be permitted to run around the centre.</li> <li>•Daily inspection of all paths undertaken prior to opening with reporting system in place to deal with defects.</li> <li>•Any slips, trips or fall hazards that are found are reported to management and cordoned off or if possible rectified prior to opening of the zoo to visitors.</li> <li>•Teachers are requested should report any hazards they find to a member of staff immediately.</li> <li>•Good housekeeping at the zoo is maintained at all times</li> </ul>	M	YES

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N/A	Fire - HOUSEKEEPING ELECTRICAL DANGEROUS SUBSTANCES WEATHER DUST HOT WORK STRUCTURE	1-9	<ul style="list-style-type: none"> <li>•Fire evacuation procedure in place for the zoo, with regular drills carried out.</li> <li>•In the event of evacuation teachers should carry out a head count of the group and any missing persons must be reported immediately to a member of zoo staff.</li> <li>•If you come across a fire at the centre please raise the alarm immediately by alerting the nearest member of staff, who will raise the alarm and ask you to please proceed to the nearest fire assembly point.</li> </ul>	L	YES
N/A	Dangerous animal escape - DANGEROUS ANIMALS ANIMALS NOISE STRESS	1-9	<ul style="list-style-type: none"> <li>•Animal escape procedure &amp; policy established, with regular drills carried out.</li> <li>•All staff are in radio contact in case of emergencies.</li> <li>•In the event of a dangerous animal escape instructions given by the zoo staff must be followed.</li> <li>•If evacuated into a building, teachers should ensure all group members stay inside and keep doors and windows closed until a member of zoo staff says it is safe to exit.</li> <li>•Teachers are requested to report any missing members of your group immediately to a member of staff.</li> <li>•Never try to help catch an animal that has escaped! You could put yourself in danger. Our team of keepers have specialist training to deal with animal escapes; this could be hindered by visitors trying to help.</li> <li>•Safe working practices are in place and enclosures are inspected daily to ensure that they are in good, safe working order.</li> </ul>	M	YES

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N/A	Play Park - STRUCTURE SIGNAGE WEATHER	3,4	<ul style="list-style-type: none"> <li>•Children must be supervised at all times whilst using the play park equipment.</li> <li>•Safety signs must be complied with at all times.</li> <li>•All play park equipment must be used in a safe manner.</li> <li>•Children who are not playing safely with the equipment must be removed from the play area immediately.</li> <li>•The play park equipment at the centre is inspected daily to ensure it is in good safe working order prior to opening.</li> <li>•An annual play park inspection takes place each year.</li> </ul>	L	YES
N/A	First Aid - CHEMICAL AGENTS BIOLOGICAL AGENTS STRESS VILOENCE/AGRESSION	1-9	<ul style="list-style-type: none"> <li>•Teachers and group supervisors are responsible for the first aid of their groups, however we have trained first aiders on site at all times to deal with any serious incidents.</li> <li>•All incidents at the zoo must be reported to a member of the staff and a first aid report must be completed.</li> <li>•All staff are in radio contact in case of emergencies.</li> </ul>	L	YES

Risk Assessment Circulation list (tick box)					
Employees	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	Contractors	
Other – Specify:	Teachers/group leaders <input checked="" type="checkbox"/>				
Assessor:	TRACY DOVE		Signature:		
Date Assessed:	12 <sup>th</sup> November 2019		Review Timescale:	12 <sup>th</sup> November 2020	

### **Code of Conduct for Visiting Groups**

We want you all to have an enjoyable visit to the IOW Zoo. Please remember that this is our animals' home. They can be distressed by loud and excitable behaviour so please ensure that you move around the zoo calmly.

Behaviour, discipline and welfare of students are the responsibility of the group leader at all times whilst inside the zoo.

Educational groups are required to bring a minimum of 1 member of staff per 10 students.

**We ask that you observe this adult-student ratio at all times in the zoo. Failure to observe this rule may result in the group being requested to leave without refund.**

**No student is to be left unaccompanied during your visit. All students must be closely supervised at all times.**

Please report accidents or emergencies to the gift shop staff.

Equipment in the play area should be treated with respect. Group leaders are requested to limit the number of children using the equipment at any one time and to supervise them closely to avoid accidents and breakage.

#### ***Please share these important rules with your students:***

- Please stay with an adult at all times.
- Please remain behind safety barriers. Do not climb onto or over them.
- Please show respect to the animals. Do not shout at them, poke them or throw things at them.
- Please also show respect to other visitors. They want to have a nice day out, too.
- Please do not feed the animals - this can make them ill.
- Walk, don't run - to avoid accidents. Running also distresses the animals.
- If you touch any of the animals in the animal encounter zones wash your hands afterwards to prevent the transfer of disease.