Tropical Wings Zoo Risk Assessment ZR001

TASK / ACTIVITY:	SCHOOL / GROUP VISITS

ASSESSMENT DESCRIPTION:

This assessment can be used by schools and Group Leaders to aid them when drawing up their risk assessment. This is not your risk assessment as it cannot cover transport, levels of supervision and similar but it demonstrates what the zoo has done to control the risks. Group Leaders are welcome to attend the zoo for a pre-visit check to undertake their own risk assessment which reception staff will arrange at the booking process.

HAZARDS:

Animals	☑	Electricity	☑	Fencing	☑
Zoonotic disease	☑	Fire	☑	Hazardous substances	☑
Moving vehicles	☑	Abrasions	☑	Water	☑
Food pathogens	☑	Slips / trips	☑		
Falls from height	☑	Adverse weather conditions	☑		

PERSONS EXPOSED:

Visitors / members of public	☑	Vulnerable Groups	☑

The risk to vulnerable groups such as women of child-bearing age who are or may be pregnant, or those with an existing health condition is increased. Children are also of particular risk, particularly when in large groups.

OUR CONTROL MEASURES:

- Visits of large numbers must be pre-arranged by Group Leader with the zoo. An invitation for the group leader to visit the premises free of charge is permitted to enable teachers / group leaders to carry out their own risk assessments to check suitability etc.
- All visiting groups must have adequate numbers of adults to supervise children, including extra provisions for special needs groups. Schools & similar are expected to follow levels of supervision recommended in the DfES (Department for Education and Skills) document "Health & Safety of Pupils on Educational Visits 1998" to maintain standards.
- Information can be given on the booking form or confirmation letter to ensure group leaders understand how to avoid specific dangers e.g. handwashing and any other relevant information.
- First aid supplies and trained staff are available. Zoo Departmental Managers carry a mobile phone and all staff carry a two way radio.
- The zoo regularly inspects and patrols the site to identify hazards and risks. Defects are reported and actioned. Fencing, gates, barriers are regularly checked. Enclosure doors are padlocked shut. Stand-off barriers are provided to enclosures where required to restrict access.
- Layout and routes are planned to minimise risks to visitors, there are many covered walkways and good disabled access. Staff only areas are restricted by fencing or secured. Routes around the zoo divert visitors from non-access areas, particularly parts of the zoo where maintenance work is going on.
- The zoo is clearly sign posted in the surrounding area to give directions. There are clear signs on the access road to directing vehicles to the parking areas. There are adequate provision for coaches.
- Access roads maintained and regularly checked for pot holes and other hazards. Access roads relatively straight with good visibilty. Car parking areas are provided and clearly signed.
- Entrance to the zoo is segregated from parking areas by fencing. Adequate lighting provided.
- Group Leaders are reminded of the need to oversee that hand-washing is carried out correctly prior to eating - along with the risk from children placing their fingers in their mouth and petting or kissing the animals. This supervision is particularly important with young children or persons with learning difficulties. Stress they must not eat or chew (including sweets) outside the food only areas and never eat food which has fallen to the ground, or taste animal foods; also not to suck fingers or put hands, pens, pencils or crayons etc in mouths.
- Ample hand washing facilities are provided around the site with clear signs reminding visitors to wash hands after touching animals and not to eat or drink while touching the animals. Running water, liquid soap and

means of drying hands provided.

- Ample toilet facilities are provided, including for disabled visitors and clearly signed. All facilities are properly maintained and cleaned regularly.
- Level, well maintained pathways are provided, many of which are wheelchair friendly. Salt or similar used in the winter months to reduce risk of slipping.
- Paths, gates, fencing etc. are regularly cleaned and disinfected to reduce the risk of infection from zoonotic disease and kept free from faeces and urine from livestock. The zoo is kept as clean as practicable.
- A Zoo licence is held and standards are governed by the local authority, DEFRA and BIAZA. All Livestock is regularly checked by our vet. Livestock housed within external enclosures which are fenced and signed.
- Any "activities" arranged are supervised by trained staff at all times and following standard rules and procedures.
- Eating areas carefully sited away from main animal contact areas. Visitors pass by washing facilities before entering eating areas where livestock are not permitted.
- Good husbandry livestock techniques with regular visits from a vet to check on the health of livestock, especially for zoonoses such as salmonellosis, cryptosporidiosis, orf or ringworm. Livestock showing signs of ill health removed from contact areas. Livestock showing signs of aggression would be segregated and disposal considered if necessary. Rodent control carried out around the zoo.
- Manure and compost heaps in secure staff only yard away from public contact. All hazardous substances (disinfectants, chemicals, workshop / maintenance consumables etc.) kept secure in non-public areas.
- Fire extinguishers provided in buildings. No smoking is permitted within the zoo except for designated smoking areas of which there are two (see Smoking Policy). Adequate emergency procedures are in place with staff trained how to evacuate visitors.
- Water features fenced from members of the public, regularly checked and maintained.
- Food in the café and snack shack is brought on to the site pre-packaged, no direct food handling on site other than final plating. All normal standard hygiene precautions in place in the café and snack shack.
- The Group Leader should ensure cuts or abrasions on exposed skin are covered with plasters to minimise the risk of entry by biological agents.

ARE THE RISKS ADEQUATELY CONTROLLED?	**YES** ☑	**NO** ☐

ADDITIONAL CONTROLS:	**DATE**
▪ All schools and organised groups should undertake their own risk assessment for the visit. ▪ On arrival, the Group Leader should inform the zoo of arrival PRIOR to the group disembarking from the coach / vehicle. This is to ensure arrangements for the visit can be put into place and children are not in the car park waiting as there may be moving vehicles. Our policy is to greet each coach personally by our education staff and parking marshalls, a H&S talk is provided using the coaches PA system or our own portable Microphones. All Groups are then escorted safely through the school access gate and directed to their designated lunch and belongings area. ▪ High risk groups whose exposure to zoonotic infections could have serious effects, such as persons undergoing some cancer treatments, people without a spleen, organ transplant recipients should be made aware of the risk of zoonotic disease from animals. ▪ All visitors are reminded that suitable footwear is advised on the zoo– non-slip footwear such as trainers, boots or wellingtons are ideal. Wet weather clothing / warm clothing is advised during the winter months. ▪ There is a formal procedure should a child be separated from their group which involves all our staff communicating through two way radio and signing off their areas as clear of the described lost child, radio silence until found and it is our policy to never use a child's name over the radio.	

ASSESSOR'S NAME:	Adam Jones Head of Operations	**DATE:**	May 2016
SIGNATURE:		**REVIEW DATE:**	May 2017