

Reference: ADMIN 003

Date: 6TH JUNE 2011

Risk Assessment – Page 1

1. **Company:** BANHAM ZOO AFRICA ALIVE! DINOSAUR ADVENTURE
Site/Location: VARIOUS LOCATIONS AT ALL THREE PARKS
Assessor: BRIDGET HALLETT **Job Title:** ADMINISTRATION SUPERVISOR
Senior Manager: MARTIN DUPÉE **Job Title:** HEAD OF OPERATIONS AT ALL THREE PARKS

2. a) **Work activity/process:** SCHOOL/GROUP/PRE-SCHOOL/UNIFORM GROUPS/SPECIAL NEEDS AND SPECIAL NEEDS SCHOOLS

b) **Elements:** CHILDREN, ADULTS ACCOMPANYING GROUPS OF CHILDREN, DISABLED GROUPS WITH CARERS.

c) **Frequency:** DAILY

3. Risk assessment required under the following legislation:	Required	Completed
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007		
CONTROL OF ASBESTOS REGULATIONS 2006		
CONTROL OF NOISE AT WORK REGULATIONS 2005		
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGS 2002 (COSHH)		
CONTROL OF VIBRATION AT WORK REGULATIONS 2005		
ELECTRICITY AT WORK REGULATIONS 1989		
HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992		
HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981		
LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 (LOLER)		
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 (TAKING INTO CONSIDERATION THE YOUNG PEOPLE AT WORK: A GUIDE FOR EMPLOYERS FOR ANY PAID/UNPAID EMPLOYEES UNDER THE AGE OF 18)	YES	YES
MANUAL HANDLING OPERATIONS REGULATIONS 1992		
PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992		
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)		
WORKING AT HEIGHT REGULATIONS 2005		

Reference:

Date:

Risk Assessment – Page 2

4a. Significant hazards

People* at risk**

	ST	VA	VC	OSV
SLIPS. TRIPS AND FALLS		1	1	
INFECTIONS		1	< 30	
TRAFFIC		1	1	

4b. Significant hazards

Property/equipment at risk

* key: staff = ST; visitors = VA (adult) / VC (child); contractors/work experience/volunteers/experience guests = OSV (other site visitor)
 ** specify numbers and individuals particularly at risk using '<' less than symbol; '=' equals symbol or '>' more than symbol

5. Hazard

Hazard	Severity	Likelihood	Action priority
SLIPS TRIPS AND FALLS	C	2	LOW
INFECTIONS	B	3	LOW
TRAFFIC	A	3	MINIMUM

6 a) Current control measures: WRITTEN GUIDELINES IN PLACE AND ISSUED TO ALL ORGANISERS OF GROUP VISITS

b) Are these adequate? (delete as applicable) YES

c) Further control measures required: NO FURTHER CONTROL MEASURES REQUIRED
Implementation by (date): _____

7. Information / training needs: NO FURTHER INFORMATION OR TRAINING REQUIRED

Date completed: _____ **By (person):** _____

8. MONITORING:
a) Frequency: ON EACH VISIT
b) Person(s) responsible: GROUP ORGANISER

9. REVIEW DATES:
a) After further controls implemented: _____
b) Maximum period: 12 MONTHS **Review by:** ASSESSOR

10. SIGNATURES:
Assessor: _____ **Senior Manager:** _____

SAFE WORKING PRACTICE

Group Visits to Banham Zoo, Africa Alive!. Dinosaur Adventure

Written by: Bridget Hallett

Issue date: 6TH June 2011

Ref:

ADMIN 003

WHAT VISITS INVOLVE?

All authorised visits by Schools, Pre-Schools, Special Needs Schools, Groups, Uniformed Groups to either Banham Zoo, Africa Alive! or the Dinosaur Adventure

WHAT ARE THE RISKS? Slips, Trips, Falls, Traffic, Infections.

WHO IS RESPONSIBLE

The **named organiser on the booking form** has overall responsibility for managing this visit.

WHAT INFORMATION DOES THE PARK REQUIRE?

The name and mobile telephone number of contact on booking form who is responsible for managing the group.
Mobile telephone number and name also for the person responsible for the group on arrival if different from Above

Group and Schools General Information

In order to help the group organiser fulfil their responsibility we ensure;

- A Free familiarisation pre-visit for the group leader is available
- A First Aider is on site to assist and provide information
- All Play equipment is checked and recorded weekly with an annual inspection by external qualified assessors
- All food outlets operate under Environmental Health regulations, with regular unannounced spot-checks carried out
- Daily checks by staff reporting back to management.
- Main entry and exit points covered by CCTV and manned at all times.
- Two way radio cover to all areas of the parks to enable speedy searches for missing persons.
- Various hand washing facilities and hand sanitiser stations around the Parks for use by all visitors.
- A safe speed limit is in force on-site and silent vehicles are fitted with sounders

WHAT SHOULD YOU DO IF THERE IS AN ACCIDENT OR EMERGENCY?

In the event of any incident involving personal injury, the First Aider must be summoned / consulted and an entry made in the accident book by the first aider. Any near miss incidents where somebody could have been seriously injured must be reported in the same way before leaving the site for an investigation to be conducted.

WHAT MUST YOU DO BEFORE YOU VISIT?

A free familiarisation visit is offered for the group leader before the visit to complete a risk assessment specifically focussing on the needs of your group.

Ensure an appropriate level of adult supervisors for the group age and size.

YOUR RESPONSIBILITIES AT THE TIME OF THE VISIT.

Ensure children always wash their hands thoroughly before eating, after any contact with animals, and again before leaving the park/zoo.

Check that children stay in their allocated groups throughout the visit and the group is accompanied by a responsible, supervising adult at all times.

No group members climb on walls, fences, gates, animal pens etc, or go over the safety barriers.

Animals are approached and handled (when this is permitted) quietly and gently, do not chase, frighten, or torment the animals in our care.

Guidelines are followed as instructed when getting on or off the train.

Children must be accompanied and supervised at all times – with no exception. All children aged 15 and under, are required to be accompanied and supervised by an adult at all times, whilst in the park/zoo. This is for their safety and the welfare of the animals in our care. We advise groups to always have adult supervision for children whatever their age. No children should be allowed to wander off unaccompanied when in the Park/Zoo.

All children must remove their shoes and wear socks when playing on indoor play equipment.

OTHER INSTRUCTIONS

The children are your responsibility during the visit

You should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly.

Allow plenty of time for handwashing before eating or leaving so that the children do not have to rush.

Be aware of ALL EMERGENCY details such as lost children, first aid etc, as detailed in the welcome pack provided.

Be aware of Hand Cleansing posts situated around the park/zoo.

WHAT SHOULD YOU DO WHEN YOU HAVE PRE-BOOKED SESSIONS

Follow the instructions in Appendix one in the Group Guide and Safety Pack provided at the time of booking.

WHAT RECORDS MUST I COMPLETE?

During your visit or before you leave report any incidents to a member of staff or Park/Zoo Reception

Advice to teachers and others who organise visits for children

HSE information sheet

This supplement to AIS23 *Preventing or controlling ill health from animal contact at visitor attractions* advises teachers and others who organise visits by children on the precautions necessary to reduce the risk of ill health arising from contact with animals.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. Some of these, such as the bacterium *Escherichia coli* O157 (*E coli* O157) or *Cryptosporidium parvum* (a microscopic parasite), present a serious health hazard and have the potential to cause severe illness and health problems which may be particularly acute in young children.

As with many other educational or recreational activities, visits can never be considered free from all risk. However, while the hazards are real, the risk of infection in children can be readily controlled by simple everyday measures. The following practical steps will help make your visit even more safe, healthy and enjoyable.

Before your visit, you should:

- read and understand the advice in the main AIS23 information sheet, and discuss arrangements for the visit with the management at the site;
- confirm that the control measures provided at the site match the recommendations in AIS23;
- seek advice from your local authority or organisation on what the appropriate ratio of children to teachers/leaders/assistants/parents etc should be;
- discuss and agree with the supervisors, parents or staff of the school, creche, leaders of youth organisations etc, their roles and responsibilities during the visit. In particular, they must understand the need to make sure that the children wash, or are helped to wash, their hands thoroughly after contacting animals. Key points to cover with the children should include:
 - explaining the rules for the visit, stressing that they must not eat, drink or chew anything (including sweets) outside the areas in which you permit them to do so;

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- explaining why they must wash their hands thoroughly after contact with the animals, and before eating or drinking anything;
- demonstrating how to wash their hands properly;
- discussing the requirements for appropriate clothing, including suitable footwear. You should liaise with the attraction to ascertain what this is; and
- checking that cuts, grazes etc on children's hands are covered with a waterproof dressing.

During and after the visit, make sure that the children:

- are reminded of the rules/precautions to take on arrival at the site;
- do not kiss animals;
- always wash their hands thoroughly before and after eating, after any contact with animals, and again before leaving the site;
- eat only food that they have brought with them, or food for human consumption they have bought on the premises, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- do not suck fingers or put hands, pens, pencils or crayons etc in mouths;
- where practical and possible, clean or change their footwear before leaving; and
- wash their hands after changing their footwear.

Check that the children stay in their allocated groups during the visit and that they:

- do not use or pick up tools (eg spades and forks) or touch other work equipment unless permitted to do so by site staff;
- do not climb on to walls, fences, gates or animal pens etc;
- listen carefully and follow the instructions and information given by the site staff;
- approach and handle animals quietly and gently;
- do not chase, frighten or torment the animals; and
- do not wander off into unsupervised or prohibited areas, eg manure heaps.

Remember:

- **the children are your responsibility during the visit;**
- you should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly. Site staff may be able to help with this supervision; and
- allow plenty of time before eating or leaving so that the children do not have to rush.

If a member of your group shows signs of illness (eg sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.

Additional advice

Further advice on *E coli* O157, including a video on hand washing, is available at: www.hse.gov.uk/campaigns/farmsafe/ecoli.htm

Other advice is available from a number of other government websites including:

www.hpa.org.uk/
www.hps.scot.nhs.uk/
www.dh.gov.uk/en/index.htm
ww2.defra.gov.uk/

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This document is available at: www.hse.gov.uk/pubns/ais23.pdf

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