

Risk assessment

This is the statement of general policy and arrangements for: Kirkley Hall Zoological Gardens

Company name: KIRKLEY HALL ZOOLOGICAL GARDENS OUTREACH SCHOOLS PROGRAMMES (risk assessment for staff and students booking a outreach activity).

| Activity / Event | What are the hazards? | Who might be harmed and how? | CONTROL MEASURES TAKEN |
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| Animal Contact | Scratches and bites disease and infection | Staff and Students | <ul style="list-style-type: none"> All contact animals have been identified as safe. Health and safety explained by staff at the start of every session. All contact animals checked by vet regularly. Immuno challenged visitors, pregnant women and under fives advised against contact. Decision to participate at discretion of adults, supervisor or guardian. Hand washing reiterated at each session. No unaccompanied / unsupervised children at sessions. Zoo to ensure staff are familiar with the animals used at these sessions and that health and safety is mentioned at the start of all talks and presentations. Zoo staff will NOT leave animals unattended at these sessions Schools to ensure an adequate ratio of staff to students at these sessions and follow all keeper instructions. |
| | Phobias Upset or fright to pupils or staff | Staff and Students | <ul style="list-style-type: none"> All sessions and content identified. Zoo to ensure visitors aware of session and content. Teachers and staff to id and make known any phobias they or their pupils may have before the zoos visit and should not attend the session. |
| Contact with faeces and urine | Disease and infection | Staff and students | <ul style="list-style-type: none"> Animals travel in their own transport boxes and enclosures. Animals do not “ask” to perform bodily functions. Waste material is usual contained within their crate/Transport cage. In the event of accidents outside these or during a session zoo staff carry necessary cleaning materials with them, and clean/remove the waste themselves. This is removed back to the zoo for disposal. Animals do not and will not be allowed to come into contact with food or areas were food is prepared? Eaten off. Zoo to ensure that adequate cleaning materials and solutions are brought with them and any accidents are cleaned by the zoo staff. School should not provide tables etc. for the zoos use which are used in food preparation or for eating from. Please leave cleaning of animal waste to the zoo staff. |
| Contact with artifacts and bio resources | Injury through misuse | Staff and students | <ul style="list-style-type: none"> Bio materials, skins, skulls etc. are selected for their interest and add an extra dimension to any session. Are Unlikely to cause harm i.e. tusks etc. are handled under the supervision of zoo staff with prior consent from the school. Sealed boxes and tubes are used were appropriate i.e. shed spider and snake skins. Zoo will ensure adequate instruction and supervision with examining /handling these objects. School to assist the zoo with supervising this and ensure students have access to hand washing facilities. School to identify any student with a fur or feather allergy if these accompany the zoo. |

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| Child Protection and vulnerable groups | | | <ul style="list-style-type: none"> • Zoo Staff will always arrive in uniform! The member of staff visiting you WILL HAVE an up to date enhanced CRB police check. A copy of the disclosure number or certificate is available on request. This member of staff will be responsible for any other attending member of staff. The zoo will arrive at reception and introduce themselves and sign in. The zoo will wear prominently a schools visitor badge at all times and hand this in on leaving. • School to provide the zoo with a visitors badge and ensure they complete their sign in procedure. School to contact the zoo immediately if they expect the visitor is not an employee of Kirkley Hall Zoological Gardens on 01670 841229 |
| Zoo vehicle | Various up to death | Staff and Students | <ul style="list-style-type: none"> • The vehicle we use will be recorded prior to the visit and registration given to designated person at school/event. Any vehicles accompanying zoo staff are fully insured, taxed and roadworthy. Drivers have a full license and are covered by the zoos insurance. • Zoo staff will always park in the staff car park/ Visitors car park and if this is not possible will check with the school were is suitable. • School to assist with student control if the vehicle is to be driven were they are present. • The zoos vehicle will remain locked during the visit and keys will not be handed over to non-staff or students. In the event of problems please contact the member of the education team visiting you. |