



## RISK ASSESSMENT FOR EDUCATIONAL VISITS

This risk assessment may be used as a model for your own. It is not intended as a substitute for an exploratory visit by the group leader. Free exploratory pre-visits can be arranged by contacting the Education Officer. This risk assessment should be used in conjunction with the IOW Zoo Code of Conduct for Visiting Groups.

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| <b>Assessor:</b> Tracy Dove, Education and Conservation Officer | <b>Assessment date:</b> November 2011 |
| <b>Location:</b> Public areas                                   | <b>Review Date:</b> October 2012      |

| Hazard                      | Associated risks                  | Who is at risk? | Action required to control risks:                                                                                                                                                    | Responsibility:                       |
|-----------------------------|-----------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Moving vehicles in car park | Injury to fatality                | All group       | <ul style="list-style-type: none"> <li>Supervision</li> <li>Group should stay clear of vehicle entrance/exit</li> </ul>                                                              | Group leader, teachers, adult helpers |
| Dangerous animals           | Risk of being bitten or scratched | All group       | <ul style="list-style-type: none"> <li>Pupil briefing on zoo Code of Conduct by group leader.</li> <li>Safety barriers in place</li> <li>Feeding of animals is prohibited</li> </ul> | Group leader, teachers, adult helpers |
| Uneven paths                | Medium - slips and trips          | All group       | <ul style="list-style-type: none"> <li>Pupil briefing by group leader about the need to walk carefully around zoo grounds.</li> </ul>                                                | Group leader, teachers, adult helpers |

|                                                         |                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |
|---------------------------------------------------------|----------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| General public                                          | Child welfare risk                                             | Children  | <ul style="list-style-type: none"> <li>• Regular head counts</li> <li>• Lost children are taken by zoo staff to the zoo shop.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Group leader, teachers, adult helpers                                      |
| Climbing on fences, walls, seating, raised garden areas | Risk of injury from falling                                    | Children  | <ul style="list-style-type: none"> <li>• Safety notices where relevant</li> <li>• Adequate supervision</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Zoo management Group leader, teachers, adult helpers                       |
| Water in water features                                 | Risk of Drowning                                               | Children  | <ul style="list-style-type: none"> <li>• Fence around pond</li> <li>• Adequate supervision.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Group leader, teachers, adult helpers.                                     |
| Contact with animals and animal artefacts               | Risk of accidental injury or of contracting disease (zoonoses) | All group | <ul style="list-style-type: none"> <li>• Antibacterial gel provided by zoo, Application to be supervised by teachers.</li> <li>• Thorough hand washing using soap and water. Young children should be supervised by school staff when washing their hands.</li> <li>• Touching of animals by children should be supervised by school staff.</li> <li>• Children under 5 years old and pregnant women should avoid touching animals.</li> <li>• For taught sessions involving animal handling pupils will be briefed and supervised by zoo staff/volunteers.</li> <li>• Appropriate species selected for handling.</li> </ul> | Zoo management, zoo education staff, group leader, teachers, adult helpers |



### Code of Conduct for Visiting Groups

Behaviour, discipline and welfare of students are the responsibility of the group leader at all times whilst inside the zoo. **No student is to be left unaccompanied during your visit.**

Educational groups are asked to observe a minimum adult : student ratio of 1:10 at all times in the zoo. Failure to observe this rule may result in the group being requested to leave without refund.

Please report accidents or emergencies to the gift shop or to the Education Officer.

Equipment in the play area is designed for young children and 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:***

Stay with an adult at all times.

Please walk calmly around the zoo to avoid accidents. Running also distresses the animals. Show respect to the animals. Do not shout at them, poke them or throw things at them.

The only animals you are allowed to touch are the wallabies and the animals in *Zoolittle Farm* and *Zoo at Home*. If you do touch them remember to keep your hands away from your face until you have washed them.

Do not feed the animals - this can make them ill.

Do not climb onto or over safety barriers.