

Risk Assessment Form



Date of risk assessment: Reviewed 26/04/17

Place/activity: School Visits

Assessor's name: Kim Bellis

Please Note:

This risk assessment is a guidance sheet providing a general outline of potential risks identified and controls in place

It is strongly recommended that all organisers make a preliminary visit to the Tropical Butterfly House to carry out their own risk assessment before bringing a group of children

A pre-visit can be arranged by downloading the Teacher's Pre-Visit Request form on our website <http://www.butterflyhouse.co.uk/schools.php>

		Risk				
		1 Near Impossible	2 Unlikely	3 Notable Chance	4 Likely	5 Almost Certain
Severity	1 Insignificant	1	2	3	4	5
	2 Minor Injuries	2	4	6	8	10
	3 Notable Injuries	3	6	9	12	15
	4 Major Injuries	4	8	12	16	20
	5 Death	5	10	15	20	25

■ Unacceptable

■ Tolerable

■ Adequate

■ Acceptable

Zoo Responsibilities: The Tropical Butterfly House strives to provide a safe and enjoyable day out for schools and groups. To ensure the groups health and safety the centre follows a variety of procedures and has many existing controls measures in place. Stated below is a general health and safety risk assessment identifying potential hazards and the controls the centre has in place to mitigate these potential risks. Please note these are guidelines only and teachers/supervisors are recommended to complete their own risk assessment prior to a school or group visit.

Hazard	Risk	R	S	T	Actions to Reduce Risk (Control Measure)	R	S	T
Zoonosis	Risk of zoonotic disease being passed directly or indirectly to visitors causing illness	3	5	15	<ul style="list-style-type: none"> No visitors will come into contact with animals likely to transmit disease All animal exhibits are cleaned and disinfected daily Hand wash facilities are located next to each walkthrough exhibit and visitors are encouraged to use them upon entering and exiting exhibits and enclosures Parents, guardians, and teachers are responsible for reiterating this information and ensuring that all children/students wash their hands after leaving each walkthrough enclosure, exhibit or encounter before they consume any food or drink All reptiles used for handling are regularly health screened Children under 24 months old should not handle animals 	2	5	10

					<ul style="list-style-type: none"> • Visitors should ensure that any cuts or grazes they have are dressed appropriately and should not handle any animals if they have an open wound • If any of your group fall ill after visiting the centre it would be advisable to seek medical advice and explain that you last visited the centre and they should consider zoonosis with their diagnosis • Visitors may only feed animals in designated areas 			
Animal bites and scratches	Risk of animal bite and scratches Causing injury or harm	3	4	12	<ul style="list-style-type: none"> • No visitors will come into contact with species that are likely to cause harm • Stand-off barriers at some enclosures to prevent contact between animals and visitors • Visible signage warning visitors of bites etc. • During close-up encounters sessions visitors are to follow the advice of the animal handler/keeper at all times • Visitors should not pursue any animal in the walkthrough exhibits; they are to observe the animals only • Supervisors and teachers must report any animal bites or scratches immediately to a member of the Tropical Butterfly House staff and obtain first aid where needed • Visitors are prohibited from eating or drinking during animal encounters, flying displays, or walk-through exhibits • Supervisors and teachers are responsible for children and students, and should ensure that they do not put their fingers through cages, or into enclosures. They should also ensure that children stand well behind any stand-off barriers • The majority of staff carry radios in case of emergencies • Trained first aiders are on site at all times 	2	4	8
Open ponds	Risk of visitors falling into open ponds around the centre causing serious injury or harm	3	5	15	<ul style="list-style-type: none"> • Parents, guardians, teachers, group leaders and supervisors are responsible for the safety and supervision of children at all times whilst at the centre • They should read the visitors information leaflet carefully and identify the ponds on the map that are located around the centre; this should also be done during a pre-visit and children/students should be warned of the dangers • They should take due care when walking groups of children around or near the open ponds and stick to the designated paths at all times 	2	5	10

Trees	Risk of injury or harm caused by dangerous falling trees or branches	3	5	15	<ul style="list-style-type: none"> • Daily inspection of all tree areas undertaken by the duty manager • A tree survey is done every three years by an independent body • Regular tree maintenance undertaken • Grounds and garden staff alert to any potential hazards and reporting protocol • Visitors to report any potential hazards they find immediately to a member of staff 	2	5	10
Lost children	Risk of visitors getting lost and separated from their groups; causing distress	4	5	20	<ul style="list-style-type: none"> • Supervisors and teachers are responsible for keeping their groups of children together • It is recommended that a head count is done upon leaving each exhibit or building • Lost children must be reported immediately to a member of the Tropical Butterfly House staff • The majority of the Tropical Butterfly House staff carry radios so that they can alert other team members and begin a search for the missing person immediately • It is recommended that advice is given to children /students in the event that they should become lost or separated from their group and a meeting place agreed prior to their visit. • Staff are visible around the centre and can be contacted if a child is lost 	2	5	10
Slips, trips and falls	Risk of injury to visitors from slips, trips and falls	4	4	16	<ul style="list-style-type: none"> • Supervisors are to ensure that all children/students keep to the designated paths around the centre at all times • Children are not to run around the centre • Daily inspection of all paths undertaken prior to opening with reporting system in place to deal with defects • 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 centre to visitors • Visitors should report any hazards they find to a member of staff immediately • Good housekeeping at the centre is maintained at all times 	2	4	8
Fire	Risk of injury or harm to visitors caused by a fire	3	5	15	<ul style="list-style-type: none"> • Fire procedure in place for each building • Fire evacuation procedure in place for the whole centre • If a long continuous bell alarms while at the centre it should be treated as a fire alarm and you and your group should exit the building via the nearest fire exit. Please make your way to the nearest fire assembly point; the locations are 	2	5	10

					<p>noted at each exit and in the visitor information leaflet on the map</p> <ul style="list-style-type: none"> • A head count of your group should then be completed and any missing persons from your group must be reported immediately to a member of staff • If you come across a fire at the centre please raise the alarm immediately by breaking the glass on the nearest call point, then exit the building, please proceed to the nearest fire assembly point • In the event of a fire DO NOT USE THE LIFT • Our fire alarm detection systems are inspected and tested annually by an independent body 			
Vehicles and traffic	Risk of injury or harm caused by moving vehicles	4	5	20	<ul style="list-style-type: none"> • Upon arrival, it is recommended that children are designated into groups prior to leaving the coach and are safely guided by a responsible supervisor using the designated pedestrian foot paths • Children must not be permitted to run ahead of supervisors • Supervisors are to be aware and take extra care of their groups when they are crossing vehicle routes • There is a 5mph speed limit at the centre • Occasionally there is a need to use company vehicles and plant machinery during opening hours to visitors • Most Tropical Butterfly House vehicles on site that are being used during opening hours have a flashing beacon, a reverse siren, and wherever possible these vehicles are used away from pedestrian areas/routes • All company vehicles are serviced annually 	2	5	10
Lift	Risk of the misuse of the lift resulting in a breakdown causing distress to anyone trapped inside	3	5	15	<ul style="list-style-type: none"> • Children are not to use the access lift without adult supervision • Supervisors are to follow the emergency procedures that are in the lift in the event of a break down • In the event of a fire DO NOT USE THE LIFT • The lift is serviced and tested annually 	2	5	10
Dangerous animal escape	Risk of injury or harm caused to visitors by a dangerous animal	4	4	16	<ul style="list-style-type: none"> • Animal escape procedure established • The majority of staff are in radio contact in case of emergencies • In the event of a dangerous animal escape you must follow the instructions given by the Tropical Butterfly House staff/keepers 	2	4	8

					<ul style="list-style-type: none"> • Please keep your group together if you are inside a building, stay inside and close the doors and windows until a member of the Tropical Butterfly House staff says it is safe to exit • Ensure you report any missing members of your group immediately to a member of staff • 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. • Enclosures and cages are inspected daily by animal keepers to ensure that they are in good, safe working order, however adverse weather may damage enclosures instantly 			
Play park	Risk of injury or harm caused by misuse of play equipment	4	5	20	<ul style="list-style-type: none"> • Children/students must be supervised at all times whilst using the play park equipment • Safety signs/age limit signs must be read by supervisors and adhered to at all times • All play park equipment must be used in a safe manner • Children who are not playing safely with the equipment must be removed from the play area immediately • The play park equipment at the centre is inspected daily to ensure it is in good safe working order prior to opening • An annual play park inspection takes place each year by an independent body 	2	5	10
First Aid	Risk of injury or harm whilst at the centre requiring first aid	4	5	20	<ul style="list-style-type: none"> • 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 • All incidents at the centre must be reported to a member of the Tropical Butterfly House staff and, a first aid report must be completed • The majority of staff are in radio contact in case of emergencies • First aid points located around the centre and are marked on the map in the visitor information leaflet 	2	5	10
Adverse weather	Risk of illness caused by adverse weather conditions	4	2	8	<ul style="list-style-type: none"> • Teachers/supervisors are advised to check the weather forecast a couple of days prior to visiting the park and advise their group of appropriate clothing and footwear in accordance to the predicted weather conditions • The centre has a number of undercover and shaded areas available as well as covered walkways and viewing areas 	2	2	4

					<ul style="list-style-type: none"> Everyone is advised to bring wet weather clothing if rain is forecast In conditions of strong sun light, it is advised to wear sun hats, sunglasses and sun block 			
Electric fencing	Risk of electrocution from electric fencing that is housed in some enclosures causing injury or harm	3	5	15	<ul style="list-style-type: none"> Warning signs are in place where relevant Height or stand-off barriers are in place to prevent contact 	2	5	10
Nettles/brambles	Risk of injury or harm from brambles or nettles along the paths or in the nature trail	4	2	8	<ul style="list-style-type: none"> Visitors must stick to the paths at all times Regular cutting back and maintenance control measures are in place 	2	2	4
Insect bites or stings	Risk of ill health from insect bite or sting	3	5	15	<ul style="list-style-type: none"> Supervisors/teachers are advised that any students that are known to have severe allergic reactions to bee or wasp stings should ensure their students bring the appropriate medication (epi-pen) with them on the day The company does regular inspections to remove any wasp nests however, it is not company policy to destroy bee/wasp/nests/hives. Trained first aiders are on site to help deal with emergencies 	2	5	10
Nut allergies	Risk of ill health caused by allergic reaction to contact with some animal/bird food	3	5	15	<ul style="list-style-type: none"> Supervisors and teachers are advised that any students with nut allergies that have severe allergic reactions ensure that their students bring the appropriate medication with them i.e. (epi- pen) and that they do not have contact with any of the animal or bird feed/food as many of our birds and animal's diets include that of nuts and seeds. 	2	5	10
Tropical Plants	Risk of injury or harm from Tropical plants in the Butterfly House	4	2	8	<ul style="list-style-type: none"> Any children with sensitive skin or allergies to be extra vigilant when walking around the Butterfly House to not brush up against the Tropical Plants. Regular cutting back and maintenance control measures are in place 	2	2	4