

Hemsley Conservation Centre Ltd

Crab Tree Close, Gravesend Road, Sevenoaks, TN15 7JL

Location: Whole site

Title : Schools Risk Assessment	Date of Assessment : 30/01/2023	Risk Assessor : Adam Hemsley
Risk Assessment Reference : SRA	People involved in making this assessment : Adam Hemsley	
Task/ Process : Assessment of risk for schools and community groups.	People at Risk : Employees, Members of the Public, Parents, Pupils, Volunteers, Contractors, Education Groups	

Hazard : Hazards and risks at venue Hazards and risks at the venue(s) must be known so that hazards and risks can be avoided.
Control Measures:
1. Event co-ordinators are expected to obtain and understand risk assessments created by the Hemsley Conservation Centre. This is done at a site visit.
2. The hazards and risks identified in the planning visit and in the local risk assessments are taken into account in the plan and briefings for the trip.
3. If the control measures identified in local risk assessments are not taken or are different on the day of the trip the event co-ordinator will be informed.

Hazard : Pupil behaviour Unruly pupils and those who do not stay with the group put the trip and other pupils at risk
Control Measures:
1. Pupils known to be unruly may be excluded from a trip or trips. Where they are allowed on a field visit they will be directly allocated to a trained professional staff member who will closely supervise them throughout the day.
2. All pupils going on the trip are given a specific briefing in the days before the trip and immediately pre-departure. Briefings cover issues including but not limited to:
3. *Purpose, location, time and duration of visit. *Activities to be included during the visit. *Expected behaviour. *Code of Conduct and pertinent safety rules. *Expected behaviour. *Health and Safety. *Animal Welfare. *Respect for other visitors. *Respect for zoo property, animals and plants.
4. *Emergency procedures - what to do if lost or separated from group, or there is an incident. Contact cards issued.

Hazard : Inadequate Supervision
Control Measures:
1. Ratio of pupils to supervisors (leaders) always follow DFEE published guidance for the type of trip. Before leaving school all leaders whether teachers, parents, or teaching assistants will be given a verbal briefing and written instructions covering at least:
2. * The purpose, location, time and duration of visit. * Activities to be included during the visit. *Composition of the group, including any individuals with special or particular needs. *Transport considerations.
3. *Supervisory responsibilities throughout the visit, including any specific responsibilities.

Hazard : Incomplete risk assessment Inadequate supervision by parents and support staff who do not understand their roles and responsibilities.
Control Measures:

1. Trips are individually risk assessed by the member of staff leading the event. Staff are not allowed to lead the event unless they have received specific training and been appointed as an Event Co-ordinator.

2. For zoo specific situations, HCC staff, guidance and risk assessments are followed.

Hazard : Inclement weather Unexpected or severely inclement weather can make an outdoor activity particularly hazardous.

Control Measures:

1. Indoor shelter/areas around the zoo.

2. Protocols are in place for emergency situations.

3. Trained zoo staff will deal with the emergency situation and advise visitors what to do.

4. HCC staff and volunteers trained in emergency situations.

5. Emergency drills organised throughout the year in line with the Zoo Licensing Act.

Hazard : Uneven, Wet or Slippery Floors

Control Measures:

1. Visitors advised to walk at all times and not run.

2. Signage in place.

3. Trained first aiders available whilst open.

Hazard : Possibility of Covid19 being spread between HCC staff, volunteers, visitors and animals

Control Measures:

1. Current information is displayed on our website about COVID measures, and updated in line with any government guidance.

2. Hand sanitizer is available at multiple locations around the zoo.

Hazard : Risk of disease contraction or accidental injury through contact with animals, animal biofacts and walk-through exhibits

Control Measures:

1. Hand-washing facilities available in or near any areas with walk-through exhibits.

2. Feeding of animals is prohibited and signs displaying this information are in place at enclosures.

3. Walk through areas are supervised by volunteers or HCC staff.

4. Any touch tables or artefacts are supervised by HCC volunteers or staff.

5. Hand washing and hand sanitizers available and regularly checked.

6. Warning signs in and around enclosures where needed.

7. Safety barriers in place where required.

8. 1. Issues and control measures identified at the planning stage. Site rules and precautions obtained and explained pre visit to group leaders and pupils.

9. 2. Hand-washing and toilet facilities checked pre visit.

10. 3. Hand washing supervised closely before food and drink is taken and before leaving the site.

11. 4. Food and drink only taken in areas specifically set aside for the purpose at the venue or off-site where the risks are lower.

12. Zoological Preventative Medicine Programme in place.

Hazard : Anaphylactic shock - Wasp Sting

Control Measures:

1. Regular removal of waste from bins around picnic and any catering outlets.

2. Trained first aiders available.

Hazard : Deep water - risk of falling in water and drowning

Control Measures:

1. Barriers are in place between the public and any deep water.

2. Deep water signs visible where appropriate.

Hazard : Electric shock from electric fencing around some enclosures

Control Measures:

1. Electric fence warning signs.

Hazard : Emergencies e.g. fire, bomb threat, dangerous animal escape

Control Measures:

1. Animal enclosures are designed to be secure and safe.

2. Protocols are in place for emergency situations.

3. Trained HCC staff will deal with the emergency and advise visitors, including groups what to do.

4. Emergency drills throughout the year are carried out in line with the Zoo Licensing Act.

Hazard : Injury from falling

Control Measures:

1. Supervision at all times relevant to age.
2. Safety notices on trees, fences etc. where necessary.
3. Trained first aiders available.
4. Supervision policy enables free supervising adults to accompany children on school trips to enable all groups with children aged 16 or under to be supervised at all times.

Hazard : Lost Child**Control Measures:**

1. All staff are aware of the HCC safeguarding policy and lost child procedure.
2. Duty Manager on site during opening hours, or person with assigned responsibility.
3. Supervision policy enables free supervising adults to accompany children on school trips to enable all groups with children aged 16 or under to be supervised at all times.

Hazard : Animals - Bites, Scratches etc.**Control Measures:**

1. No visitor contact with species that are likely to cause harm.
2. Stand-off barriers to prevent contact between animals and visitors.
3. No feeding policy.
4. Trained first aiders on site and first aid equipment stored at various areas in the park.
5. Majority of staff in radio contact in case of emergencies.
6. Signage is visible, warning visitors of bites etc.

Hazard : Trees**Control Measures:**

1. Tree Risk Assessment and Inspection carried out annually.
2. Regular tree maintenance undertaken.
3. Staff alert to any potential hazards.

Hazard : Fire**Control Measures:**

1. Fire Procedure in place for each building.

- 2. Evacuation Procedure for the whole park in place.
- 3. Regular risk assessments undertaken. Fire risk assessment in place and reviewed annually.

Documents Associated with this Risk Assessment:	Educational Visits Guidance - TC's GDN 6-15.pdf(Educational Trips Guidance)
Review Date : 31/01/2024	Reviewer : Adam Hemsley