



## Risk Assessment for school visits

Crocodiles of the World is proud to exhibit the largest collection of crocodiles and alligators in the UK. We operate under the *Zoo Licensing Act*, and as such, we are subject to regular inspections to ensure we comply with the relevant standards of care for the animals. It also means we comply with a high standard of health and safety for both our visitors and staff. The local authority enforcing these standards for us is the Environment Health Department of West Oxfordshire District Council.

We do take the safety of our visitors seriously.

**Pre-visits:** Remember that as a part of booking a trip to Crocodiles of the World for your school, you are permitted to bring two teachers or staff from the school on a pre-visit in order to carry out your own Risk Assessment, and to help plan your day.

Please call us to book your pre-visit, and no accompanying children are permitted under this visit.

*Supervision of Pupils:* staff at Crocodiles of the World are only too pleased to assist you during the school visit. However, it is unfair to expect them to fully supervise the children. We therefore assume that correct supervisor : pupil ratios are enforced by the school (see DfEE recommendations).

Teachers and adult supervisors are expected to supervise the pupils during their visit to Crocodiles of the World.

Our staff are readily identifiable with uniform and name badges.

### **Crocodiles of the World General Safety Measures in place:**

#### Rules:

The following are our general rules, and we do reserve the right to ask groups who break these rules to leave the zoo.

- Running, shouting, jumping or general messing about can cause distress to the animals and be a nuisance or a danger to other visitors
- Please do not feed any of the animals
- Fences, barriers, walls etc are NOT for climbing on
- Tapping on the glass of any enclosure will not be tolerated
- Throwing or dropping objects into any enclosure is a serious offence, and will result in being asked to leave the zoo immediately
- Please follow advice on the safety signs placed around the zoo.

Staff:

Staff that will be working with school groups are CRB/DBS checked.

Insurance:

Please contact us at [education@crocodilesoftheworld.co.uk](mailto:education@crocodilesoftheworld.co.uk) for a copy of our Public Liability Insurance.

## Hazard, risks and controls

### 1. Hazard: Dangerous animals

Risk:

- Being bitten, scratched

Controls:

- Warning signs on enclosures
- Safety barriers in place
- Feeding of animals is prohibited

Responsibility:

- Staff – maintenance of doors, barriers
- Teachers/Supervisors – ensure that children adhere to advice from staff and warning signs and general zoo rules

### 2. Hazard: Contact with animals, animal artefacts and exhibits

Risk:

- disease contraction or accidental injury

Controls:

- Hand-cleansing facilities available in the Education Room, Photo area, and Toilets
- Warning and advisory signs are displayed
- Feeding the animals is prohibited
- Supervision by volunteers/staff at exhibits of artefacts and staff in Education Centre and Lab Area

Responsibility:

- Staff – ensure that dispensers are stocked with soap and towels; signage is current and in good order
- Teachers/Supervisors – ensure that children are supervised whilst washing hands, especially before eating. If soap is unavailable in dispenser please make a member of staff aware, and find another available facility.

### 3. Hazard: Deep water in several exhibits

Risk:

- risk of falling in water and drowning

Controls:

- Fixed metal/wooden/glass barriers
- Danger signs on enclosures
- Staff supervision of enclosures

Responsibility:

- Staff – maintenance of barriers and signage; supervision of enclosures
- Teachers/Supervisors – ensure children follow general zoo rules, advice from staff and signage in zoo.

**4. Hazard: Low light levels in the external areas in Winter months**

Risk:

- risk of injury from collisions and tripping
- icy pathways

Controls:

- Go slowly to adjust eyes to light levels
- Hand rails
- Salt-grit on icy paths

Responsibility:

- Staff – maintenance of paths and walkways
- Teachers/Supervisors – ensure general zoo rules are followed, especially no running, jumping or tomfoolery.

**5. Hazard: Climbing on railings, fencing, walls, seating, raised garden areas, pillars, trees, posts, rocks and sculptures**

Risk:

- risk of injury from falling

Controls:

- Safety notices placed where relevant

Responsibility:

- Staff – maintenance of notices, and structures
- Teachers/Supervisors – Supervision of children as per general zoo rules

**6. Hazard: Pathways, slopes, steps, floors, uneven surfaces**

Risk:

- risk of injury from falling, general tripping, slipping

Controls:

- Safety notices placed where relevant
- 'Wet Floor' signs as appropriate

Responsibility:

- Staff – maintenance of notices, and pathways
- Teachers/Supervisors – Supervision of children as per general zoo rules; notify staff if water or other spillage occurs.

## **7. Hazard: General public**

Risk:

- child welfare risk

Controls:

- Lost Children's Post based at the Front Desk. First Aid assistance also at this location.
- Staff trained in procedures in dealing with lost children

Responsibility:

- Teachers – children should be supervised at all times

## **8. Hazard: Swings, climbing frames, slide and trampoline in children's play areas**

Risk:

- risk of injury from falling

Controls:

- Soft fall substrate in play areas
- Supervision notices displayed

Responsibility:

- Staff – maintenance of equipment in good working order
- Teachers/Supervisors – supervision of children on play equipment is essential, and any foolish behaviour on such equipment will result on removal from the equipment

## **9. Hazard: Traffic hazard walking from the coach park to the Zoo entrance**

Risk:

- Collision with cars/other traffic

Controls:

- Supervision by teachers is expected
- No public roads need to be crossed: zoo entrance is accessed directly from car park

Responsibility:

- Teachers/Supervisors – should chaperone young children from coach to zoo entrance when safe to do so

**10. Hazard: High temperatures**Risk:

- Discomfort, overheating, dehydration

Controls

- The interior sections of the zoo are maintained at tropical temperatures due to the nature of our animal residents.
- Outside areas are easily accessible for cooling down, and our café provides water and other cold drinks

Responsibility:

- Teachers/Supervisors – ensure children wear layers, so that they can remove jackets etc whilst in the warmer sections of the zoo; remind children to drink plenty of water.

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

- Injury, panic, confusion

Controls:

- Enclosures are designed to be secure and safe
- Protocols are in place for emergency situations. Trained staff will deal with the emergency situation and advise visitors what to do
- Emergency equipment is maintained in good working order
- Listen to directions from staff.

Responsibility:

- Staff – direct visitors to exits and assembly points out of immediate threat
- Teachers/supervisors – follow zoo staff directions, and help assemble children at safe points; roll-check that all children from the group are accounted for.

**Resources**

Government guidelines on school trips can be found at:

<http://www.hse.gov.uk/services/education/school-trips.htm>