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| **RISK ASSESSMENT CHECKLIST – HEALTH AND SAFETY**  **This checklist is to assist in checking any staff or group doing similar work, or other persons at risk, in accordance with the Management of Health and Safety at Work Regulations 1999. This list has to be reviewed after any significant change to the work. If existing controls are not adequate, specify “Further Action”. This should include training where a specific need is identified. Then plan action, monitor and review it using the Risk Assessment Review List.**  **PERSON(S) ASSESSED: Staff, visitors & contractors DEPARTMENT/SECTION: Animal Park: Group Visits**  **LOCATION: PWP ASSESSOR: Rachel Garrett/Lynn Whitnall DATE: 10 January 2014** | | | | |
| Please be advised, owing to the amount of individual risk assessments that cover PWP’s operation it is not possible to send them all out on an individual basis.  This document only contains risk guidelines and we would strongly recommend that all organisers make a preliminary visit to PWP to carry out their own risk assessment before bringing a group. | | | | |
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| **Hazards** | **Those at risk** | **Risk Level** | **Control measures** | **Further action required**  (include person responsible  for action & date for  completion) |
| Slips, trips & falls: uneven surfaces, viewing platforms, wet leaves and mud | Staff & Visitors | Medium | Regular maintenance of path and walkways; damaged areas of decking to be marked out of bounds  Hand rails & high visibility tape at edge of steps – viewing platforms  Safety notices on railings, fence etc. where relevant  Recording system of checks in place |  |
| Contact with Animals: classroom/contact sessions | Staff & Visitors | Low | Zoo staff will explain contact rules and suitable behaviour before all classroom/contact sessions including instruction that participants should refrain from:   * making loud noises and moving around during handling sessions * putting hands in their mouths or near their eyes, and from placing their face near the animals * eating and drinking during contact sessions.   Hand wash/rub will be supplied after all contact sessions  All animals are regularly examined and screened by our vet; Zoo staff will remove animals if they show any signs of agitation  Signage is clearly displayed in all close animal contact areas |  |
| Visiting Animal Enclosures: entering or reaching into enclosure, injury from unsupervised contact - bite, allergic reaction, serious injury, death | Staff & Visitors | Medium | Zoo staff & Group Leader should ensure groups are quiet and calm when near animal enclosures and adhere to zoo rules at all time  Pathways must be kept to and safety barriers must not be crossed or climbed on  Warning signs are clearly displayed and physical barriers between the public and electric fences/deep water  Lifebuoys are positioned near areas of deep water; these are regularly inspected and replaced where necessary |  |
| Viewing platforms: risk of slips, falls, on stairways and platforms | Staff & Visitors | Medium | Appropriate supervision of by Group Leader  Safety notices where relevant; e.g. warning of steep steps, do not climb, lean on  fences or cross barriers  Step edges marked with yellow; handrails in place  Barriers along length of viewing platform/walk ways  Regular maintenance programme in place |  |
| Escaped animals | Staff & Visitors | Low | Visitor safety prime importance at all times – move visitors into building/designated place of safety  Recapture of animal in accordance with PWP animal escape procedure |  |
| Fire | Staff & Visitors | Low | Visitor safety prime importance at all times – move visitors to designated fire assembly areas as per current fire procedures |  |
| Lost Children | Visitors: children | Medium | Zoo staff are trained in procedures in dealing with lost children  All staff are approachable for help and the majority have access to radios in order to alert other departments of a lost child  Lost children are taken to the Welcome Centre and announcements/calls put out over the Park PA system and radios  Group leader to undertake frequent head counts |  |
| Outdoors Play areas  Paddling Pool  Woodland Train  Tractor & Trailer | Staff & Visitors | Medium | Prominent signage regards health & safety aspects; including statement that parental/guardian/adult supervision is required for children using the playground/paddling pool and coin operated rides  Woodland Train/Tractor & Trailer – all passengers to remain seated when vehicle moving and adhere to instructions given by Driver  Regular maintenance checks and inspections of all equipment/rides, to comply with all relevant safety legislation  **See separate risk assessments** |  |
| Soft play area | Visitors: children |  | Daily checks (records kept of such) and cleaning; any foreign matter removed and spills cleaned  No food or drink allowed in soft play area  Non shoes allowed in soft play area  Prominent signage regards health & safety aspects ride; including the requirement for parental responsibility |  |
| **Paradise Wildlife Park follows the advice issued in the publication ‘**[**Preventing or controlling ill health from animal contact at visitor attractions - Industry Code of Practice**](http://www.face-online.org.uk/resources/preventing-or-controlling-ill-health-from-animal-contact-at-visitor-attractions-industry-code-of-practice)**’; published by Farming & Countryside Education.**  **A copy can be downloaded at:** [**http://www.face-online.org.uk/resources/preventing-or-controlling-ill-health-from-animal-contact-at-visitor-attractions-industry-code-of-practice**](http://www.face-online.org.uk/resources/preventing-or-controlling-ill-health-from-animal-contact-at-visitor-attractions-industry-code-of-practice) | | | | |