

NEW FOREST WILDLIFE PARK - Risk Assessment for Educational Groups

GENERAL INFORMATION

Licenses held: Zoo License (We are subject to annual inspection by enforcing officers who assess animal care and the safety of visitors and staff.)

Peninsula Business Services is retained to advise on Health and Safety matters.

Public Liability Insurance: Policy Number 036A0015489 Limit £1000000

Health and Safety Officer: Mr. S. N. Heap Child Protection Co-ordinator: Mrs. Carol Bennetto

Recommended supervision levels: In accordance with the Child Protection Act.

RISK ASSESSMENT

HAZARD	POTENTIAL RISK	PERSONS AT RISK	LEVEL OF RISK	EXISTING CONTROLS	RECOMMENDED ACTION
Inadequate supervision by group leaders	Risky behaviour which may cause accidents	Children	Low to High!	Risk assessment for Educational Groups. Behaviour rules included in Education Pack.	A well-supervised child is a safe child.
Study rooms	Tripping/falling	Children/adults	Low	Floor surface checked and maintained.	Adequate supervision.
Hot drinks	Scalding	Children	Low	Separate table for supervisors.	Hot drinks should NEVER be taken near children.
Fire	Burning Suffocation	Children/adults	Low	Fire extinguishers in place. Evacuation procedure explained to group on arrival.	Adequate supervision. Children made aware of appropriate behaviour should evacuation be necessary.
General public	An inappropriate approach by a member of the public.	Children	Low	Children do not leave the study room without permission or visit the toilet or Gift Shop unaccompanied.	Teachers/group leaders to accompany groups of children visiting the toilets, gift shop and in the car park. Teachers/Group leaders to be aware of children's location and behaviour AT ALL TIMES.
Traffic	Collision with vehicles in car parking area.	Children/adults	Low	Guides assist group leaders in maintaining excellent group management	Group to cross the car park in 'crocodile' and to be adequately supervised at all times.
Ponds	Getting wet	Children/adults	Low	Barriers are in place to prevent access to the Pond. Group members are not allowed to get close to, or enter the water.	Group leaders must ensure that children stay on the footpaths and respect safety barriers.

NEW FOREST PARK RISK ASSESSMENT continued)

HAZARD	POTENTIAL RISK	PERSONS AT RISK	LEVEL OF RISK	EXISTING CONTROLS	RECOMMENDED ACTION
Uneven surfaces/footpaths	stumbling/falling	Children/adults	Low	Constant visual checking takes place. Guides alert group if hazard is approached.	Suitable footwear (e.g. boots, trainers, strong shoes) should be worn. Adequate supervision to prevent running.
Slopes and steps	slipping/falling	Children/adults	Low	Handrails are in place where appropriate.	Adequate supervision to ensure children walk in single file and without pushing.
Board Walks	slipping falling from height	Children/adults	Low	Barriers along sides of bridges. 'Chicken wire' underfoot.	Adequate supervision to ensure children walk in single file and without pushing.
Fences, trees And walls	falling from height	Children	Low	Children are not allowed to climb on trees or fences.	Adequate supervision to ensure children do not climb.
Weather conditions	chill/sunburn	Children/adults	Low	Guide will adapt programme to suit weather conditions if required to do so by group leader.	Group adequately equipped to give protection from extreme weather conditions.
Gates	Trapped fingers	Children/adults	Low	Rubber strips prevent the gates closing fully. Guides alert group to gates.	Group leaders to hold gates open until all children have passed through.
Overhanging trees	Injury from falling branches	Children/adults	Low	Trees are inspected regularly and potentially dangerous branches removed.	Group leaders to be aware of weather conditions and take particular care in windy conditions.
Contact with animals	Bites, scratches	Children/adults	Low	Barriers are in place to ensure a safe distance between group members and animals that may harm them.	Adequate supervision to ensure group members respect the barriers. Group leaders to ensure that children wash their hands after touching animals, especially before eating.
Contact with organic matter	Soiling of hands and footwear	Children/adults	Low	Hand washing facilities available. No eating is allowed during tour.	Group leaders to carry wipes and be prepared to clean hands or footwear if necessary. Children to wash their hands before eating.

Please note: Group leaders retain ultimate responsibility for group members at all times during their visit to the Park and should inform their Guide immediately if they are concerned that their group may be at unnecessary risk.