

# Risk assessment

This is the statement of general policy and arrangements for: Kirkley Hall Zoological Gardens

Company name: **KIRKLEY HALL ZOOLOGICAL GARDENS**

(risk assessment for staff, students, volunteers, visitors & School groups)

AREA	What are the hazards?	Who might be harmed and how?	CONTROL MEASURES TAKEN
SHOP	Tripping Slipping	.Staff .students .volunteers .visitors	<ul style="list-style-type: none"> <li>• <b>General good housekeeping.</b></li> <li>• <b>All areas well lit,</b></li> <li>• <b>No trailing leads or cables.</b></li> <li>• <b>Staff keep work areas clear</b></li> <li>• <b>Ensure clear passage</b></li> <li>• <b>Warning signs/care with cleaning</b></li> <li>• <b>Care with products sold</b></li> </ul>
PATHWAYS	Tripping Slipping	.Staff .students .volunteers .visitors	<ul style="list-style-type: none"> <li>• <b>Remove obstructions (i.e. hoses, buckets etc.)</b></li> <li>• <b>Salt paths in winter, warnings when wet</b></li> <li>• <b>Repair pot holes immediately</b></li> </ul>
Outside animal display	Injury from handrails fencing Bites/scratches/ill health Injury from 'furniture' in cages	.Mainly applies to staff .volunteers .students But some points may apply to visitors	<ul style="list-style-type: none"> <li>• <b>Check for damage and repair daily</b></li> <li>• <b>Ensure proper training for each task, use of protective equipment</b></li> <li>• <b>Regular maintenance,</b></li> <li>• <b>Ensure ease of access to cages on a daily basis (staff)</b></li> <li>• <b>Restrict access, warning signs (visitors)</b></li> <li>• <b>Restrict access, regular maintenance</b></li> </ul>
Indoor Display Area	Fire Bites/scratches/ill health Cuts from broken glass Injury from handrails Tripping Darkness – Nocturnal area	.Staff .students .volunteers .visitors	<ul style="list-style-type: none"> <li>• <b>Procedure in place, clearly marked exits, extinguishers on site</b></li> <li>• <b>Ensure proper training for each task, use of protective equipment.</b></li> <li>• <b>Check for cracks in glass</b></li> <li>• <b>Check for and report any damage to a manager and repair as required.</b></li> <li>• <b>Remove obstacle</b></li> <li>• <b>Warning signs (i.e. allow time for eyes to adjust)</b></li> <li>• <b>Check all points on daily basis</b></li> </ul>

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<p><b>Picnic Area/ play area</b></p>	<ul style="list-style-type: none"> <li>. <b>Tripping</b></li> <li>. <b>Insect stings/bites</b></li> <li>. <b>Possible Contamination from dirty foot ware on slide</b></li> </ul>	<ul style="list-style-type: none"> <li>. <b>Staff</b></li> <li>. <b>students</b></li> <li>. <b>volunteers</b></li> <li>. <b>visitors</b></li> </ul>	<ul style="list-style-type: none"> <li>. <b>Remove obvious dangers or place warning signs</b></li> <li>. <b>Ensure bins emptied regularly and debris cleared area to avoid attracting wasps</b></li> <li>. <b>Tables and slides to be wiped down daily</b></li> <li>. <b>Signs don't forget to washes your hands before eating or drinking</b></li> <li>. <b>Give out leaflets on e. coli</b></li> <li>. <b>Hand wash station for people to wash hands before eating</b></li> </ul>
<p><b>Animal Contact/Handling</b></p>	<ul style="list-style-type: none"> <li>. <b>Disease</b></li> <li>. <b>Infection</b></li> <li>. <b>Injury</b></li> <li>. <b>Bites</b></li> </ul>	<ul style="list-style-type: none"> <li>. <b>visitors</b></li> </ul>	<ul style="list-style-type: none"> <li>. <b>Wash basin provided with anti-bacterial soap with Warning sign: Hands should be washed thoroughly after touching any of the animals.</b></li> <li>. <b>Posters of how to wash hand properly</b></li> <li>. <b>Give hand outs on e-coli</b></li> <li>. <b>Gel hand wash stations</b></li> <li>. <b>Warning signs do not feed pigs or ponies bite risk</b></li> </ul>
<p><b>Animal Contact/Handling</b></p>	<ul style="list-style-type: none"> <li>. <b>Disease</b></li> <li>. <b>Infection</b></li> <li>. <b>injury</b></li> <li>. <b>Bites</b></li> <li>. <b>scratches</b></li> </ul>	<ul style="list-style-type: none"> <li>. <b>Staff</b></li> <li>. <b>students</b></li> <li>. <b>volunteers</b></li> </ul>	<ul style="list-style-type: none"> <li>. <b>Staff member must give permission before any animal handling (volunteers and student)</b></li> <li>. <b>Provide proper training and supervision</b></li> <li>. <b>UNDER NO CERCUMSTANES SHOULD VOLUNTEERS OR ANY STUDENT GO IN WITH THE FOLLOWING ANIMALS OR FEED THEM WITHOUT SUPERVISION : Eagle owls, Australia, Marmosets, lemurs</b></li> <li>. <b>Lemurs/marmosets/Porcupines/Coatis/Meerkats/Northern tree Shrews under supervision of a member of staff ONLY</b></li> <li>. <b>All snakes over 7ft should only be handled by staff and should always be with another members of staff</b></li> <li>. <b>This includes when the snakes are been fed</b></li> <li>. <b>Provide info on zoonoses by giving hand outs and training</b></li> <li>. <b>Provide posters in hand washing areas on how to wash hands correctly</b></li> <li>. <b>Provide protective clothing and equipment (steel toe capped boots and overalls/uniforms)</b></li> <li>. <b>Volunteers /students/ visitors are NOT permitted to hand feed the animals (Excluding sheep alpacas and goats but must wash hands thorough after wards )</b></li> </ul>

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<p><b>Animal food prep room</b></p> <p><b>Frozen food prep</b></p>	<ul style="list-style-type: none"> <li>. Kitchen knife</li> <li>. Ill health</li> <li>. Slips</li> <li>. Trips</li> <li>. Stings</li> <li>. Cleaning</li> <li>. Chemicals</li> </ul> <p><b>Chicks and fish -puncher wounds</b></p> <ul style="list-style-type: none"> <li>. Scratches</li> <li>. Ill health</li> <li>. Fish</li> </ul>	<ul style="list-style-type: none"> <li>. Staff</li> <li>. volunteers</li> <li>. students</li> </ul>	<ul style="list-style-type: none"> <li>. Cutting fruit – staff members must give proper training and assistance of students and volunteers before the handling of knives</li> <li>. Provide training on handling and defrosting meat</li> <li>. Provide protective clothing (steel toe capped boots and overalls/uniforms)</li> <li>. Advise thorough hand washing after handling frozen or defrosted meat or fish</li> <li>. Information on zoonoses given</li> <li>. All spills should be cleaned up immediately signs put out to warn others</li> <li>. Any obstacles on the floor should be removed or warning signs to be put out</li> <li>. Cupboards with chemicals to be kept locked only staff having access to them</li> <li>. Ensure proper training</li> <li>. Ensure proper COSHH guidance is available</li> <li>. Bins to be emptied daily to avoid wasps/bees/ flies</li> <li>. Good house keeping</li> </ul>
<p>Accidental contact with animal ‘products’ (excreta, urine, saliva etc.)</p>	<ul style="list-style-type: none"> <li>. Infection</li> <li>. Ill health</li> </ul>	<ul style="list-style-type: none"> <li>. STAFF</li> <li>. STUDENTS</li> <li>. VOLUNTEERS</li> </ul>	<ul style="list-style-type: none"> <li>. Proper training and information on zoo noses given</li> <li>. Protective clothing and equipment provided, (steel toe capped boots and overalls/uniforms)</li> <li>. Instruction given to cover all scratches/wounds with an appropriate waterproof dressing before coming into contact with animal ‘products’</li> <li>. Advise thorough hand wash with anti-bacterial soap after contact with animal ‘products’</li> </ul>
<p><b>Routine and none routine administering medication do animals</b></p>	<ul style="list-style-type: none"> <li>. Scratches</li> <li>. Slip</li> <li>. Trip</li> <li>. Bites</li> <li>. Ill health</li> </ul>	<ul style="list-style-type: none"> <li>. STAFF</li> </ul>	<ul style="list-style-type: none"> <li>. Remove obstacles and furniture from enclosure</li> <li>. Protective clothing and equipment (steel toe capped boots and overalls/uniforms)</li> <li>. Proper training and information on zoo noses</li> <li>. Always work with 2 members at least while giving treatment to animals</li> <li>. Thorough hand wash with anti-bacterial soap after contact with animal ‘products’</li> </ul>
<p><b>Woodland Trail</b></p>	<ul style="list-style-type: none"> <li>. Uneven pathways</li> <li>. Slips</li> <li>. Trips</li> <li>. Mud</li> <li>. Contact with plants</li> <li>. Water – river</li> <li>. Students carrying out woodland practical’s</li> <li>. Fallen/ falling trees</li> </ul>	<ul style="list-style-type: none"> <li>. Staff</li> <li>. Volunteers</li> <li>. Students</li> <li>. Support workers</li> </ul>	<p>Always carry out a pre inspection to see if the pathway is suitable for the activity that day</p> <p>If raining/wet carry out a garden trail instead</p> <p>Arrange with ARBO to ensure practical’s are fenced of and safe</p> <p>ARBO to carry out regular checks on trees to ensure no damage</p> <p>After bad weather and storms ensure woodland path is checked prior to carrying out a woodland walk or practical</p> <p>Ensure all paths are suitable and ensure the group can get top where they are going</p> <p>Do a debrief about the woodland environment before they set off etc.</p>

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## Induction

All new staff will receive an induction on their first day. The induction will include the following:

- Introduction to other staff members
- Asked to read the Health & Safety Policy
- Asked to read Risk Assessments
- Given explanation and information on zoonoses
- Asked to read the 'escaped animal procedure'
- Fire procedure explained and shown location of fire exits and extinguishers
- First aid procedure explained and shown location of first aid kit
- Tour of the Centre to include: location of kitchen for human food prep, toilets and hay shed
- Given explanation of responsibilities and behaviour.

**Name:** Steven Sykes

**Signed:**

**Position:** Centre Manager

**Date of risk assessment:** 01/04/16

**Review date:** 01/04/17