



## **Risk Assessment – School Visits**

This assessment by C. M. Moiser, dated 4<sup>th</sup> March 2019 replaces all previous assessments.

### **Relevant Statutes**

Health and Safety at Work (etc) Act 1974

The Children Act 1989

Also relevant Common Law (negligence, trespass, etc.).

### **Relevant Regulations**

Workplace (Health, Safety and Welfare) Regns. 1992

Management of Health and Safety at Work Regns 1999

### **Getting to Tropiquaria**

Clearly it is necessary to use an established coach company working within the normal legal requirements to operate within the UK. The “school minibus” may be an alternative form of transport for small groups and those who are local. In each case it is necessary to establish timings and, if the weather conditions or road maintenance dictate, for extra time or alternative routes.

### **Arrival at Tropiquaria**

The car park will be used by other visitors, possibly delivery drivers, and occasionally people just driving in to use mobile telephones. It is sensible to move the children and staff quickly into non-traffic areas. If the gates are not open, the area in front of them is “traffic free” and therefore safer. A telephone call to Tropiquaria if you arrive early, will normally secure admission fairly quickly, even if before normal opening time. Please do NOT sit children down in the overflow car park for snacks. Somerset has a large deer population, they sometimes graze in our overflow car park during winter months, unfortunately they often carry ticks, and there is (throughout Somerset) a risk that a deer tick bite could carry Lyme disease. (Realistically the risk is much lower than in the National Park or on the Quantocks, etc. because deer are only rarely present in our car park areas). The park itself should be safe because deer are excluded by our fences.

### **Whilst at Tropiquaria**

On admission educational visits are normally given a briefing which will include position of toilets, what to do if children, or staff are lost, etc. It will also include details of timed events and current photo-opportunities. Normal visitor rules will apply, e.g. do not cross barriers, do not try and touch animals unless invited by staff, hand hygiene after animal handling, etc. Teachers should be aware of any

**animal related allergies in their students and deal with the individual students as appropriate, similarly with food allergies. Although most schools bring packed lunches, children will occasionally buy food from the café and shop, in the absence of teaching staff. This is not something that Tropiquaria can do much to prevent, because we are usually open to the public during school visit times.**

**Tropiquaria does comply with the normal food allergy protocols, and there are notices to that effect. Children with impaired immune systems should have their conditions discussed with the relevant hospital team before being taken on any school trip.**

**Lost children are asked (at first briefing, before getting lost!), to go to the shop or café where there are telephones, and they can be sure of talking to Tropiquaria staff.**

**Play equipment, Tropiquaria has a large amount of play equipment, both inside and outside, teachers should decide before visiting whether they will allow children to use this facility. This is as much a matter of discipline as of safety.**

**In the event of accident Tropiquaria has trained first aid staff available.**

## **Departure**

**Make sure that you have the correct number of children, (we have had an incident where a student went home with the wrong school!).**

**NB – This is not a risk assessment for the school, it is established law that they must produce their own risk assessment, because the individual characteristics of the children (behavioural issues, allergies, pre-existing medical conditions, etc.) are within their knowledge and not that of Tropiquaria. This may however be used as an aide-memoire by teachers in preparing their own risk assessments.**

### **Further reading:**

**See the NUT website in relation to legal duties on teachers**