

**Risk Assessment for school visits to The Living Rainforest, RG18 0TN – (011)**

- ***Please read in conjunction with the risk assessment letter accompanying your booking paperwork***

Assessment undertaken: September 2016

Assessment review date: September 2017

Location	Description of Hazard	Likelihood	Seriousness	Control measures in place
Car Park	<ul style="list-style-type: none"> <li>• Personal injury through slips, trips &amp; falls</li> <li>• Personal injury by impact with vehicles (cars, coaches, service vehicles)</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>• Teachers and parents/carers required to supervise the pupils throughout the time in the car park</li> <li>• All TLR Staff to give verbal warning if inappropriate behaviour spotted</li> <li>• Daily “Signed” inspections of paths and walkways</li> <li>• Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid kits are. Duty managers are “appointed” persons and are qualified in First Aid.</li> <li>• Speed limit signs in force</li> <li>• Code of pupil behaviour agreed with teacher and children before visit</li> </ul>
Throughout The Living Rainforest Site	<ul style="list-style-type: none"> <li>• Personal injury through slips, trips &amp; falls</li> <li>• Damage to exhibits</li> </ul>	Low	Low	<ul style="list-style-type: none"> <li>• Daily Health and Safety inspections of paths, steps and walkways</li> <li>• School supervising leaders to be aware that hoses may occasionally be present on pathways- school staff to be given verbal warning before tour if the risk is present</li> <li>• Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid.</li> <li>• Staff aware of CRB and vigilant of child protection measures</li> <li>• Key educationalists and duty managers readily available during opening hours</li> <li>• Trained tour guides available on all school tours – tour sizes kept to a suitable level &amp; teachers/group leaders given instruction on booking letter to supervise group at all times</li> <li>• All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff</li> <li>• All adults present are required to adhere to information given at the health and safety briefing</li> <li>• Teachers, parents and carers to supervise and be responsible for pupils behavior at all times whilst onsite, including during tours and free time in the glasshouses.</li> <li>• Tour guides and education staff to give verbal warning if inappropriate behavior spotted</li> <li>• TLR and teaching staff to enforce no running in the rainforest.</li> <li>• Staff and pupils are required to stay on the designated pathways</li> </ul>

				<ul style="list-style-type: none"> <li>• Staff and pupils are not to climb on rockwork or exhibits</li> <li>• Warning notices provided in the event of wet/slippery surfaces</li> <li>• Code of pupil behaviour agreed with teacher and children before visit</li> </ul>
Throughout The Living Rainforest Site	<ul style="list-style-type: none"> <li>• Possibility of abduction/ assault by member of the public</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>• On site emergency and child protection procedures in place</li> <li>• School staff responsible for location and supervision of their group at all times</li> <li>• CCTV in operation in the shop, café and entrance walkway</li> <li>• Code of pupil behaviour agreed with teacher and children before visit</li> </ul>
Throughout The Living Rainforest Site	<ul style="list-style-type: none"> <li>• Personal injury through fire</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>• Daily &amp; weekly countersigned inspections of emergency signage. Checks for obstructions to paths, steps and walkways. All areas kept tidy and debris-free</li> <li>• Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid.</li> <li>• Three monthly full evacuation procedures logged and monitored</li> <li>• Evacuation procedure set out in documents that accompany the booking letter to be read by all accompanying adults prior to visit</li> <li>• The Living Rainforest is fully compliant with current fire regulations</li> <li>• Smoking is not permitted in the buildings and discouraged in the garden and car park. Staff to give immediate verbal warning if inappropriate behavior spotted</li> <li>• General safety measures given to school before visit</li> <li>• External lighting is provided during winter months from 4pm</li> <li>• Code of pupil behaviour agreed with teacher and children before visit</li> <li>• All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff</li> <li>• Evacuation procedure covered during the welcome and health and safety introduction given by education staff</li> </ul>
The Living Rainforest Toilets	<ul style="list-style-type: none"> <li>• Personal injury through slips, trips &amp; falls</li> <li>• Scalding from hot water</li> <li>• Unable to unlock door</li> <li>• Misbehaviour</li> <li>• Risk of assault/</li> </ul>	Low	Med	<ul style="list-style-type: none"> <li>• Toilets cleaned daily and inspected on a regular basis by staff</li> <li>• Procedures in place for cleaning up spillages</li> <li>• Locks can always be opened from outside by staff</li> <li>• Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid</li> <li>• Staff supervising reception and shop/café area when open to the public</li> <li>• Teachers to give verbal warning about hot water to those unable to read confidently as warning signs are supplied in the toilets</li> <li>• Children to be supervised by teachers and parents/carers when using toilet</li> <li>• On site emergency and child protection procedures in place</li> <li>• School staff responsible for location and supervision of their group at all times</li> </ul>

	<ul style="list-style-type: none"> <li>abduction by member of the public</li> <li>Need for adult assistance</li> </ul>			<ul style="list-style-type: none"> <li>Tour guides and education staff to give verbal warning if inappropriate behaviour spotted</li> <li>Code of pupil behaviour agreed with teacher and children before visit</li> <li>Adults and children to use the designated pathways to the toilets to minimize incident risk of contact with hot food and drink in the café area.</li> </ul>
Human Impact Building	<ul style="list-style-type: none"> <li>Risk of slips, trips and falls</li> </ul>	Med	Med	<ul style="list-style-type: none"> <li>Door ledges slightly raised-tripping hazard- yellow lines drawn on floor as a warning</li> <li>The human impact building is cleared daily in order to ensure that food and drink left by schools is disposed of correctly in order to avoid slipping hazards</li> </ul>
Rainforest Glasshouses	<ul style="list-style-type: none"> <li>Broken Glass</li> <li>Risk of drowning from waterfalls, pools and aquaria</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid</li> <li>Daily &amp; weekly countersigned inspections of glasshouses</li> <li>Teachers/ adult helpers to advise centre staff if any glass is spotted</li> <li>Deep water signs on barrier make the areas where care is needed clear</li> <li>All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff</li> <li>Teachers, parents and carers to supervise and be responsible for pupils behavior at all times whilst onsite, including during tours and free time in the glasshouses.</li> <li>All areas of risk have a barrier apart from the main pond where extra care should be taken</li> <li>Staff and children to stay on designated pathways</li> <li>Code of pupil behaviour agreed with teacher and children before visit</li> </ul>
Rainforest Glasshouses	<ul style="list-style-type: none"> <li>High temperature and humidity</li> </ul>	Low	Med	<ul style="list-style-type: none"> <li>Drinking water fountain located outside rainforest area</li> <li>Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid</li> <li>Appropriate clothing be worn and plenty of fluids drunk</li> <li>Children asked during induction, if feeling unwell or faint tell a member of staff</li> <li>Teachers to allow adequate “fresh air” breaks in hot weather.</li> </ul>
Rainforest Plants	<ul style="list-style-type: none"> <li>Personal injury through contact with Poisonous /irritating leaves, flowers, stems e.g.</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>Daily &amp; weekly countersigned inspections of warning signs</li> <li>Barriers to prevent access to some plants</li> <li>Staff and children to stay on designated pathways</li> <li>Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid</li> <li>All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff where presence of potentially</li> </ul>

	<ul style="list-style-type: none"> <li>Dumb Cane</li> <li>Possible allergic reactions</li> </ul>			<p>hazardous plants is indicated</p> <ul style="list-style-type: none"> <li>Teachers, parents and carers to supervise and be responsible for pupils behavior at all times whilst onsite, including during tours and free time in the glasshouses.</li> <li>Pupils to be discouraged by accompanying adults from touching the plants</li> <li>Hand washing facilities provided and children encouraged to wash hands after exiting glasshouses by guides and teachers</li> <li>Tour guides and education staff to give verbal warning if inappropriate behaviour spotted</li> <li>Code of pupil behaviour agreed with teacher and children before visit</li> <li>List of plants available in Duty Manager Folder and copy kept behind front desk.</li> </ul>
Rainforest Animals	<ul style="list-style-type: none"> <li>Personal injury through contact with free-ranging animals</li> <li>Possible allergic reactions</li> <li>Risk of disease from touching certain animals</li> <li>Upset, fear, phobia</li> </ul>	Low	Med	<ul style="list-style-type: none"> <li>Free-ranging animals may peck or bite. Warning signs and safety notices identify dangers</li> <li>Any distressed or injured animals to be reported to TLR staff immediately (No attempt should be made to handle them)</li> <li>There should be no touching of the animals by pupils at any time</li> <li>Teachers, parents and carers to supervise and be responsible for pupils behavior at all times whilst onsite, including during tours and free time in the glasshouses.</li> <li>Daily &amp; weekly countersigned inspections of warning signs &amp; all enclosures</li> <li>Barriers prevent public access to all enclosures</li> <li>Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid</li> <li>All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff where schools are made aware not to touch free ranging animals and birds</li> <li>Hand washing facilities provided and children encouraged to wash hands after exiting glasshouses by guides and teachers</li> <li>TLR staff to give verbal warning if inappropriate behaviour spotted</li> <li>Code of pupil behaviour agreed with teacher and children before visit</li> </ul>
Shop area	<ul style="list-style-type: none"> <li>Personal injury through slips, trips &amp; falls</li> <li>Theft or damage to shop stock</li> <li>Need for adult assistance</li> </ul>	Low	Low	<ul style="list-style-type: none"> <li>Regular housekeeping of shop</li> <li>Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid</li> <li>Staff aware of child protection measures</li> <li>Staff supervising reception area and shop when open to the public</li> <li>Teachers, parents and carers to supervise and be responsible for pupils behavior at all times whilst onsite and advised to bring pupils in small accompanied groups when visiting shop</li> <li>Shop theft policy and procedures in place</li> </ul>

				<ul style="list-style-type: none"> <li>• CCTV in operation</li> <li>• Tour guides and education staff to give verbal warning if inappropriate behaviour spotted</li> <li>• Code of pupil behaviour agreed with teacher and children before visit</li> <li>• Schools wishing to use the shop will be required to divide classes into smaller groups to avoid overcrowding. School staff will also be required to supervise pupil behavior.</li> </ul>
Café	<ul style="list-style-type: none"> <li>• Scalding from hot drinks</li> <li>• Food allergies</li> </ul>	Low	Med	<ul style="list-style-type: none"> <li>• School groups advised to bring own packed lunch</li> <li>• Staff trained in Health &amp; Hygiene procedures</li> <li>• Regular and daily housekeeping procedures followed</li> <li>• Procedures in place for cleaning up spillages</li> <li>• Public are not allowed behind food/drinks counter</li> <li>• Café sells specific gluten-free snacks. No other guarantees are given regarding the content of snacks</li> <li>• Teachers to ensure that any members of their group who have allergies or special dietary requirements bring their own food</li> <li>• Tour guides, café staff or education staff to give verbal warning if inappropriate behaviour spotted</li> </ul>
Play Area	<ul style="list-style-type: none"> <li>• Personal injury through slips, trips &amp; falls</li> </ul>	Low	Med	<ul style="list-style-type: none"> <li>• Daily &amp; weekly countersigned inspections of paths, steps, walkways and play equipment. The area is kept tidy and debris-free</li> <li>• Regular equipment review and maintenance</li> <li>• Staff trained in Health &amp; Safety procedures. They know who to go to for First Aid and where First Aid Kits are. Duty managers are “appointed” persons and are qualified in First Aid</li> <li>• Equipment chosen for its high standard and child protection ROSPA inspected</li> <li>• All fall-arrest equipment to current specification and inspected daily</li> <li>• All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff</li> <li>• Teachers, parents and carers to supervise and be responsible for pupils behavior at all times whilst onsite, including during tours, free time in the glasshouses and play area.</li> <li>• School staff to give verbal warning if inappropriate behaviour spotted</li> <li>• Code of pupil behaviour agreed with teacher and children before visit</li> </ul>

**Additional points:**

- As supervision and pupil behavior are the responsibility of the school staff we request a suitable ratio of teachers/ group leaders/ parents/ carers to children:
  - For primary groups: Minimum of 2 teachers to 15 children
  - For secondary school groups: Minimum of 1 teacher to 15 children

- For children suffering with allergies it is the teachers' responsibility for adequate supervision and care. NB Nut allergies: Some animals are fed nuts infrequently in their diet and the feed mixes used for our free ranging species are not produced in a guaranteed nut free environment and may be located throughout the glasshouses.
- A Brazil nut pod is used for demonstration during some of our guided tours. It is the teachers' responsibility to inform The Living Rainforest Education staff prior to your visit regarding any medical conditions or allergies and to bring any appropriate medication to be held by the schools nominated first aider.
- Teachers and pupils should be aware that our animals are fed after school visiting hours; however uneaten pieces of food may remain visible in the animal enclosures. This may cause distress as some species including our snakes and monitor are fed dead rodents.
- Individuals or groups that do not follow the Health & Safety information given may be asked to leave the glasshouses by a member of the LTR Staff in the interests of Safety
- We are happy for you to use the following information to assist you in carrying out a risk assessment of our site, but would like to make it clear that these are guidance notes only. Responsibility for carrying out a full risk assessment for your school's visit to the Living Rainforest remains with the school. These notes should not be used in place of that assessment.

**NAME OF ASSESSOR: Rupert West** .....

**DATE: 29.09.16**

**POSITION: Operations Manager** .....

**REVIEW DATE: 28.09.17**

**NAME OF ASSESSOR: Emily Jesson-Smith** .....

**DATE: 03.10.16**

**POSITION: Education Development Officer** .....

**REVIEW DATE: 28.09.17**