

Reference: ADMIN 003

Date: 10/02/2020

## Risk Assessment – Page 1

1. **Company:** THE ZOOLOGICAL SOCIETY OF EAST ANGLIA  
**Site/Location:** BANHAM ZOO & AFRICA ALIVE!  
**Assessor:** TRACEY RANCE **Job Title:** HEALTH & SAFETY CO-ORDINATOR  
**Senior Manager:** MARTIN DUPEÉE **Job Title:** DIRECTOR OF OPERATIONS

2. a) **Work activity/process:** SCHOOL/GROUP/PRE-SCHOOL/UNIFORM GROUPS/SPECIAL NEEDS AND SPECIAL NEEDS SCHOOLS

b) **Elements:** CHILDREN, ADULTS ACCOMPANYING GROUPS OF CHILDREN, DISABLED GROUPS WITH CARERS.

c) **Frequency:** DAILY

3. Risk assessment required under the following legislation:	Required	Completed
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015		
CONTROL OF ASBESTOS REGULATIONS 2012		
CONTROL OF NOISE AT WORK REGULATIONS 2005		
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGS 2002 (COSHH)		
CONTROL OF VIBRATION AT WORK REGULATIONS 2005		
ELECTRICITY AT WORK REGULATIONS 1989		
HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992		
HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981		
LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 (LOLER)		
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 (TAKING INTO CONSIDERATION THE YOUNG PEOPLE AT WORK: A GUIDE FOR EMPLOYERS FOR ANY PAID/UNPAID EMPLOYEES UNDER THE AGE OF 18)	YES	YES
MANUAL HANDLING OPERATIONS REGULATIONS 1992		
PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992		
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)		
WORKING AT HEIGHT REGULATIONS 2005		

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**4a. Significant hazards**

**People\* at risk\*\***

	ST	VA	VC	OSV
SLIPS. TRIPS AND FALLS		1	1	
INFECTIONS		1	< 30	
TRAFFIC		1	1	
BECOMING LOST/ISOLATED FROM GROUP-NO SUPERVISION		1	<20	
INAPPROPRIATE BEHAVIOUR/POOR COMPLIANCE TO GUEST CONDUCT		1	<20	

**4b. Significant hazards**

**Property/equipment at risk**

\* key: staff = ST; visitors = VA (adult) / VC (child); contractors/work experience/volunteers/experience guests = OSV (other site visitor)  
 \*\* specify numbers and individuals particularly at risk using '<' less than symbol; '=' equals symbol or '>' more than symbol

**5. Hazard**

**Severity**

**Likelihood**

**Action priority**

SLIPS TRIPS AND FALLS	C	2	LOW
INFECTIONS	B	3	LOW
TRAFFIC	A	3	MINIMUM
BECOMING LOST/ISOLATED FROM GROUP-NO SUPERVISION	B	3	LOW
INAPPROPRIATE BEHAVIOUR/POOR COMPLIANCE TO GUEST CONDUCT	B	2	MEDIUM

**6 a) Current control measures:** WRITTEN GUIDELINES IN PLACE AND ISSUED TO ALL ORGANISERS OF GROUP VISITS OPPORTUNITY FOR PRE-VISIT TO ENSURE ALL STAFF MAKE APPROPRIATE ASSESSMENTS FOR LEVEL OF ADULT AND GUEST RATIO'S. CONDUCT OF GUESTS IN MADE CLEAR IN BOOKLETS. TEACHERS/STAFF ON DAY REMINDED OF SUPERVISION AND CONDUCT AS GUESTS.

**b) Are these adequate? (delete as applicable)** YES

**c) Further control measures required:** Implementation by (date):

NO FURTHER CONTROL MEASURES REQUIRED

**7. Information / training needs:** NO FURTHER INFORMATION OR TRAINING REQUIRED

**Date completed:** \_\_\_\_\_ **By (person):** \_\_\_\_\_

**8. MONITORING:** a) Frequency: ON EACH VISIT

b) Person(s) responsible: GROUP ORGANISER

**9. REVIEW DATES:** a) After further controls implemented:

b) Maximum period: 1 YEAR Review by: ASSESSOR

**10. SIGNATURES:**

Assessor: T. Jones

Senior Manager: 