

# BRISTOL ZOOLOGICAL SOCIETY

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## Risk Assessment

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### School Visits

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### Bristol Zoological Society

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## 1.0 GENERAL INFORMATION

### 1.1 DESCRIPTION /BACKGROUND

Risk assessment to support educational groups visiting safely BZP. Please note that this is our internal risk assessment. It will be made available to groups to help and inform them in writing their own risk assessments, which they are still required to do. We encourage a free pre-visit for the group organiser in order to help them plan and prepare their own risk assessment. Group organisers are expected to know specific extra risks that may need to be assessed and mitigated for their particular group individuals' needs, and they would be expected to inform us if there is anything else specific that we need to know about their group to enable us to accommodate a safe and enjoyable visit.

### 1.2 REGISTER OF CHANGE

This risk assessment is to be reviewed annually as a minimum (unless agreed otherwise with the H&S department) **OR** when significant changes to the following:

- Operating model at BZS
- Significant changes to Government issued advice
- Significant changes to relevant and/or applicable staff

Issue	Compiled by	Notable Changes	Review period	Approved by	Date
V1.0	Rosie Sims/ Simon Garrett	N/A	<i>H&amp;S to complete</i>	L Tonarelli	22/04/2021
V2.0	Rosie Sims/Simon Garrett	N/A		L Tonarelli	29/10/2021
V2.1	J Beeston	H&S Update		J Beeston	04/11/2022
V2.2	Rachel Topley	N/A		J Beeston	29/02/2024
V2.3	Rachel Topley	N/A		J Beeston	04/11/2024
V2.4	Lauren Stone	Added Tropical House assessment Made terminology more generic for groups as well as schools		R Sims	06/11/2025

## 2.0 METHODOLOGY

### 2.1 RISK ASSESSMENT SCORING

#### Assess the likelihood of the Risk

How likely is it that the event would occur?

- 1 – Remote likelihood
- 2 – Unlikely
- 3 – Probable
- 4 – Most Likely
- 5 – Highly Likely

#### Assess the Severity of the Risk

How severe is the outcome to Personal Injury or Property?

- 1 – No Injury or damage to property
- 2 – Minor injury or damage to property
- 3 – Some injury resulting in lost time (more than 7 days off work/school) or damage to property
- 4 – Major Injury (broken bones, significant time off work/school) or major damage to property
- 5 – Major Multiple Injuries sustained or Death or Significant damage to property and the environment.

## 2.2 CALCULATING RISK FACTOR

	Severity				
Likelihood	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood	Severity	Risk Rating	Risk Factor	Action Required
1 – Remote	1 – No Injury	1-4	LOW	Maintain Control Measures
2 – Unlikely	2 – Minor Injury	5-9	MEDIUM	Review Control Measures
3 – Probable	3 – Some Injury	10-16	HIGH	Improve Control Measures
4 – Most Likely	4 – Major Injury	17-25	SIGNIFICANT	Improve Control Measures Immediately and Consider stopping work
5 – Highly Likely	5 – Multiple Injury or Death			

## 2.3 ACTION FOLLOWING ASSESSMENT OF RISK

- **Low Risk** – No additional control measures are required. However, it's important to consider further reducing the risk where possible and reasonably practical. Ongoing monitoring is required to ensure that existing controls remain effective.
- **Medium Risk** – Efforts should be made to reduce the risk where practical. Control measures are in place, but further improvements may be needed to lower the risk further.
- **High Risk** – Consider improving or enhancing control measures to reduce the risk to a more acceptable level. Immediate action should be taken to address the risk more effectively.

- **Significant Risk** – Immediate improvement of control measures is required. In some cases, work should be stopped until effective controls are put in place. This rating indicates hazards with a high potential for serious injury, damage, or death. If a significant risk is identified, it must be reported immediately to a line manager, and work should not proceed until the risk is reduced to an acceptable level.

### 3.0 RISK ASSESSMENT

When conducting a risk assessment, consider the following hazard categories and corresponding control measures. Examples of each are provided below:

**Hazard Categories (*Potential risks to consider*):**

- **Biological** – Exposure to diseases or infections.
- **Chemical** – Exposure to hazardous substances such as chemicals or fumes.
- **Ergonomic** - Poorly designed workplace equipment or repetitive motion.
- **Physical** – Manual handling, slips, trips, falls, extreme temperatures, machinery and tools, animal bites, working from heights.
- **Psychosocial (Stress-related)** – Noise, work-related stress, or harassment.

**Control Measures (*Ways to manage and mitigate the risks*):**

- **Eliminate** – Remove the hazard entirely (e.g. replacing a harmful substance with a safer one).
- **Reduce** – Minimize the risk (e.g. limiting exposure or frequency).
- **Isolate** – Separate people from the hazard (e.g. using barriers or designated areas).
- **Control** – Use safety protocols or engineering controls (e.g. proper ventilation, automatic shutoffs).
- **PPE (Personal Protective Equipment)** – Provide necessary equipment (e.g. gloves, helmets, ear protection).
- **Training** – Ensure staff are properly trained to identify and handle the risks (e.g. health & safety training).

## Risk Assessment

Existing Hazards and Control Measures							Additional Control Measures			Recommendations/ Comments	
Hazards Identified	Persons Affected	How could people/ property be affected?	Existing Control Measures	Likelihood	Severity	Risk Rating	Additional Control Measures	Likelihood	Severity	Risk Rating	
<b>Infectious Conditions</b> Spreading/cross contamination while being on site	Group leaders, students, BZS staff and volunteers	Serious illness	<p>School group leaders may book a free planning visit to assess risks and familiarise themselves with the operational requirements of the site.</p> <p>School and group visits can be booked and paid for in advance to facilitate smooth access to the site on arrival.</p> <p>Terms and conditions and sites rules, including for school visits, are available on the website and should be read by the leader making the booking. All visitors including school groups need to follow site rules in place.</p>	2	3	6	<p>Additional handwashing points and hand sanitisers available on site.</p> <p>Schools to ensure that hygiene and safety instructions are followed by students.</p>	2	3	6	<i>Any recommendations or comments</i>

[illegible]



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			<p>to be accompanied at all times.</p> <p>Schools attending sessions will be provided with handwashing facilities where appropriate.</p>								
<b>Fire</b>	Group leaders, students, BZS staff and volunteers	Serious injury	<p>5 Yearly fixed wiring test by competent persons.</p> <p>All portable electric equipment PAT tested annually.</p> <p>All fire detection and firefighting equipment is maintained and serviced according to regulations.</p> <p>All staff trained in emergency procedures.</p>	1	5	5		1	5	5	
<b>Animal escape</b>	Group leaders, students, BZS staff and volunteers	Serious Injury	<p>All animals are in enclosures designed to be secure and safe, with suitable stand-off barriers.</p> <p>In the event of an animal escape full emergency procedures will be deployed. Regular practice</p>	1	5	5		1	5	5	

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			<p>of these procedures is carried out.</p> <p>BZS staff carry a radio with them at all times. In the event of an animal escape, staff will follow emergency procedures and find the nearest safe building. Visitors will be instructed what to do in the event of an escape.</p>								
<b>Slips Trips and Falls</b>	Group leaders, students, BZS staff and volunteers	Injury	<p>Exhibit pathways are flat and level. They are checked for trip/slip hazards each day prior to opening to the public and any hazards found are rectified immediately. Some paths at Bristol Zoo Project can be more uneven, but are regularly inspected and maintained.</p> <p>For school sessions, indoor areas will be checked for trip/slip hazards prior to opening to the participants and any hazards found will be rectified immediately.</p>	1	3	3	Schools visiting Bristol Zoo Project are advised to ensure correct suitable footwear is worn for such an outdoor venue.	1	3	3	

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			Sessions taking place in Forest Camp, woodland or meadow where ground is uneven will be subject to a health and safety briefing from the session leader at the start of the session.								
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Existing Hazards and Control Measures							Additional Control Measures			Recommendations/Comments	
Hazards Identified	Persons Affected	How could people/property be affected?	Existing Control Measures	Likelihood	Severity	Risk Rating	Additional Control Measures	Likelihood	Severity	Risk Rating	
<b>Falling trees/branches</b>	Group leaders, students, BZS staff and volunteers	Serious Injury	Regular checks on trees around sites.  Preventive maintenance carried out.  Woodland paths and Bear Wood closed in high winds	1	5	5		1	5	5	

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			at Bristol Zoo Project, and whole site may be closed in extreme weather.								
<b>Seasonal weather exposure</b> (sun / cold)	Leaders, students, staff and volunteers	Minor injury	<p>We advise groups that they should come dressed suitably for the weather due to the amount of time spent outside. There are covered areas to shelter, and indoor heated buildings available including the Courtyard Café, Giraffe House, indoor Meerkat viewing and Tropical House.</p> <p>We monitor the temperature in Tropical House consistently and have volunteers stationed within who can advise of heat where necessary.</p>	1	2	2		1	2	2	
<b>Road traffic accidents</b>	Leaders, students	Serious injury	<p>Coach drop-off points provided close to entrance. Routes from coach drop-off points do not require road-crossings.</p> <p>There is a specific pedestrian path for groups</p>	1	5	5	Group leaders to supervise their groups from the coach drop-off point to the entrance.	1	5	5	

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			to use if travelling by public transport which leads to our car park via a pedestrian gate. This is unlocked every morning by the VEM on duty.								
<b>Water hazards</b>	Students	Drowning	All areas of open water are clearly marked or fenced. Appropriate signage and safety/rescue equipment are in place and inspected regularly.	1	5	5	Group leaders to ensure suitable supervision and to avoid playing near open water.	1	5	5	
<b>Accidents in play areas/ slips and trips/ fall from height</b>	Students	Some injury head injury	<p>Play equipment is constructed, maintained and inspected to be safe if used correctly.</p> <p>Soft 'wood bark' is applied as floor covering throughout the play area.</p> <p>Regular safety inspection by RoSPA trained personnel.</p> <p>Group leader supervision is required at all times.</p>	1	3	3	Group leaders advised to supervise their groups to ensure proper use of play equipment, and to ensure that students do not use play equipment if they are not age-eligible.	1	3	3	

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			<p>First aiders are available on site in the event of an accident.</p> <p>A specific risk assessment exists for playground areas.</p>								
<b>Lost children</b>	Students	Distress, abduction	<p>Staff are trained to deal with lost children. All staff are instructed in our safeguarding policy and all staff and volunteers are DBS checked.</p> <p>Terms and conditions of school visits request that group leaders and other adult helpers accompany and supervise their groups at all times.</p>	1	3	3	<p>Group leaders to ensure that they have sufficient supervision for their groups. Free adult places are available in appropriate ratios to facilitate that. Groups are advised to label their students with a teacher's name and school phone number.</p>	1	3	3	
<b>Safeguarding</b>	Children and vulnerable adults	Distress, abduction	<p>Our aim is to have safe, secure and supportive sites. All of our staff are trained on and have signed our safeguarding policy, and all staff and volunteers are DBS checked. Reporting systems are in place should any issue arise.</p>	1	3	3		1	3	3	

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			Group leaders are required to have appropriate supervision in place throughout their visit.								
<b>Wasp stings</b>	Leaders, students, staff and volunteers	Minor injury or (rare) anaphylactic shock	Rubbish bins regularly emptied and deterrents/pest control in place.  First aiders on site.	1	4	4	Group leaders to be aware of any groups members with severe reaction to stings, and to be appropriately prepared.	1	4	4	
<b>Poisonous or spiny plants</b>	students	Minor injury/sickness	Some ornamental or native plants on either site may be hazardous if certain parts (often berries) are eaten, or if infected scratches occur (e.g. blackthorn).  Encroaching plants are cleared from regular walkways.  The site has Lords-and-Ladies (poisonous plant with red berries – ground level). Whilst the Landscapes team do their utmost to remove the plants whilst in the fruiting stage, we cannot guarantee that they manage to remove	1	3	3	Group leaders to supervise group members to avoid berries, etc. being eaten.	1	3	3	

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			every single one as the site is so large.								
<b>Electric shock</b>	Students	Minor injury/shock	Some enclosures have electric fences. These are clearly marked and out of normal reach.	1	3	3	Group leaders to supervise groups, not allow them to cross barriers or touch electric fences.	1	3	3	
<b>Vehicles on site</b>	Leaders, students, staff and volunteers	Some injury	Site speed limit is 5 mph. Only competent and trained staff allowed to drive vehicles on site. Whenever a vehicle is on site during opening hours, a member of staff will walk in front to ensure speed limit is maintained and to clear pathways.  Contractor vehicles are only allowed on site when visitors are not on site.	1	4	4		1	4	4	
<b>Zoonoses</b>	Leaders, students, staff and volunteers	Sickness/ disease	There are some areas on both sites where visitors may be allowed to enter walkthroughs that also house animals. If required,	1	4	4	Groups leaders to ensure that groups are appropriately supervised, follow instructions and that	1	4	4	



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			<p>such areas are supervised by staff and/or volunteers and frequently touched areas that also might be touched or contaminated by the animals are cleaned as appropriate. Signage is in place and appropriate hand-washing facilities available if appropriate to the walkthrough (excl. Tropical House: hand-washing available at Courtyard Café). Also, our animals have regular health screenings.</p> <p>The risk of disease is low as the animal medical history is well documented.</p> <p>Standard Operation Procedures are in place to follow for sessions including handling biofacts.</p>				hands are washed when required.				
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