

Department of Learning and Leisure

Health Safety and Welfare Procedures

LLL/H&S/Procedures-05RevA3
Risk Assessment

VISITORS TO TROPICAL WORLD

ROUNDHAY PARK

REFERENCE GUIDE FOR GROUP LEADERS

REFERENCE ONLY



LEEDS
CITY COUNCIL



PARKS & COUNTRYSIDE
managing the environment for recreation

Health & Safety Guidelines for Tropical World

- This is our generic Risk Assessment for visitors to Tropical World.
- As group representative, the adaptation of our assessment for your students is your responsibility. It is the responsibility of a group representative to carry out specific risk assessments for their organised visit.
- To help groups complete a risk assessment we offer a free preliminary visit for staff organising a visit.
- The Group Representative is responsible for group conduct.
- Tropical World staff will intervene if the behaviour of the group is disruptive.
- The visitor route is inspected daily and remedial action is taken immediately if a problem occurs.
- We advise students are made aware by the group leader of slipping and tripping hazards associated with the natural environment.
- We advise visitors not to touch the animals or pick up feathers for hygiene and safety reasons

FIRE PROCEDURE

- In the event of a fire the fire alarm will sound
- Staff will guide you to the nearest exit
- Please assist them by keeping your group calm and orderly
- You are responsible for keeping your group together and for a head count once outside the building

ACCIDENT PROCEDURE

- If you require first aid, please contact any member of staff
- Our staff are here to help you
- We are obliged under Health & Safety law to ensure an incident form is completed

HEALTH & SAFETY REFERENCE FILES

- If you would like to consult the Health & safety files for more information please call the Visitor Services Team on 0113 266 1850
- Also, refer to Education Leeds, Handbook for Educational Visits.

Method Statement / Safe Operating Procedure / Code of Practice

TITLE: VISITORS TO TROPICAL WORLD, ROUNDHAY PARK.		
INTRODUCTION AND SCOPE: PUBLIC VISITS TO TROPICAL WORLD.		
REFERENCES: The Workplace (Health, Safety & Welfare) Regulations 1999. A Handbook for Educational visits produced by Education Leeds.		
PERSONS INVOLVED: Visitors, Pupils, Teachers, Group Leaders, Parks and Countryside Staff.		
PLANT AND EQUIPMENT; Mobility scooters and wheelchairs are pre bookable		
SAFE SYSTEM OF WORK	Action By	Records
Acceptance of Visit Booking	Admin	Confirmation Pack
Visit Instructions	Shop Staff	Register at shop reception
Method of Supervision	Lead Teacher	
EMERGENCY PROCEDURES		
LIST OF ATTACHMENTS;		

REFERENCE ONLY

RISK ASSESSMENT FORM

C O N S E Q U E N C E	RISK RATING MATRIX	LIKELIHOOD			
		Probable (A)	Possible (B)	Remote / Unlikely (C)	Improbable / Negligible(D)
	Fatal injuries (1)	High (1A)	High (1B)	Medium (1C)	Low (1D)
	Major Injuries (2)	High (2A)	High (2B)	Medium (2C)	Low (2D)
	Minor Injuries (3)	Medium (3A)	Medium (3B)	Low (3C)	Low (3D)
	Negligible Injuries (4)	Low (4A)	Low (4B)	Low (4C)	Low (4D)

ACTIVITY / LOCATION: Visitors to Tropical World Complex at Roundhay Park Estate

HAZARD	EFFECT (Include who will be affected if relevant)	RISK RATING	CONTROL (Reference to other documents, codes of practice, Department Rules, Divisional Rules etc. if relevant)	RESPONSIBILITY (preferably named individual or job title)	RESIDUAL RISK RATING
Fire	Major injuries to visitors and staff on site	1A	Emergency evacuation procedure in place; fire alarms tested regularly; staff trained in evacuation procedures; emergency lighting tested regularly; emergency rendezvous points identified.	Duty Manager	1D
Slips, Trips and Falls	Fall injuries to visitors to site	2A	Sites to be kept clear of obstructions; staff to keep floor areas clear of hazards and dry.	Duty Manager	2D
Animals	Injuries to visitors and staff	2B	Animals to be caged away from visitors; staff to be vigilant to escaped animals and return them to their correct enclosures	Duty Manager	3D
Overcrowding of Complex	Crush Injuries to Visitors	2A	Visitor access and egress to the complex to be monitored; stop admission to complex becomes crowded until visitor numbers reduce	Duty Manager	1D

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Temperature and Humidity	Aggravated Health Problems; Fainting, Breathing problems Slips due to surface water	1A 2A	First Aiders on call on site. Ambulance to be called in emergency Areas mopped, warnings signs, regular checks	Duty Manager	1D 2D
Welfare/ Hygiene Facilities	Hygiene Hazard,	2B	Numbers applicable to visitors Staff to monitor cleanliness.	Duty Manager	3C
Public	Violence, physical, verbal abuse, unauthorised access	Various	Communication controls Non Confrontation advised Refer to Customer Care Course	Duty Manager	Various
Water Hazard	Drowning	3B	Erection of barrier fencing in vulnerable areas	Duty Manager	3C
Bomb Threats	Injuries to visitors and staff	2B	Training staff on procedures Identify emergency routes	Duty Manager	3C
Reduced lighting in the Nocturnal House	Impact injuries	2A	Staff to keep floor clear of obstacles. Regular checks by staff.	Duty Manager	2D
Emergency /General	Injuries to visitors and staff	Various	Emergency evacuation procedure in place; staff trained in emergency evacuation procedures; emergency lighting tested regularly	Duty Manager	Various

Assessment by (Print Name) Signature Date

Review date (if applicable)

Note: Any assessments carried out for expectant mothers and young persons etc must be in conjunction with Health and Safety Manager

- As part of Leeds City Councils policy required under the Health and Safety at Work Act 1974 and the Zoo Licensing Act 1981, Risk assessments are carried out with regard to animal enclosures, working areas and public areas. Individual jobs have also been assessed.
- The presence of visitors on site is included by Leeds City Council Leisure Services Public Liability Insurance.
- Group leaders are expected to supervise and accompany children when on site.

FIRST AID

In the first instance, First Aid staff and equipment can be contacted through the Admission Desk at Tropical World.

- An Incident/Accident form will be required to be fully completed by the party involved or an adult responsible for the individual.
- For more serious incidents staff members will call an ambulance.

LOST CHILD PROCEDURE

In the first instance, Lost Children should be reported to the Admission Desk at Tropical World.

- Staff will contact senior staff members via radio contact, and a full search of the premises will begin.
- Whilst staff are searching we require the responsible adult to complete a Lost Child Description Form which can be circulated to staff and police if required.
- If the child is not found within Tropical Worlds complex, staff will initiate the Park Lost Child Procedure and contact the Police for assistance.

EVACUATION AND FIRE DRILL

In the event of a fire alarm activation;

- Visitors and staff must make their way out of the nearest fire exit.
- The lead teacher is responsible for their individual group head count.
- If a person is missing please notify a member of staff who will organise a search.
- Marked Fire extinguishers are present in all buildings. Regular fire inspections are made in line with Health and Safety Regulations.

ANIMAL WELFARE

- Do not allow your group to bang or tap the glass enclosures as this upsets the animals.
- Do not feed the animals.
- Within Tropical World there are a number of animals at liberty, although tame, we ask you not to disturb the animals in any way.
- Do not use flash photography whilst inside Tropical World.

BARRIERS

- Tropical World has barriers to keep visitors from harm. Please do not allow children to lean or swing or climb on them.

HIGH TEMPERATURES AND HUMIDITY

- If the conditions within Tropical World become a problem, contact the nearest member of staff for assistance or leave via the nearest exit.

Emergency Services:		
IN FIRST INSTANCE: DIAL 999 AND ASK FOR THE SERVICE/S YOU REQUIRE		
Police	Chapeltown Station	0113 241 3259
Fire	Moortown Station	0113 268 4242
Hospital	St James	0113 206 5796
Other Services/Assistance		
First Aid	SENIOR RANGER	07891270893

