

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 2024

Assessment review date: September 2025

Location	Description of Hazard	Likelihood	Severity	Control measures in place
Car Park	<ul style="list-style-type: none"> • Personal injury through slips, trips & falls • Personal injury by impact with vehicles (cars, coaches, service vehicles) 	Low	High	<ul style="list-style-type: none"> • Teachers and parents/carers required to supervise the pupils throughout the time in the car park • All TLR Staff to give verbal warning if inappropriate behaviour spotted • Daily "Signed" inspections of paths and walkways • Staff trained in Health & 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. • Speed limit signs in force • Code of pupil behaviour agreed with teacher and children before visit
Throughout The Living Rainforest Site	<ul style="list-style-type: none"> • Personal injury through slips, trips & falls • Damage to exhibits 	Low	Low	<ul style="list-style-type: none"> • Daily Health and Safety inspections of paths, steps and walkways • School supervising leaders to be informed of potential short term risks. • Staff trained in Health & 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. • All Staff are DBS checked and are aware of DBS policies. • Key education team staff and duty managers readily available during opening hours • Trained tour guides available on all school tours – tour sizes kept to a suitable level & teachers/group leaders given instruction on pre-visit information to supervise group at all times • All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff • All adults present are required to adhere to information given at the health and safety briefing

				<ul style="list-style-type: none"> Teachers, parents and carers to supervise and be responsible for pupils' behaviour at all times whilst onsite, including during tours and free time in the glasshouses. Tour guides and education staff to give verbal warning if inappropriate behaviour spotted TLR and teaching staff to enforce no running in the rainforest staff and pupils are not to climb on rockwork or exhibits Warning notices provided in the event of slippery surfaces Code of pupil behaviour agreed with teacher and children before visit.
Throughout The Living Rainforest Site	<ul style="list-style-type: none"> Possibility of abduction/ assault by member of the public 	Low	High	<ul style="list-style-type: none"> On site emergency and child protection procedures in place School staff responsible for location and supervision of their group at all times CCTV in operation in the shop, café and entrance walkway Code of pupil behaviour agreed with teacher and children before visit
Throughout The Living Rainforest Site	<ul style="list-style-type: none"> Personal injury through fire 	Low	High	<ul style="list-style-type: none"> Daily & weekly countersigned inspections of emergency signage. Checks for obstructions to paths, steps and walkways. All areas kept tidy and debris-free Staff trained in Health & 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. Three monthly full evacuation procedures logged and monitored Evacuation procedure set out in documents that accompany the pre-visit information to be read by all accompanying adults prior to visit The Living Rainforest is fully compliant with current fire regulations Smoking is not permitted in the buildings and discouraged in the garden and car park. Staff to give immediate verbal warning if inappropriate behaviour spotted General safety measures given to school before visit. External lighting is provided during winter months from 3pm Code of pupil behaviour agreed with teacher and children before visit Pupils using crutches (if injury is non-load bearing) are advised that there may be wet surfaces therefore a wheelchair is more suitable All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff Evacuation procedure covered during the welcome and health and safety introduction given by education staff Automatic fire detection system inspected quarterly.

The Living Rainforest Toilets	<ul style="list-style-type: none"> Personal injury through slips, trips & falls Scalding from hot water Unable to unlock door Misbehaviour Need for adult assistance 	Low	Med	<ul style="list-style-type: none"> Toilets cleaned daily and inspected on a regular basis by staff Procedures in place for cleaning up spillages Locks can always be opened from outside by staff Staff trained in Health & 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 Staff supervising reception and shop/café area when open to the public Warning signs are supplied in the toilets On site emergency and child protection procedures in place Tour guides and education staff to give verbal warning if inappropriate behaviour spotted Code of pupil behaviour agreed with teacher and children before visit 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 School staff responsible for supervision of their group at all times (Including toilet breaks)
Human Impact Building	<ul style="list-style-type: none"> Risk of slips, trips and falls 	Med	Med	<ul style="list-style-type: none"> Door ledges slightly raised-tripping hazard- yellow lines drawn on floor as a warning Uneven surface around metal vents potential trip. 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
Rainforest Glasshouses	<ul style="list-style-type: none"> Broken Glass Risk of drowning from pools and aquaria 	Low	High	<ul style="list-style-type: none"> Staff trained in Health & 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 Daily & weekly countersigned inspections of glasshouses Teachers/ adult helpers to advise centre staff if any glass is spotted Deep water signs on barrier make the areas where care is needed clear All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff Teachers, parents and carers to supervise and be responsible for pupils' behaviour at all times whilst onsite, including during tours and free time in the glasshouses. All areas of risk have a barrier apart from the main pond where extra care should be taken Staff and children to stay on designated pathways Code of pupil behaviour agreed with teacher and children before visit

Rainforest Glasshouses	<ul style="list-style-type: none"> High temperature and humidity 	Low	Med	<ul style="list-style-type: none"> Water can be requested free of charge from the café or available at sink in front entrance. Staff trained in Health & 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 Children asked during induction, if feeling unwell or faint tell a member of staff and are advised on the day of the appropriate level of clothing to be worn Teachers to allow adequate "fresh air" breaks in hot weather.
Rainforest Plants	<ul style="list-style-type: none"> Personal injury through contact with spikey or irritating leaves, stems Possible allergic reactions 	Low	High	<ul style="list-style-type: none"> Daily & weekly countersigned inspections of warning signs Staff and children to stay on designated pathways Staff trained in Health & 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 All accompanying adults and children to be present during the welcome and health and safety introduction given by education staff where presence of potentially hazardous plants is indicated Teachers, parents and carers to supervise and be responsible for pupils' behaviour at all times whilst onsite, including during tours and free time in the glasshouses. Pupils to be discouraged by accompanying adults from touching the plants Hand washing facilities provided, and children encouraged to wash hands after exiting glasshouses by guides and teachers Tour guides and education staff to give verbal warning if inappropriate behaviour spotted Code of pupil behaviour agreed with teacher and children before visit List of plants available in Duty Manager Folder
Rainforest Animals	<ul style="list-style-type: none"> Trip hazard from free-ranging animals Possible allergic reactions Potential risk of zoonosis from dirty surfaces Upset, fear, phobia 	Low	Med	<ul style="list-style-type: none"> Free-ranging birds may peck. Warning signs identify dangers Any distressed or injured animals to be reported to TLR staff immediately (No attempt should be made to handle them) Teachers, parents and carers to supervise and be responsible for pupils' behaviour at all times whilst onsite, including during tours and free time in the glasshouses. Daily & weekly countersigned inspections of warning signs & all enclosures Barriers prevent public access to all enclosures Staff trained in Health & 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 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

				<ul style="list-style-type: none"> not to touch free ranging animals and birds Hand washing facilities provided, and children told to wash hands after exiting glasshouses TLR staff to give verbal warning if inappropriate behaviour spotted Code of pupil behaviour agreed with teacher and children before visit
Shop area	<ul style="list-style-type: none"> Personal injury through slips, trips & falls Theft or damage to shop stock Need for adult assistance 	Low	Low	<ul style="list-style-type: none"> Regular housekeeping of shop Staff trained in Health & 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 Staff supervising reception area and shop when open to the public Teachers, parents and carers to supervise and be responsible for pupils' behavior at all times whilst onsite and advised to divide pupils into smaller, accompanied groups when visiting shop to avoid overcrowding Shop theft policy and procedures in place CCTV in operation Tour guides and education staff to give verbal warning if inappropriate behaviour spotted Code of pupil behaviour agreed with teacher and children before visit
Café	<ul style="list-style-type: none"> Scalding from hot drinks Food allergies 	Low	Med	<ul style="list-style-type: none"> Staff trained in Health & Hygiene procedures Regular and daily housekeeping procedures followed Procedures in place for cleaning up spillages Public are not allowed behind food/drinks counter Café sells specific gluten-free snacks. No other guarantees are given regarding the content of snacks (All foods have full ingredient lists available) Teachers to ensure that any members of their group who have allergies or special dietary requirements bring their own food (and notify TSL if severe allergies to discuss action plan needed) Tour guides, café staff or education staff to give verbal warning if inappropriate behaviour spotted
Play Area	<ul style="list-style-type: none"> Personal injury through slips, trips & falls 	Low	Med	<ul style="list-style-type: none"> Daily & weekly countersigned inspections of paths, steps, walkways and play equipment. The area is kept tidy and debris-free Regular equipment review, and maintenance Staff trained in Health & 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 Equipment chosen for its high standard and annual ROSPA inspection. All fall-arrest equipment to current specification and inspected daily All accompanying adults and children to be present during the welcome and health

			<ul style="list-style-type: none"> and safety introduction given by education staff 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. School staff to give verbal warning if inappropriate behaviour spotted Code of pupil behaviour agreed with teacher and children before visit
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Additional points:

- As supervision and pupil behaviour are the responsibility of the school staff, we request a suitable ratio of teachers/ group leaders/ parents/ carers to children:
 - For both primary & secondary school groups: Minimum of 2 teachers 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.
- It is the school's responsibility to appropriately fill in the booking form to highlight any children with severe allergies or notable medical conditions to ensure quick and appropriate responses to any medical alert.
- 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 TLR 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:** 19.09.24

POSITION: Operations Manager **REVIEW DATE:** 18.09.25

NAME OF ASSESSOR: Alison Robinson **DATE:** 19.09.24
POSITION: Front of House Manager **REVIEW DATE:** 18.09.25