

COVID 19 RISK ASSESSMENT FOR SCHOOLS VISITS TO COLCHESTER ZOO 2021/22**1. INTRODUCTION**

This risk assessment is a guidance sheet providing a general outline of potential risks and controls identified. It is strongly recommended that **all organisers make a preliminary visit to Colchester Zoo to carry out their own risk assessment before bringing a class of children.**

Two free familiarisation tickets to complete this visit can be requested after you have made a school booking.

KEY POINTS:

- All visitors and staff requested to **maintain social distancing** (including following the advised guided route around the zoo)
- **Visitors*** are requested to wear **face coverings** within indoor locations if possible
- **Staff*** are recommended to wear **face coverings** within indoor locations and in close contact situations where possible
- All zoo staff have been encouraged to get **vaccinated** if possible
- All zoo staff are encouraged to take regular **lateral flow tests**
- Staff* delivering educational sessions will wear visors or other face coverings
- The zoo has **increased cleaning and disinfecting** procedures in place throughout the site, especially high contact areas
- **Additional hand sanitisation facilities** have been provided and visitors are requested to ensure increased hand cleaning
- **Staff are temperature checked daily** and requested to stay home if they have any symptoms or have been exposed to people who do
- People with symptoms (high temperature, new persistent cough, loss/change in sense of smell or taste) are requested to not visit
- As part of **Track and Trace**, lead contact details are recorded and they will be contacted if necessary
- Any changes or updates to these controls will be displayed on the website so visitors know what to expect (<https://www.colchester-zoo.com/plan-your-visit/information-faqs-2/>)

*Children under 11, people with certain health conditions and people with a disability are exempt.

2. RISK ASSESSMENT

What is the Hazard	Who might be harmed	What are you doing to manage this risk?
<p>Transmission of Covid 19 – Airborne transmission (close proximity with other people)</p>	<ul style="list-style-type: none"> • Visitors • Students • School Staff • Zoo Staff <p>By not following the social distancing guidelines.</p>	<p>Ongoing - Social distancing:</p> <ul style="list-style-type: none"> • Social distancing is recommended throughout the site • Posters are displayed around the zoo reminding visitors to practice social distancing whilst on site • All schools must pre-book visit before arrival so that school numbers can be managed • Admission team will be made aware of schools’ declared arrival time to facilitate entry • Zoo staff are recommended to wear face coverings indoors and in close contact situations • School staff shall be encouraged to wear face coverings (this is recommended, not mandatory) • Protective screening is installed on the train to help shield students and school staff • Spacing at benches and tables (outside and inside where relevant) has been increased • Toilet facilities will have measures to ensure spatial distancing where possible • Staff have been trained to help and encourage visitors to maintain social distancing
<p>Transmission of Covid 19 – Contact transmission</p>	<ul style="list-style-type: none"> • Visitors • Students • School Staff • Zoo Staff <p>By not following hygiene guidelines.</p>	<p>Ongoing – Increased cleaning, etc:</p> <ul style="list-style-type: none"> • Additional hand sanitizing points have been installed throughout the zoo • Visitors are reminded to wash hands with increased frequency • Payments to be made online or by contactless card wherever possible • Lunch storage for schools is not available • Increased cleaning of high contacted areas including queuing areas, handrailing, doorways, etc. • Toilet facilities will have enhanced cleaning and disinfection throughout the day
<p>Transmission of Covid 19 – General virus transmission</p>	<ul style="list-style-type: none"> • Visitors • Students • School Staff • Zoo Staff <p>Preventing spread from known or suspected cases</p> <p>Vulnerable visitors are at heightened risk if they contract the virus.</p>	<p>Ongoing measures – Virus Transmission:</p> <ul style="list-style-type: none"> • Schools are encouraged to temperature check all pupils, staff and assistants prior to arrival at the zoo wherever possible • Schools are requested to cancel their trips to the zoo if they have any confirmed cases • Vulnerable visitors such as pregnant people, the elderly, or those with underlying health conditions, will be advised of additional risks of visiting the zoo • Visitors showing Covid-19 symptoms are requested not to visit Colchester Zoo • Zoo staff are temperature screened every day when they arrive on site • Zoo staff have been encouraged to get vaccinated if possible • Zoo staff are encouraged to conduct regular lateral flow tests • Any zoo staff with confirmed contact will self-isolate for the recommended length of time prior to returning to work • As part of Track and Trace, lead contact details are recorded and they will be contacted if necessary

What is the Hazard	Who might be harmed	What are you doing to manage this risk?
<p>Transmission of Covid 19 – Educational Sessions</p>	<ul style="list-style-type: none"> • Students • School Staff • Zoo Staff 	<p>Queuing:</p> <ul style="list-style-type: none"> • All educational spaces will host only one session at a time. • Staggered time slots shall be allocated to avoid overcrowding • School staff are recommended ensuring that social distancing from other visitors is adhered to whilst queuing outside the theatre • A maximum of one class group will be allowed per session <p>Visitor Seating:</p> <ul style="list-style-type: none"> • Visitors shall be asked to sanitise their hands before entering any teaching spaces • Visitors shall be greeted by staff and shown directly to their seats <p>Visitor Exiting:</p> <ul style="list-style-type: none"> • Staff shall direct visitors to the exits via allocated rows • Visitors shall be discouraged from congregating outside the exits • Visitors shall be required to keep all belongings with themselves whilst at the zoo <p>Cleaning:</p> <ul style="list-style-type: none"> • Increased cleaning between sessions will take place • Additional hand sanitising points at entrance and inside • Students and school staff will be asked to use alcohol gel to wash hands before entering for education sessions and during the session before and after handling props • Education sessions have been revised to minimise contact with props <p>Aerial Transmission:</p> <ul style="list-style-type: none"> • School staff* recommended to wear face coverings if possible, in indoor locations • Zoo staff will wear face visors or other face coverings while interacting with school groups • Where possible, zoo staff will maintain appropriate social distancing from school groups during sessions
<p>Transmission of Covid 19 – Lack of information</p>	<ul style="list-style-type: none"> • Visitors <p>Lack of information leading to potential for visitors to spread or contract the virus.</p>	<p>Ongoing measures – Lack of Information</p> <ul style="list-style-type: none"> • Suitable warning signage and posters to be displayed, ensuring that all visitors are aware of our policy and know what we have implemented to help maintain safe social distancing • Information to be published via the Zoo website and update with any changes to policies or procedures • Schools will be provided with information and links to the website as part of their visit confirmation

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<p>Transmission of Covid 19 – Groups of school students in shop</p>	<ul style="list-style-type: none"> • Visitors • School Staff • Zoo Staff <p>Potential for visitors to spread or contract the virus.</p>	<p>Ongoing measures - Retail</p> <ul style="list-style-type: none"> • Schools may exit via the shop, or are able to bypass the shop entirely and exit the zoo via the alternative exit • Limited number of visitors are permitted into the shop at any one time • Staff will monitor visitors and ensure safe distances are maintained while queuing and whilst in the shop • All zoo staff* are recommended to wear protective masks/visors face coverings in the shop • Visitors* over the age of 11 are requested to wear masks face coverings whilst in indoor areas (including the shop) <p>*Children under 11, people with certain health conditions and people with a disability are exempt from wearing masks</p>
<p>First Aid (General)</p>	<ul style="list-style-type: none"> • Visitors • Zoo first aiders <p>Staff and visitors spreading or contracting the virus when delivering / receiving first aid.</p>	<p>First aid incident measures as required: First aid services will continue to be provided in the zoo.</p> <ul style="list-style-type: none"> • First aider will wash hands or use hand sanitiser before and after administering first aid • First aider will wear appropriate PPE when dealing with any incidents • First aiders will wear gloves when dealing with open wounds
<p>First Aid (Non-breathing casualty)</p>	<ul style="list-style-type: none"> • Visitors • Zoo first aiders <p>Staff members spreading or contracting the virus when delivering first aid.</p>	<p>First aid (non-breathing casualty) incident measures as required:</p> <ul style="list-style-type: none"> • After primary survey, first aider to place towel or piece of clothing and over the mouth of the injured person. • Proceed with CPR following standard procedure but without administering rescue breaths. • First aiders have been updated with revised CPR guidelines from St John Ambulance. <p>https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</p>
<p>Non-reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</p>	<ul style="list-style-type: none"> • Visitors • Zoo Staff <p>Business could be prosecuted for Failing to comply with RIDDOR</p>	<p>RIDDOR report as required: The zoo shall make a report under RIDDOR when:</p> <ul style="list-style-type: none"> • An unintended incident at work has led to someone’s possible or actual exposure to Coronavirus. This must be reported as a dangerous occurrence. • A visitor has been diagnosed as having Covid 19 and there is reasonable evidence that it was caused by exposure at the zoo. This must be reported as a case of the disease.