



Stratford- Upon- Avon Butterfly Farm
 Tramway Walk
 Swan's Nest Lane
 Stratford- Upon- Avon
 CV37 7LS
 UK
 Tel: (01789) 299288 Fax: (01789) 415878
 Email: schools@butterflyfarm.co.uk
 Website: www.butterflyfarm.co.uk

9th January 2019.

Risk Assessment for Schools

Risk	Who might be harmed?	Is the Risk Adequately Controlled
Hazardous Invertebrates	Entomological Staff	Only trained staff are to deal with Hazardous Invertebrates. Information on each species is in the Health and Safety Document and Emergency procedures are pinned to the notice board. Only <u>non-hazardous</u> invertebrates are to be handled by visitors and then only under the direct supervision of an appropriately qualified guide. Hand washing facilities are available in Minibeast Metropolis, Discovery Zone and in the toilet block.
Poisonous Plants	Young Visitors	A sign is in the Flight Area warning of the danger of various leaves and berries. Small children should be closely supervised always. A list of the specific plants is kept in the Health and Safety File. Should a small child eat one of the listed plants then medical help should be sought.
Tetanus	Gardening Staff	Everyone is to keep up to date on vaccination against Tetanus. Disinfectant wipes for small cuts are kept in the first aid box.
Hazardous Substances	Senior Staff	All chemicals are securely locked in the storeroom always. Instructions for use are closely followed when any chemicals need to be used. COSH sheets are in the Health and Safety file.
Water	Visitors	The pond is kept barricaded against small children, who should be closely supervised always. Hoses are coiled away after use to prevent tripping.
Electrical Fittings	Staff	All appliances are inspected on an annual basis by a qualified electrical contractor.

Floor Obstructions	Visitors	Pathways are kept free of any obstruction daily.
Ladders	Staff	When using a ladder, it must be supported by another member of staff if there is any possibility of a fall. Once finished with ladders and stepladders must be put away safely.
Fire	Everyone	Instructions in the event of a fire are displayed on the notice board and in the Health and Safety Document. Fire extinguishers are checked weekly and tested annually. Fire exits are checked daily. The flight area is always kept wet, which considerably reduces the risk of fire.
Toilets	Everyone	There is level access for all via the Discovery Zone. There is also a side access for school parties to avoid congestion if we are busy. There is a contract for them to be cleaned daily by professional cleaners and they are spot checked by a staff member on an hourly basis. Any cleaning materials are kept in a locked cupboard. The floor is non-slip and wet floor signs are put out should there be a spillage and during cleaning. A School party using the toilets should be adequately supervised by an appropriately qualified member of staff from the School under their own guidelines.