

## **Risk Assessment 2020**

### **Risk Assessment Guide for St Andrews Aquarium**

**Note:** This listing is provided by St Andrews Aquarium as an aid to planning your visit to us and to help re-assure you that we are taking every reasonable precaution to avoid unnecessary accidents. As a staff member of a prospective school you are invited to come beforehand at your convenience and freely view our premises.

**1. Insurance.** We have all the current required cover for an establishment of this type, the minimum now being £5,000,000. We are insured with NFU, and the policy certificate no. 080X3964081/N04 can be viewed in our office. Periodic assessments by the Insurance agents are made to ensure there are no unacceptable risks.

**2. Fire risk.** We are viewed as being medium risk, given all public access is on the three floors with ample fire exits well signposted in all areas. All fire fighting equipment is inspected under contract by **Caledonia Fire and security**, the current certificate having been issued in February of this year. This again is viewable in our office.

**3. Fire alarm system.** This is maintained by **Caledonia Fire and security**, customer ref: 18-132-11. We have periodic training sessions with the staff who are therefore familiar with evacuation procedures. The whole building has wall mounted call points and smoke sensors as per the Fire Officer's rulings.

**4. First Aid.** There is a comprehensive first aid kit to be found in our Office at all times. Periodically we send a number of our staff on first aid courses so that there is a qualified person present at most times, which meets the recommendations laid down by the Health and Safety Executive for "Appointed Persons (Emergency First Aid) in the Workplace"

**5. Departure and arrival.** We are situated on the Scores, St Andrews, Fife, KY169AS which is next to West Sands. Coaches can draw up right outside the Golf museum, and there is then ample paid/free parking nearby.

**6. Supervision of Children** (u/16s). It is a requirement of entry to the display area that all children under 16 must be accompanied by an adult at all times. With School groups we recommend at least one staff member per 10 children or more if they are primary pupils (one free adult is admitted with every ten children so this is not a financial consideration). If a guided tour is part of the itinerary then the appointed aquarist will give a short safety related talk before anyone enters the display area. The aquarist will be present for the duration of the guided tour and for any other agreed functions but is not at this or any other time responsible for the actions of the group being guided. This is the sole responsibility of the accompanying adults or staff members. What the aquarium does to the best of its ability (see next section on Zoo licensing) is to advise verbally and in writing of the main hazards to visitors, and also of the need to avoid abuse of the animals (fish and invertebrates) where they are within reach.

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### 7. St Andrews Aquarium current Zoo Licence no. FC134/2016

The aim of this legislation is to ensure both the welfare of the 'wild' inhabitants of the aquarium and the safety of the visiting public. Our current licence runs to 17/02/2022 and can be viewed on our premises.

To hold this licence, which is obligatory, the aquarium undergoes detailed and routine inspections by Fife council and a government appointed vet. We cannot operate without their approval.

**8. Acceptable Risk.** The display environment is imaginative and captivating for people of all ages. A traditional old fashioned aquarium would have all displays presented as a series of windows set behind fascias which today's public would find boring and uninviting. This aquarium has a huge variety of displays of all shapes and sizes, some of which are 'open plan' so that fish and animals can be viewed from above as well as from the side.

**1. No running.** There are hard surfaces, and some floors are wet (especially next to the crashing wave display). Warning signs are present but children must be reminded, not least of all because of the hazard this might present to other visitors.

**2. No climbing.** In order to get a closer look children are tempted to use the front and sides of some of the displays as climbing challenge. This is absolutely forbidden.

**3. Keep hands out of the displays.** The Health and Safety executive, and the Zoo licensing authority's recommendations on animal welfare is limited physical contact between the public and the animals. If there is contact an aquarist will be present to supervise these activities during your tour, but we also expect you as the children's guardians to have an active supervisory role. Despite a verbal caution on entry and numerous written warnings around the displays people of all ages are still tempted to reach into other displays. In reality this is highly unlikely to be a threat to the public, but can certainly cause fright and possible trauma to the fish so is absolutely forbidden.

Children and adults like to dangle their hands in the water and splash to try and attract the rays. This practice is allowed in some aquariums abroad so some visitors are 'preconditioned' and ignore all warnings, setting a bad visual example for others.. This is not allowed. We have high definition CCTV cameras covering the Ray Pool and meerkats to monitor visitor actions and have escorted individuals and groups out of the aquarium who persistently ignore our warnings.

**4. No tapping or banging on the glass.** This is almost a reflex action for some people if a fish is stationary. There is no chance of causing a breakage but the shock transmitted to the display inhabitants is real and can lead to trauma or death.

**9. Security.** We are open to the public but as a private concern we have the right to refuse entry to any persons we see as undesirable, or any persons who flagrantly break any of the important rules we clearly advertise.