

Health & Safety Risk Assessment / Guidance for Schools

Plantasia (Ref: S1).

**Plantasia
Parc Tawe
Swansea
SA1 2AL**

Tel No 01792 474555

- ◆ **This document is the risk assessment for Plantasia.**
- ◆ **Schools are reminded that it is their responsibility to do their own risk assessment for a visit to Plantasia.**

SITE LOCATION

Plantasia is situated in the Parc Tawe Leisure and Retail Complex, city centre.

CAR PARKING

There is a bus stop for dropping off right outside Plantasia.

There is free 2 hour parking, which we can extend to 4 hours on request, and space for coaches. Care should be taken when groups of children cross the vehicle access and egress lanes in the car park.

ACCESS

There is lowered pavement access to the building on both sides and Plantasia is fully accessible to wheelchairs.

SITE RULES AND REGULATIONS

Teachers should ensure that:

- Adult:pupil ratio should be at least 1 adult:10 children.
- No unsupervised children should be allowed in the Hothouse.
- No running along the walkways.
- No touching the plants unless staff give permission.
- No horseplay of any kind.
- No feeding or interfering with any of the animals eg. poking with pencils or other objects.
- No wandering off the defined pathways into the undergrowth resulting in damage to the plant collection or possible injury to students.
- Special care should be taken in the arid (cactus) house which presents obvious and serious dangers, and on no account should pupils be allowed in this area without supervision and a very specific warning of dangers.
- Special care should be taken in the deadly plant room where some plants may be slightly poisonous and therefore not to be touched. On no account should pupils be allowed in this area without supervision and a warning of the dangers.
- It must be ensured that pupils behave sensibly, safely and with consideration for other visitors.
- Teachers should acquaint themselves with the emergency fire evacuation procedures attached to this Risk assessment.

- Sensible flat enclosed shoes are recommended.

STAFF INVOLVEMENT

Trained staff are in attendance during your visit, but will only be available for operational duties. Supervision of pupils is still the responsibility of accompanying teachers/adults.

Staff duties include giving guided tours and talks with prior booking.

Staff conduct workshops.

Staff will be on hand for normal operations and emergency duties.

FIRST AID

First Aid arrangements for visiting pupils/groups must be catered for by the school. Each school should carry a first aid box, but an appointed member of staff is always available for contacting emergency services i.e. ambulance.

Pupils should be briefed on safety matters pre-visit.

TOILET FACILITIES

There are two toilets situated in the wildlife room next to the schoolroom; both unisex. One toilet is also the designated and equipped disabled toilet. There is also a baby changing facility in this room. There are also 4 toilets in the gift shop area,, all unisex

SOUVENIR SHOP

There is a souvenir shop in the front reception area. In the case of large groups/schools, please split up into smaller groups as the space in the souvenir shop is quite limited.

EATING FACILITIES

Packed lunches can be brought into Plantasia and the schoolroom is available for this purpose but must be booked when the visit is arranged. There is a Cafe/bistro in the reception area but we regret that due to size, schools can not be accommodated in this facility. It is therefore suggested that teachers do not allow children in this area.

Teachers are welcome to purchase take away food and drink for consumption in the school room.

SPECIAL NEEDS

Plantasia is fully accessible to all disabled users. There is full wheelchair accessibility to all public areas. Disabled toilets are positioned in the wildlife room. If school parties have any special needs or have pupils with learning difficulties, please contact plantasia@parkwood-leisure.co.uk 01792 474555 pre-visit.

EMERGENCY FIRE EVACUATION

Fire alarm

The fire alarm is a high pitched siren (a continually ringing bell is a security alarm, not a fire alarm)

On Hearing the Alarm

- ◆ Leave by the nearest exit, following the green “running man” exit signs
- ◆ Walk quickly, do not run.
- ◆ Keep calm, do not panic

Assembly Point

In front of Flashpoint / Crazy Climb retail unit

What Happens Next

- ◆ Teachers/group organisers should supply their own head count sheet.
- ◆ If a member of your team is missing, tell the person in charge. Do not try to re-enter the building. The staff are instructed to keep everyone from re-entering until the fire brigade, management, has given the all clear.

Alarm Testing

The fire alarms are tested regularly.

OPENING HOURS

10am – 5pm 7 days a week

Last admission 4.15pm

CONTACTS

Anthony Williams - Attraction Manager

Michael Colwill - Zoo & Education Manager

Lucy Williamson - Zoo & Education Officer

Tel No. 01792 474555

Updated 01/09/2022 MC