

Please return your booking form to: officesupport@monkeyworld.org
 or Monkey World – Ape Rescue Centre Education Department,
 Longthorns, Wareham, Dorset, BH20 6HH. Contact No. 01929 401022



SCHOOL & COLLEGE GROUP BOOKING FORM 2020/21

PLEASE NOTE WE DO NOT CONFIRM BOOKINGS

Name of School:			
School Address:			
Party Leader Name and Mobile Number: **REQUIRED**			
Date of Visit:		Arrival Time:	
Payment Method: <i>Please delete as appropriate</i> Pay on Arrival / To be Invoiced		Where did you hear about us? (If possible please specify which publication/website)	
Number of Adults:	Number of Children:	Number of Students:	Year Group:
Does your school currently <u>adopt a primate</u>?Yes...../.....No.....		If yes, which primate do you adopt?	

Prices:

<u>School Entrance Prices</u>		<u>Sixth Form & College Entrance Prices:</u>	
Children (up to Year 11):	£9.00	Students:	£12.00
1 Teacher to 6 Children:	Free	Adults (16+):	£13.00
Extra Teachers:	£10.00	Disabled without carer:	£10.00

To constitute a School Group, there must be a minimum of 10 paying visitors and completed forms must be signed and returned to Monkey World prior to visit. **All groups of children must be accompanied by a teacher or adult supervisor at all times. Please note our requirements for children to staff ratios:**

- Years 1 to 3 – A ratio of 1:6 (1 adult to 6 children) *Reception classes should have a higher ratio*
- Years 4 to 6 – A ratio of 1:10-15 (1 adult to 10-15 children)
- Year 7 onwards – A ratio of 1:15 (1 adult to 15 children)

Sign: **Print Name:** **Date:**

The booking institution is financially responsible for any damages to the park or facilities, done by its children. If the group is disruptive or upsetting to either the animals or other guests at the Park, we reserve the right to have them leave the premises without refund. Monkey World and/or other authorised parties carry out filming/photography throughout the year at the park. We make every effort to ensure that visitors to the park are not captured on film or other forms of media, however we cannot guarantee this. Therefore, by accepting the rules of entry to the park, **you agree** that we have the right to use any such images in any promotional, advertising or publicity material, worldwide, in perpetuity, and on any media. By signing this form you agreeing to the parks terms and condition and rules of entry. For further information please visit www.monkeyworld.org



Please note: We are a primate rescue and rehabilitation centre and not a zoo, as such the majority of our primates have been abused, neglected and exploited. We would be grateful if you could remind your students of this fact prior to entering our park.

We have offered our rescued monkeys and apes sanctuary, free from abuse of any kind and we will not tolerate any behaviour from visitors that causes distress to our primates in anyway e.g. shouting, screaming, banging on the viewing windows, running up and down outside enclosures, throwing items into the enclosures, feeding our primates etc.

Visitors that do not abide by the rules of entry to the park will be asked to leave and no refund will be given.

Risk Assessment Guidance

Monkey World operates under the auspices of the Zoo Licensing Act. We are subject to annual inspections from Enforcement Officers who look at the way we take care of our Primates and the safety of Staff and Visitors. The licence has to be renewed every six years.

We strongly recommend that group organisers make a pre-visit to Monkey World and carry out their own risk assessment. We allow one free entry per class/group which is available on request when booking your visit. In the event that a pre-visit is impossible, this document provides a general outline of the risks and controls identified.

It is essential that all children are supervised throughout their visit to us and that all attending the visit understand the following:

- the aims and objectives of the visit
- how to avoid specific dangers and why they must follow rules
- why safety precautions are in place and standard of behaviour is expected
- who is responsible for the Group
- what to do if approached by anyone outside the Group
- what to do if separated from the Group
- the time and place of departure of the Group
- that in an emergency situation e.g. first aid, they must notify a member of Monkey World staff urgently (as laid down in the DfES Health and Safety of Pupils on Educational Visits 1998)



INSURANCE

We have combined liability insurance, the certificate of which may be seen upon entry of the park if requested.

HEALTH & SAFETY REGULATIONS

We comply with all current health & safety regulations pertaining to the Park.

RISK ASSESSMENT OF POTENTIAL HAZARDS

All potential hazards on site do not exceed low to medium levels of risks. We strive to maintain high standards of safety on site at all times.

What are the hazards?	What are the risks?	Who might be harmed?	Controls Required
Spread of COVID-19 Coronavirus: Entrance Gate	Public Safety	Visitors to the park Staff	<ul style="list-style-type: none"> • All visits to the park must be pre-booked and number of visitors limited. • Queuing system in place, social distancing guidelines to be adhered to. • School Groups to enter through entrance gate separate to general visitors.
Spread of COVID-19 Coronavirus: General	Public Safety	Visitors to the park Staff	<ul style="list-style-type: none"> • Wearing of face masks/coverings/visor mandatory for all visitors of age 3 and above, unless prior notice given to office staff regarding medical exemption. • Face coverings to be worn at all times, unless seated in a designated catering area. • 20+ new sanitising stations introduced across the park with clear signage in place. • No Keeper Talks to take place to avoid gathering of multiple visitors. • Signage and advice in place across the park reminding visitors to social distance. • One-way systems in place where possible.



			<ul style="list-style-type: none"> • Monkey World Covid-19 Risk Assessment available from website. • NHS Track & Trace QR codes displayed at catering outlets. • If any staff member becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.
Spread of COVID-19 Coronavirus: Cleaning	Public Safety	Visitors to the park Staff	<ul style="list-style-type: none"> • Enhanced cleaning to be carried out on a rotational basis by cleaning staff members to include frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, etc.
Spread of COVID-19 Coronavirus: Catering Areas	Public Safety	Visitors to the park Staff	<ul style="list-style-type: none"> • NHS Track & Trace QR codes displayed at catering outlets. • Main cafeteria will remain closed during phase 1 opening. • Perspex or glass screens added to contact areas (service points). • 2 outdoor kiosks open only offering limited selection of take away food Tables are spread out to observe and follow social distancing guidelines. Cleaning of tables and outdoor catering areas is carried out on an enhanced rotational basis.
Dangerous Animals	Being bitten/scratched	Visitors to the park	<ul style="list-style-type: none"> • NO feeding or contact with primates at the park allowed. • Warning signs on the enclosures. • Safety barriers are in place. • Feeding of animals is totally prohibited.
Playing Apparatus	Accidental injury, falling, tripping etc.	Visitors to the park	<ul style="list-style-type: none"> • Children must be supervised at all times. • All three play areas have a soft fall surface area where appropriate. • Climbing frames are inspected daily for potential risks.



			<ul style="list-style-type: none"> • The Great Ape play area is supervised during peak season by Staff Members. • Disabled swing to be unlocked by Staff Member when required • We have first aid facilities with a registered first aider on site at all times. • <i>Please see additional Great Ape Play Area Risk Assessment</i>
Parkland	Accidental injury, slips, trips and falls	Visitors to the park	<ul style="list-style-type: none"> • Safety notices are shown where relevant. • Safety barriers are in place. • Footpaths are well maintained with low kerbing. • All ponds and water areas on site have safety barriers erected around them. • We have first aid facilities with a registered first aider on site at all time.
Electric Fences	Electric Shock	Visitors to the park	<ul style="list-style-type: none"> • Electric fence warning signs. • Electric fences are out of the reach of children.
Fire	Evacuation	Visitors to the park Staff	<ul style="list-style-type: none"> • Emergency procedures are in place. • They comply with local and national fire regulations.
Primate Escape	Public Safety	Visitors to the park Staff	<ul style="list-style-type: none"> • All enclosures have substantial overhangs/electric and secondary fencing. • All enclosures have double and treble locking systems. • Only trained staff have access to these areas and to the locking systems.
Child Welfare Risk	Lost Child	Visitors to the park	<ul style="list-style-type: none"> • Lost children are to report to a member of Monkey World staff immediately. • Staff are trained in procedures in dealing with lost children and other emergency situations. • The child will remain with the staff member until his/her group is

MONKEY WORLD – APE RESCUE CENTRE
Risk Assessment for School & Group Educational Visits 2020/21



			<p>located at which time they will be returned to their group.</p> <ul style="list-style-type: none"> • We have CCTV throughout the Park including the play area exits and entrances.
Outbreaks of Illness	Public Safety	<p>Visitors to the park</p> <p>Staff</p>	<ul style="list-style-type: none"> • Health & Safety & Hygiene controls are in place at all our catering outlets. • We have several public toilet facilities on site. • Disabled facilities are available for visitors. • All washrooms/toilets are serviced regularly throughout the day to maintain high standards of hygiene and cleanliness.