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Animal Magic

Risk Assessments & Health and Safety Policy 2018

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| **Description of Hazard and Hazardous Event** | **Who might be harmed?** | **What risk controls are currently in place?** | Current Risk rating\*  L C R | **Are further controls needed?** | Date to be completed by | Residual risk rating\*  L C R |
| **Animal Waste – removal and coming into contact** | Animal Handlers  Visitors  General public | Immediately removed by handler and disposed of in bags supplied by Animal Magic. We take away all animal waste. | 5 3 15 | All animal waste removed and disposed of appropriately, staff wash hands after removing waste. | on-going | 2 3 6 |
| **Virus/ Germs from touching Reptiles/Animals** | Animal Handlers  Visitors  General public | All those handling/touching animals are requested to use anti-bacterial hand gel before and after. We also advise, communicated verbally and with written signs, that all those handling/touching animals should thoroughly wash hands with warm water and anti-bacterial soap as soon as possible. | 2 3 6 | Provision of antibacterial hand gel and directions to the nearest hand washing facilities e.g. toilets. | on-going | 2 3 6 |
| **Animals Escaping** | Animal Handlers/ Visitors/General public | Locked cages/carriers/enclosures, staff instructed to take extra care when cleaning/feeding/entering or leaving enclosures. General public not to be close when animals are taken out of carriers. | 4 2 8 | Animal Magic control visitor contact, manage visitor numbers and certain high-risk animals constantly supervised e.g. exotics. Certain animals will only be used in secure areas to avoid loss of animals. | on-going | 2 2 4 |
| **Animal Bites** | Animal Handlers/ Visitors/General public | Verbal warning from handlers, warning signs visible. | 3 3 9 | Additional warning signs and verbal warning on contact, clear instructions on behaviour e.g. no sudden movements and no unsupervised contact with animals. Secure enclosures for high risk animals e.g. exotics. | on-going | 2 3 6 |
| **Possible Injuries** | Animal Handlers/ Visitors/General public | A visual warning and verbal warnings given to ensure general public do not touch or handle animals or equipment without permission. | 2 3 6 | First Aid kit available on every vehicle for handlers use only. All general public must inform the lead Animal Magic handler of any injuries or bites. We cannot administer first aid to any member of the public. Directions to nearest help given or call emergency services depending on severity. | On-going | 2 3 6 |
| **Damage to personal belongings/property** | Animals Handlers/Visitors/General public | Only Animal Magic handlers will be required to move animals and equipment to avoid injury to the public. Time and space to be given for the event set up to minimize damage. General public only allowed access at specific event times once Lead Animal Magic handler has deemed the set up safe and secure. | 2 2 4 | No constant access to electricity is required at open public events. All heat pads must be heated only by Animal Magic Handlers if necessary. Where cold weather is severe then animals requiring constant heat will not be allowed unless the event is indoors and adequately heated. | On-going | 1 2 2 |
| **Working Environment** | Animal Handlers/volunteers | Adequate footwear and clothing is to be worn for all events to minimize the risk of injury. A change of clothes is required in case of soiling/spoiling/spillages/rips. Illness or minor discomfort will result in the handler being removed from the display/event. | 3 2 6 | Minimum age of volunteers from Charity events is 18. Any injuries or discomfort are to be reported to the lead handler immediately and adequate actions taken. If serious injury occurs on an event then the event will be adapted accordingly whilst help is sought or emergency services called. | On-going | 3 2 6 |
| **Animal Welfare** | Animals | Animals deemed to be stressed or injured will be removed from public display immediately and placed somewhere quiet and safe. Only the Lead Animal Magic Handler will be required to determine the relevant actions for all animals. Signs in place to warn individuals not to touch or pick up animals. | 2 2 4 | If serious injury or illness occurs to any of the animals, Lead Animal Magic handlers will take the necessary actions. If the action required is immediate then the handling event will end whilst adequate help is sought. Nearest vet will be located prior to the event. | On-going | 2 2 4 |
| **Unpredictable Animal Behaviour** | Animal Handlers/ Visitors/General public | Enclosed areas for each animal and supervised by Animal Magic handlers. Any animals which are deemed unfit for display (e.g. stressed) will be removed and placed somewhere safe and quiet. | 2 3 6 | Trained handlers. Advise that no dogs or other animals which may be viewed as a potential threat approach the area. Clear instructions to young children on appropriate actions. | on-going | 2 3 6 |
| **Transporting Water** | Animal Handlers/ Visitors/General public | Carefully transporting Water using containers | 2 3 6 | Use sealed water container to reduce risk of spillage, clear any spillage up | on-going | 1 3 3 |
| **Phobias and Allergies** | Visitors/General public | Verbal announcements given to warn visitors/general public of species which will be put on display. List given to show what individuals species will be present at the event. Those with severe allergies are warned not to enter the event/display due to handling of all types of foods, including nuts, in order to meet the dietary requirements of each species. | 4 3 12 | Unknown allergic reactions will need to be treated away from animals and animal handlers. Medical attention will need to be sought by the organisers of the event. | On-going | 3 2 6 |

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| **Equipment/ Slips trips falls** | Animal Handlers/Visitors | Ensure walkways are free from hazards. We do not place any flooring down at events. | 1 3 3 | Handlers ensure walkways are clear at all times. | on-going | 1 3 3 |
| **Age restriction/ guidance** | Visitors/volunteers | All children under the age of 16 to be supervised by a parent/guardian at all times. | 1 3 3 | Any volunteers at charity organized events will need to be a minimum age of 18. | on-going | 1 3 3 |
| **Movement of Animals** | Animal Magic Handlers/volunteers | Use of suitable animal containers and due care. | 1 3 3 | Space required for loading and unloading. Parking must be guaranteed at all events. | On-going | 1 3 3 |

In the event of an injury – Notify one of the Animal Magic Team immediately, direct as necessary, call emergency services if necessary.

Should be noted visitors may include all members of public, including contractors, emergency services and staff at the location of the event.

Increasing Consequence

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| **5** | 5 | 10 | 15 | 20 | 25 |
| **4** | 4 | 8 | 12 | 16 | 20 |
| **3** | 3 | 6 | 9 | 12 | 15 |
| **2** | 2 | 4 | 6 | 8 | 10 |
| **1** | 1 | 2 | 3 | 4 | 5 |
| **1** | **1** | **2** | **3** | **4** | **5** |

INCREASING LIKELIHOOD

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| 20 - 25 | STOP - ACTIVITY AND IMMEDIATE ACTION |
| 15-16 | URGENT ACTION – take immediate action stop activity if necessary, maintain existing controls rigorously |
| 8-12 | ACTION – improve within expected time scale |
| 3-6 | MONITOR – look to improve at next review or if there is significant change |
| 1-2 | NO ACTION – no further action but ensure controls are maintained and reviewed |

We will:

1. Carefully transport animals and equipment to the location of the event in safety, taking breaks where necessary.
2. Be punctual to events, arriving on time to setup equipment safely and securely away from the general public.
3. Co-ordinate arrival times and requirements with the event organizer.
4. Check the area is suitable for the relevant animals before unloading.
5. Unload and setup enclosures and equipment.
6. Check the security of the enclosures and health and safety requirements e.g. hand wash, signs
7. Ensure animals are secured before leaving the vehicles.
8. Move animals into enclosures/pens.
9. Proceed with the displaying of animals and will remove any animals that show signs of aggression, stress or tiredness.
10. Clear the area of any excess waste or debris, including animals bedding.

**Animal Magic**

**www.animal-magic.co.uk**

# Guidelines and Policies

# For

# Animal Handling Event

**2018**

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## What the animal displays involve:

## Health and Safety:

### - Animals used in the display

### - Set up

### - Handling the animals

### - Phobias

### - Allergies

## Individual Animal Risk Assessments (upon request)

**What Animal Magic Events Involve**

Animal Magic team will arrive an hour to an hour and a half before the display is about to start. They will introduce themselves and explain what is going to happen.

Parking and access must be available for Animal Magic when they arrive and the shortest and most accessible route to display area to be shown to all of Animal Magic team. The Animal Magic vehicle must be close by at all times.

The Animal Magic team will work out of their van and will bring along everything they need to do the display. They will have a small/medium trolley to transport the animals but if a more suitable one is available they would like to use that as well.

Display area where Animal Magic is to set up must be clear of public whilst animals and equipment are being transported from the vehicle to display area. This area will also need to be clear during set up and again when packing up.

If tables are available the team will work from them. Animal Magic have small children’s tables that can be used if more suited to set up.

A break is needed every 2 hours to give the animals a rest. Animal Magic will organise when necessary.

Each show contains approximately 10 different species of animals. Animals may vary to ensure all animals are content and not getting stressed.

Although the handlers will encourage everybody to touch and handle the animals it is not compulsory, participants don’t have to touch anything they don’t want to.

The Animal Magic Handlers will give out information about each animal /group of animals that are on display.

Signs for will be put up where necessary. This can include the following:

Hand washing

No dogs (inside animal area or surrounding the animals display) (Our dogs are part of the display)

No food

List of animals present

Disclosure

Animal information sheets

Any questions about the animals can be asked and handlers will do their best to answer.

‘Animal Magic’ can provide wipes and Anti-bacterial gel if requested. But we will recommend that the public go to nearest hand washing facilities.

Once animals are back in their carriers, floor area that is used by animals and tables will be cleaned and wiped with our disinfectant. Unless client wishes to use their own.

Animal Magic will not disclose the personal details of any Animal Magic Handlers. All complaints/queries are to be referred to Lindsey Parker only.

**Health and Safety**

As a business that works with both animals and members of the public, ‘Animal Magic’ takes all Health and safety issues very seriously. We will endeavour to answer any issues or enquiries.

Please phone Lindsey 07979692423 for any particular issues not covered.

**Animals that are used**

- All animals used in the show are chosen primarily because of their calm and friendly nature. All Animals are handled regularly on a daily basis to ensure animals are content in the situations they are placed in.

- Animals are also health checked on a daily basis to ensure they are all in top condition for handling and any animals showing signs of illness, disease or distress will be taken to the vet for advice and treatment and will not be used in any shows until they are fit to do so.

- ‘Animals Magic’ ensures a high level of hygiene when working with the animals. All enclosures in which the animals are kept in are cleaned out on a regular basis.

- We work with the animals daily and they share a home with us to reduce the risks of any animal stresses and strains. Animal Magic handlers are trained to assess each animals level of comfort. The decision to remove animals from public display will be taken by the lead Animal Magic handler only. All complaints/queries about animal welfare will need to be addressed directly to the lead Animal Magic handlers.

-Whilst animals are present no food or drink may be consumed by children and adults when near the animals. Risk of animal bites increases when they can smell food on individuals. Please refer to handwashing guidance.

**Set up and display**

- For an Animal Magic Event to work best they will display animals on stable tables and in pens/enclosures. Some animals may be loose when used in an interactive display, but these will be under the control of an Animal Magic Handler at all times.

- If a display is required before handling, then all children should be seated together in middle of hall/room, access around the room will be needed depending on which display/topic is required.

- When participating in handling sessions a maximum of 20 people will be allowed entry into animal display depending on size of area.

- Signs will be displayed for hand washing and handlers will recommend that they go to nearest hand washing facilities.

- Children must be supervised by their parents or guardians at all times whilst in animal area. No children will be allowed into the animal display area without an adult to accompany them.

- All equipment should only be handled by Animal Magic handlers. Adequate clothing and footwear should be worn at all times to account for wear and tear at work. The general public should not assist with the setup. Animal Magic should be given adequate time and space to ensure the enclosures are safe and secure.

- Animal Magic reserve the right to change any display or enclosure during the event to ensure maximum efficiency throughout.

- Animal Magic will not require constant electricity access at any event. All heat pads required for animal welfare will only be handled by Animal Magic and these will be protected by relevant cases and covers. These will be out of reach of all members of the public and will only be moved/used by Animal Magic handlers.

- Animal Magic gazebos/event tents will only be set up by members of Animal Magic and health and safety procedures will be followed. Weights and ties will be set up following health and safety guidelines.

- The welfare of our animals is of paramount importance. It is essential that natural shade is provided for the entirety of an event. In hot weather conditions all animals will need shade and in wet weather conditions all animals will need cover. In adverse weather conditions, all Animals will need to be catered for to ensure their comfort. In extreme weather conditions, we reserve the right to cancel the booking.

**Handling the animals**

- Only experienced Animal Magic Handlers are permitted to pick up and carry Animal Magic’s Animals.

-All animals are counted into their carriers before leaving base, and then counted again on arrival and settling animals into their display areas. They will then be counted back into carriers when packing down and once again when settling back home in to their enclosures.

- Participants may hold, touch and feed animals under Animal Magic Handler’s supervision.

- No animals will be left without supervision or securely controlled pens/caging, where access is limited.

- During the display any unused animals will be kept in secure boxes and participants will not be allowed to touch these boxes.

-Animal Magic Handlers reserve the right to deny a participant access to animals if they cause a problem i.e. dangerous intentions or actions towards handlers or animals. Police will be called at any threatening behaviour.

-All excrement will be cleared away by Animal Magic Handlers with disinfectant and wipes and put in bin bags to take home with Animal Magic.

**Phobias**

- The Animal Magic handlers will be sympathetic with all phobias, participants who feel they need to, can leave area while a particular animal is being looked at.

- A list of animals present will be out on display.

- Nobody will be made to do anything they don’t want to.

**Allergies**

- Children will be asked before animal display begins if any persons are allergic to animals, hand gel or nuts. We work with all of these and it is impossible to avoid doing so.

- If allergy to hand gel then a wash with baby wipes is recommended or direct to nearest hand wash facilities (i.e. toilets)

- If there is a participant with an allergy problem then handlers will recommend that they look only and avoid touching animals that may cause a reaction.

- Anybody with severe allergies is advised against taking part in the display. It is not possible to avoid handling food items that are essential for the dietary requirements of an animal e.g. nuts.

- If an allergic reaction takes place whilst participants are in Animal Magic display area then Medical attention will be needed and an Ambulance should be rung. Animal Magic Handlers are not permitted to interact, as they will have animal’s dander/dust on them.

Please contact Lindsey on 07979692423 with any queries.

