

RISK ASSESSMENT FOR CAMERA TRAP LOAN SCHEME

The Camera Trap Loan Scheme is a programme in which Colchester Zoo loans wildlife monitoring equipment to school groups to allow them to take part in wildlife monitoring on school grounds. The scheme is accompanied by a range of activities with curriculum links. This risk assessment is a guidance sheet providing a general outline of potential risks and controls identified.

1. INTRODUCTION

Teacher/Leader Responsibilities:

Teachers are responsible for ensuring safe, sensible and secure use of the camera trap equipment and for applying the instructions correctly. Teachers will be provided with detailed instructions regarding the configuration and placement of the camera trap device and are responsible for the implementation of this. Teachers are responsible for the management of all data obtained using the camera trap, including the storage, distribution and protection of any data relevant to pupils.

Zoo Responsibilities:

Colchester Zoo is responsible for the distribution of functioning equipment. Colchester Zoo will advise teachers on safe, sensible and secure use of the camera trap equipment. Colchester Zoo will ensure that no data is distributed between school groups taking part in the loan scheme.

2. RISK ASSESSMENT

Risk Identification	Risk Level	Existing Controls
Slips, trips and falls	Low	<ul style="list-style-type: none">Teachers are advised to position camera traps in a safe locationStudents should be discouraged from attempting to explore any location which may be dangerous in any wayTeachers are advised to supervise students where necessary when navigating the location of the camera trap device
Cuts and scrapes	Low	<ul style="list-style-type: none">Teachers may wish to instruct students to wear gloves at all timesTeachers are advised to supervise students where necessary when navigating the location of the camera trap device

Risk Identification	Risk Level	Existing Controls
Damage to equipment	Low	<ul style="list-style-type: none"> ● Colchester Zoo will ensure that all equipment is in acceptable working order before distribution to each school ● Teachers should encourage safe and sensible use and handling of the camera trap ● Instructions will be provided for teachers to ensure that the device is used correctly ● Instructions will be provided for teachers to ensure that the device is secured correctly ● The camera trap should be stored in its box when not in use ● Colchester Zoo will inspect equipment upon return from the school and will keep a record of any minor damage to the equipment so that equipment is only distributed when safe to use ● Teachers should report any damages to Colchester Zoo
Theft of equipment	Low	<ul style="list-style-type: none"> ● Teachers are advised to position the camera trap in a secure location, on school grounds where possible, to ensure security of the device ● Instructions will be provided for teachers to ensure that the device is secured correctly
Data breach	Low	<ul style="list-style-type: none"> ● Teachers are responsible for deleting all data from the SD card before return to the zoo ● Any footage which teachers wish to share with Colchester Zoo can be uploaded in a secure online drive ● Colchester Zoo will ensure that SD cards are blank when sent to schools to avoid transferring data between schools
Transmissible Disease – Human (Covid-19, etc.)	Low	<ul style="list-style-type: none"> ● All equipment will be sanitised upon return and before distribution to the next school group ● Teachers are advised to practise hygiene measures and to encourage pupils to practise hygiene measures when working with and around the equipment